



National Institute for Metalworking Skills, Inc.

Credentialing Achievement Record

Stamping Level II Operate with Progressive Dies

National Institute for Metalworking Skills
3251 Old Lee Highway, Suite 205
Fairfax, VA 22030
<http://nims-skills.org>



METAL STAMPING CREDENTIALING PROGRAM

LEVEL II CREDENTIALING ACHIEVEMENT RECORD (CAR)

and

Official Performance CHECKLISTs (Skill Checks)

Please print

NAME:	Reg. No.	Job Title:
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Site Name:	Site No.
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STATUS:	<i>Non-Completer</i> <input type="checkbox"/>	<i>Candidate has Successfully Completed all NIMS Performance Requirements in the Following Credentialing Area:</i>
	Reason:	Duty Cluster Name: Date Completed:

Directions

This *Credentialing Achievement Record (CAR)* is the official training and performance document for the above named NIMS credentialing candidate. The CAR is used by the trainer/supervisor and candidate as a record (or log book) of individual on-the-job performance. The CAR is the *vehicle* that will allow eligible candidates to take the NIMS written credentialing examination(s). Supervisors, trainers, and candidates should take care of this record and be sure that it is accurate, kept up to date, filled out correctly, and properly stored. All information recorded in the CAR should be considered **CONFIDENTIAL**.

Candidates may select as many credentialing Duty Clusters as applicable to the facility or appropriate to the job. There are separate CAR booklets for each credentialing Duty Cluster. The CAR opens with list of Critical Work Activities (or experience statements) that must be acknowledged and documented. However, actual performance is assessed two ways: **1)** by fulfilling these general experience and historical statements and **2)** by an examiner administering *Skill Checks* (or performance assessments). Five successful Skill Check attempts are required. Skill Checks are clearly marked with the title - **CAR SKILL CHECK**. Candidate performance is documented by a on the Examiner's CHECKLIST. All Skill Checks must be co-signed and dated by the trainer/supervisor and candidate. Work Activity sign-offs must be co-initialed by the trainer/supervisor or manager and candidate then dated. If a particular Skill Check step or standard does not apply at your facility, check-off the applicable *NA* box and continue. Skill Checks may require the candidate to perform work a bit differently than your normal procedure or learn how to do something that may not be part of their typical day-to-day responsibilities. However, you may only check-off *NA* if the process-standard does not apply because the equipment or tooling is not available or the stamping process itself does not require this activity.

For additional information about administering CAR Skill Checks, see the Guide to Administering Credentialing Achievement Records or consult with your facility Credentialing Coordinator.



METAL STAMPING CREDENTIALING PROGRAM
LEVEL II CREDENTIALING ACHIEVEMENT RECORD (CAR)

Operate Equipment with Progressive Dies - Level II
DUTY CLUSTER 2.9-10

Duty Cluster and Critical Work Activities	Date Completed	Supervisor Initials	Trainer Initials	Trainee Initials
Operate Equipment with Progressive Dies				
Candidate has successfully completed all required safety training/courses as specified by the work facility or required by OSHA. Candidate has working knowledge of applicable OSHA and ANSI regulations and guidelines.				
Candidate has successfully completed the probationary period for this position as specified by the work facility.				
Candidate demonstrated the ability to recognize and explain the type of press and its function (including controls, mechanical devices, die components, and auxiliaries).				
Candidate has demonstrated working knowledge of material/part conformance standards and basic SPC recording techniques.				
Candidate has met the attendance policy of the facility for the last 12 consecutive months.				
Candidate has no company documented safety violations within the last 12 consecutive months.				
Candidate was able to recognize common equipment problems and adverse material conditions.				
Candidate has no reported incidents of non-conforming parts contaminating quality parts over the last three (3) consecutive months.				
Candidate has demonstrated the ability to maintain a clean and orderly work area in compliance with facility housekeeping policies and has no reported violations for a period of three (3) consecutive months.				
Candidate has basic industry knowledge of stamping operations and die technology such as coining, embossing, forming, blanking, piercing, and/or drawing.				



CAR SKILL CHECK

Candidate: Registration No.:	Date: 199
Examiner: Examiner No.:	(For examiner use after all Skill Check have been administered) Results (check one): Pass <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Work Activity

2.9-2.10 - Operate Equipment with Progressive Dies

Performance Conditions

Setting: OJT Observations - Shop/plant floor equipped with a sensed or non-sensed progressive die system. Given a setup in production using progressive dies that have already been verified for safety (including auxiliaries), produce parts according to a Process/Quality Plan. Candidate will start equipment, inch/jog machine, verify and document first part conformance, produce parts while continuously monitoring equipment, and shut-down equipment. Candidate is not responsible for major troubleshooting. However, candidate must be able to recognize adverse conditions, equipment problems, and non-conformance situations and respond accordingly. Processes and standards presented in this Skill Check are applicable to all required attempts.

