

AE-01

TOOLMAKER TRAINING

SKILL CHECK GUIDE

Duty AE: Job Processing
AE-01: Write Job Process (Mossville)

Issued 06/01/98

Rationale

This Skill Development Guide provides the knowledge a Learner needs to enter process data and print an audit sheet. The Learner must be able to enter the process data and print an audit sheet.

Skill Check Set-Up

Provide the Learner with a yellow ticket to process. Ask the Learner to process the data and print a copy of the audit sheet.

Provide the tools, materials, and resources needed to demonstrate the task.

What The Learner Will Need

This section contains the safety information, tools, and resources you will need before writing a job process.



- Follow all Caterpillar facility safety standards when performing this task.



- Dec terminal
- Rastar Printer



- TR System Manual (or Matrol)



Skill Check

Given a new repair ticket or a new build/redesign process sheet, write a job process.

Needs
Mastered Practice

Safe Work Practices

_____ _____ 1. Follow all Caterpillar facility safety standards when performing this task.

Task Standards

_____ _____ 1. The screen must read “Transaction complete - # records posted and committed” at the bottom of the screen when the <Do> key is pressed.

_____ _____ 2. The printed audit sheet must meet new repair ticket or a new build/redesign process sheet parameters.



Evaluator's Sign-Off

The Learner has demonstrated safe work practices and competent performance of the task.

Evaluator: _____ Date: _____

Learner: _____ Clock No: _____

