

AE-01

TOOLMAKER TRAINING

TRAINER'S GUIDE

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

Issued 06/01/98

Instructions To The Trainer

1. The Learner will contact you when ready to practice writing job processes.
2. Be prepared to demonstrate the steps for this task.
3. Ask the Learner to contact the Evaluator when ready for the Skill Check.



Skill Objective

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

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.

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)



Practice Set-Up

The Learner may perform the following practice to help prepare for the Skill Check. Set up the practice for the Learner. Assist the Learner during the practice, if necessary; answer any questions concerning the task; and be prepared to demonstrate the task to the Learner. Make sure the Learner follows safe work practices while practicing the task.

Practice

Provide a practice process sheet. Ask the Learner to enter the practice screen and practice processing an order. Ask the learner to print an audit sheet and review the data entries.

Practice Objective

The Trainer must agree that the data has been entered correctly and the audit sheet matches the order sheet parameters.

Next Step

Allow the Learner to continue practicing and developing skills needed to demonstrate the task. The Learner should ask the Evaluator to schedule a Skill Check when ready to demonstrate the task unaided and meet all the task standards and safe work practices.