(5 Skill Checks required).

Note: If running a coil fed operation, candidate must also complete **Skill Check b - Operate Auxiliary Equipment** to be credentialed in this Duty Cluster.

Safety

Equipment:

- PPE/PPC

Tools, Equipment and Materials:

- Part Placement Equipment
- Die Bar
- Probe
- Stone
- Mirror/Flashlight
- Blow Gun/Vacuum
- Attribute and Fixture Gages
- Pen/Pencils (calculator optional)
- Process/Quality Plan
- Lubrication Devices (if needed)
- Lubricants/Coolants (as needed)
- Scrap and Part Containers

Measuring Instruments:

- Calipers
- Micrometers
- Scales/Tape Measure
- Specialty Gages
- Protractor

Attainment Standards

1. 100% of all procedural steps and standards, without assistance, within company-specific time limit, following all safety and plant procedures.
2. 100% conformance with all product standards and Process Plan criteria.



Trainee Directions

The above referenced tools, equipment, materials and supplies may be used to Operate Equipment with Sensored or Non-Sensored Progressive Die Sets. All safety and plant procedures must be followed. Both the process and final result of the process will be evaluated by the examiner. Steps should be performed in the sequence, and all steps must meet the standards for successful completion.


Examiner Instructions

For successful completion of this Skill Check, the candidate must demonstrate the ability to successfully complete the work activity under controlled assessment conditions. All work must be completed to standard.

Before administering the Skill Check:

- ◆ Read/review the *Guide to Administering Credentialing Achievement Records* developed for the program.
- ◆ Ensure that you have a copy of this Skill Check for the candidate to use while he/she is working. Be sure all applicable equipment and supplies are available.

Do not provide assistance during the Skill Check. Monitor work in-progress and evaluate for **process**. Assess the completed work for conformance with **product** criteria. Mark *NA* if a process/product is not appropriate.

 **Stop the Skill Check immediately if the candidate violates a safety regulation or procedure or if there is any possibility of personal injury or damage to equipment.**

Before testing, the examiner may discuss appropriate safety requirements and loss potential issues (*i.e., Lockout/Tagout and HAZCOM/HAZMAT, personal protection equipment, pinch points, compressed fluid/air, high voltage*).

EXAMINER: Read aloud the *Skill Check Script* from the *Guide to Administering Credentialing Achievement Records* (verbatim).

When the candidate indicates that he/she has completed the Skill Check or when maximum time allowed has run out, assess final product and follow the closing procedures outlined in the *Guide to Administering Credentialing Achievement Records*.

Checklist

Scoring Procedures: Observe the candidate's performance for each Process Element and mark the *CHECKLIST* whether or not the standards were attained (*Do not rely on your memory*). Steps on the process side are to be marked as they are initiated. Standards are to be marked after each step has been competed.

(C) Critical. Failure to meet the standard will result in Skill Check termination.

Note: The evaluator will terminate the assessment and schedule the individual for further training.



