



Job Description / Training Checklist

Manual Machinist - Class "A"

Manual Machine Shop Document #JDTC-10-003

Revision No: 2 Draft
 Revision Date: 1/10/19
 Issue No: 1
 Issue Date: 8/16/07

Page: Page 1 of 4

Position: Manual Machinist – Class "A"

Minimum Qualifications (preferred):

High school diploma, or equivalent, or 6-10 years Manual Machine Shop work experience, with 3-5 years involvement with in process and final inspection.

Key Responsibilities:

This position requires intimate knowledge of machining practices, materials, castings, and quality systems. Must be able to read and write the English language, perform analysis of problems and must possess well-developed cognitive abilities. This position also requires abilities to work with varied dimensions and measurements. Report writing abilities are necessary. The machinist is able to check his or her own work before sending to another machine or to the next operation.

- Equipment / systems:**
1. All Manual Machine Shop Equipment (i.e.):
 - Horizontal Boring Mills
 - Lathes
 - Milling Machines
 - Drill Presses
 - Precision Measuring Devices
 - Shapers
 - Etc.
 2. Machine Set-up
 - Must be able to Set-up Horizontal, Vertical Machines and Lathes
 - Etc.
 3. Precision devices such as:
 - Micrometers
 - Calipers
 - Rulers & tape measures
 - Etc.

- Accountabilities:**
1. Adhere to all plant and shop safety rules.
 2. Knowledgeable about load ratings on all lifting devices.
 3. Attach slings, ropes, cables, or chains to material for moving.
 4. Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
 5. Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
 6. Able to run all machines in Manual Machine Shop.
 7. Reading, and completely understanding, drawings.
 8. Raw material quality.
 9. In process and final product inspection.
 10. LMF Quality System.
 11. Material and material specification.
 12. Knowledge of inserts.
 13. Follow work instructions, drawings.
 14. Design and build fixtures.
 15. Able to use all measuring devices.
 16. Complete jobs in a timely manner.

Reviewed / Approved By:	Title:	Date:
	President	
Prepared By:	Quality Assurance Manager	



Job Description / Training Checklist

Manual Machinist - Class "A"

Manual Machine Shop Document #JDTC-10-003

Revision No: 2 Draft
Revision Date: 1/10/19
Issue No: 1
Issue Date: 8/16/07

Page: Page 2 of 4



Job Description / Training Checklist

Manual Machinist - Class “A”

Manual Machine Shop Document #JDTC-10-003

Revision No: 2 Draft
 Revision Date: 1/10/19
 Issue No: 1
 Issue Date: 8/16/07

Page: Page 3 of 4

Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received
			1. Utmost proficiency in reading/understanding drawings.
			2. Proficiently runs all production machines in Manual Machine Shop.
			3. Design and build any fixtures needed to machine parts.
			4. Identify and know which inserts, and grade of insert, needed for work being done.
			5. Able to use all measuring devices in Manual Machine Shop.
			6. Completes jobs in a timely manner.
			7. Develops layouts, and plans sequence of operation, according to drawing or work instruction.
			8. Competent to verify conformance to all specifications, and release for shipment, all jobs completed.
			9. Good training skills to help with “B” and “C” class machinists.
			10. If hired in at “A” class machinist, must have training, and demonstrate proficiency, on all items listed on “B” and “C” class machinist Job Description / Training Checklists.
			11. Instruction on how to use manufacturing documents such as: LMF Process Sheet, Bill of Materials, Pick Lists, LMF Shop Drawings, Customer Specifications, Customer Drawings, Part Layout Sheets.
			12. Instruction on how to perform Incoming, In-Process & Final Inspection and how to properly identify products.
			13. Instruction on Product and Material specifications used within the MachineShop.
			14. Instruction on how to properly develop layouts, plan job sequences & complete jobs in a timely manner.
			15. Instruction on the Machine Shop Preventive Maintenance Program & paperwork such as Inventory, Production Reports, Inspection Sheets and what’s expected of each employee.
			16. Instruction on the proper use & handling of measuring devices designated for Machinist Class “C” employees job description:
			Tape Measures

See LMF Quality System on ‘Server’ “Q” for latest issue.



Job Description / Training Checklist

Manual Machinist - Class "A"

Manual Machine Shop Document #JDTC-10-003

Revision No: 2 Draft
 Revision Date: 1/10/19
 Issue No: 1
 Issue Date: 8/16/07

Page: Page 4 of 4

			Scales
			Dial Calipers
			Combination Squares
			Levels
			Dividers
			Micrometers

Other important information:

- Never use an obsolete revision of an Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Manual Machine Shop Quality System Binder located in the "yellow" MSDS cabinet or on the departments current computer 'Server' drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn't right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

 Employee's Signature Date

 Sponsor's Signature Date

 Manual Machine Shop Foreman Date