Examiner's CHECKLIST — CAR SKILL CHECK #1

Operate Equipment with Progressive Die Sets

Process Elements			Process-Product Standards			
Steps	Yes	No		Yes	No	NA
⇒ Progressive Dies						
1. Inspect Work Site and Prepare Stations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • PPE/PPC appropriate for job. (c) • Process/Quality Plan obtained and understood. • Status of stock, press, auxiliaries, and part/scrap containers checked for availability and/or function. • Work area clean and free of debris and obstructions. • Dies, fixtures, clamps, and progression stations checked for function. • Safety systems checked (guards secure/active, control lights functional, alarms operational, etc.). (c) • Tools/equipment staged for production; inspection gage tags checked for calibration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Start/Re-Start Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Auxiliaries, motor, press and payouts energized. • Press and auxiliaries adjusted and running safely (no abnormal odors, sounds, vibrations, temperatures, or leakage detected). • Proper Mode of Operation verified or selected according to Process/Quality Plan. (c) • Sufficient stock (coil or strip) available and readied for first part production. • Sensors/probes operational/verified for function. • Die and press protection checked. (c) • Equipment stations inspected for service items; equipment functioning properly (“inch/jog” ready). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inch/jog Press and Make a First Piece-Part	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material/stock correctly aligned and positioned for inch/jog mode. (c) • Machine inch/jogged and piece-part produced for inspection. • Identified and responded to problems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect Piece-Part and Prepare for Production	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Part safely removed from guarded area. • Attributes visually checked for quality characteristics as per Process/Quality Plan criteria. • Dimensions/variables accurately obtained, verified and recorded as per Process/Quality Plan. • Achieved part conformance within dimensional (+/-) tolerances, SPC control limits, and/or concentric standards. (c) • Scrap/all-fall and debris removed and contained. • Equipment and tooling stations production-ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<i>Skill Check continued</i>		Process-Product Standards			Yes	No	NA
5. Produce Parts Using Progressive Die Sets	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Attentively monitored process (pressures, lubricant/coolant levels, feeder, die progression stations, sensors/probes, timing, positioning, counter balancing, outputs, etc.) and identified and responded to problems. No double-hits, missing features or excessive scrap. • Defective or non-compliant parts identified and segregated without contaminating quality parts discharged or contained. (c) • Equipment stations functioning properly and parts manufactured within % productivity standards. • Quality parts produced on an on-going and continuous basis (1 hour of operation time required). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Re-Load – Walk Strip Through Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Used safety devices and demonstrated safety during walk through. (c) • No broken components present. (c) • Equipment stroked (e.g., “inch or jog”) and initial piece-part produced. • Piece-part safely removed from a guarded area and inspected for conformance (quality attributes and SPC variables) (c). • Strip re-load completed; feeder system and related auxiliaries production ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="border: 1px solid black; padding: 2px;"> For Coil Re-Load, see Skill Check b, <i>Operate Auxiliary Equipment</i> </div>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Shut Down Press and Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Process stopped/main motor off. • Equipment de-energized or at-rest. (c) • Press stations checked for service items. • Area clean or prepared for hand-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL PRODUCT STANDARDS

“Work is Done As Expected When:”

- a. Job was performed accurately according to job Process/Quality Plan or SOP.
- b. Finished piece-parts meet customer expectations, requirements, and needs.
- c. Scrap managed and segregated, good parts identified and contained, and quality parts continuously produced according to (%) productivity standards.
- d. Candidate demonstrated ability to collect data, notice production inconsistencies, and link cause and effect to identify simple problems and make process improvements.
- e. Candidate addressed quality or equipment problems decisively by evaluating multi-dimensional situations in order to respond accordingly .
- f. Area clean and organized. All safety/plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signature: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #2

Operate Equipment with Progressive Die Sets

Process Elements			Process-Product Standards			
Steps	Yes	No		Yes	No	NA
⇒ Progressive Dies						
1. Inspect Work Site and Prepare Stations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • PPE/PPC appropriate for job. (c) • Process/Quality Plan obtained and understood. • Status of stock, press, auxiliaries, and part/scrap containers checked for availability and/or function. • Work area clean and free of debris and obstructions. • Dies, fixtures, clamps, and progression stations checked for function. • Safety systems checked (guards secure/active, control lights functional, alarms operational, etc.). (c) • Tools/equipment staged for production; inspection gage tags checked for calibration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Start/Re-Start Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Auxiliaries, motor, press and payouts energized. • Press and auxiliaries adjusted and running safely (no abnormal odors, sounds, vibrations, temperatures, or leakage detected). • Proper Mode of Operation verified or selected according to Process/Quality Plan. (c) • Sufficient stock (coil or strip) available and readied for first part production. • Sensors/probes operational/verified for function. • Die and press protection checked. (c) • Equipment stations inspected for service items; equipment functioning properly (“inch/jog” ready). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inch/jog Press and Make a First Piece-Part	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material/stock correctly aligned and positioned for inch/jog mode. (c) • Machine inch/jogged and piece-part produced for inspection. • Identified and responded to problems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect Piece-Part and Prepare for Production	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Part safely removed from guarded area. • Attributes visually checked for quality characteristics as per Process/Quality Plan criteria. • Dimensions/variables accurately obtained, verified and recorded as per Process/Quality Plan. • Achieved part conformance within dimensional (+/-) tolerances, SPC control limits, and/or concentric standards. (c) • Scrap/all-fall and debris removed and contained. • Equipment and tooling stations production-ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<i>Skill Check continued</i>		Process-Product Standards			Yes	No	NA
5. Produce Parts Using Progressive Die Sets	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Attentively monitored process (pressures, lubricant/coolant levels, feeder, die progression stations, sensors/probes, timing, positioning, counter balancing, outputs, etc.) and identified and responded to problems. No double-hits, missing features or excessive scrap. • Defective or non-compliant parts identified and segregated without contaminating quality parts discharged or contained. (c) • Equipment stations functioning properly and parts manufactured within % productivity standards. • Quality parts produced on an on-going and continuous basis (1 hour of operation time required). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Re-Load – Walk Strip Through Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Used safety devices and demonstrated safety during walk through. (c) • No broken components present. (c) • Equipment stroked (e.g., “inch or jog”) and initial piece-part produced. • Piece-part safely removed from a guarded area and inspected for conformance (quality attributes and SPC variables) (c). • Strip re-load completed; feeder system and related auxiliaries production ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For Coil Re-Load, see Skill Check b, <u>Operate Auxiliary Equipment</u>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Shut Down Press and Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Process stopped/main motor off. • Equipment de-energized or at-rest. (c) • Press stations checked for service items. • Area clean or prepared for hand-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL PRODUCT STANDARDS

“Work is Done As Expected When:”

- a. Job was performed accurately according to job Process/Quality Plan or SOP.
- b. Finished piece-parts meet customer expectations, requirements, and needs.
- c. Scrap managed and segregated, good parts identified and contained, and quality parts continuously produced according to (%) productivity standards.
- d. Candidate demonstrated ability to collect data, notice production inconsistencies, and link cause and effect to identify simple problems and make process improvements.
- e. Candidate addressed quality or equipment problems decisively by evaluating multi-dimensional situations in order to respond accordingly .
- f. Area clean and organized. All safety/plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signature: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #3

Operate Equipment with Progressive Die Sets

Process Elements			Process-Product Standards			
Steps	Yes	No		Yes	No	NA
⇒ Progressive Dies						
1. Inspect Work Site and Prepare Stations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • PPE/PPC appropriate for job. (c) • Process/Quality Plan obtained and understood. • Status of stock, press, auxiliaries, and part/scrap containers checked for availability and/or function. • Work area clean and free of debris and obstructions. • Dies, fixtures, clamps, and progression stations checked for function. • Safety systems checked (guards secure/active, control lights functional, alarms operational, etc.). (c) • Tools/equipment staged for production; inspection gage tags checked for calibration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Start/Re-Start Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Auxiliaries, motor, press and payouts energized. • Press and auxiliaries adjusted and running safely (no abnormal odors, sounds, vibrations, temperatures, or leakage detected). • Proper Mode of Operation verified or selected according to Process/Quality Plan. (c) • Sufficient stock (coil or strip) available and readied for first part production. • Sensors/probes operational/verified for function. • Die and press protection checked. (c) • Equipment stations inspected for service items; equipment functioning properly (“inch/jog” ready). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inch/jog Press and Make a First Piece-Part	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material/stock correctly aligned and positioned for inch/jog mode. (c) • Machine inch/jogged and piece-part produced for inspection. • Identified and responded to problems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect Piece-Part and Prepare for Production	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Part safely removed from guarded area. • Attributes visually checked for quality characteristics as per Process/Quality Plan criteria. • Dimensions/variables accurately obtained, verified and recorded as per Process/Quality Plan. • Achieved part conformance within dimensional (+/-) tolerances, SPC control limits, and/or concentric standards. (c) • Scrap/all-fall and debris removed and contained. • Equipment and tooling stations production-ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<i>Skill Check continued</i>		Process-Product Standards			Yes	No	NA
5. Produce Parts Using Progressive Die Sets	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Attentively monitored process (pressures, lubricant/coolant levels, feeder, die progression stations, sensors/probes, timing, positioning, counter balancing, outputs, etc.) and identified and responded to problems. No double-hits, missing features or excessive scrap. • Defective or non-compliant parts identified and segregated without contaminating quality parts discharged or contained. (c) • Equipment stations functioning properly and parts manufactured within % productivity standards. • Quality parts produced on an on-going and continuous basis (1 hour of operation time required). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Re-Load – Walk Strip Through Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Used safety devices and demonstrated safety during walk through. (c) • No broken components present. (c) • Equipment stroked (e.g., “<i>inch or jog</i>”) and initial piece-part produced. • Piece-part safely removed from a guarded area and inspected for conformance (quality attributes and SPC variables) (c). • Strip re-load completed; feeder system and related auxiliaries production ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For Coil Re-Load, see Skill Check b, <u>Operate Auxiliary Equipment</u>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Shut Down Press and Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Process stopped/main motor off. • Equipment de-energized or at-rest. (c) • Press stations checked for service items. • Area clean or prepared for hand-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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- d. Candidate demonstrated ability to collect data, notice production inconsistencies, and link cause and effect to identify simple problems and make process improvements.
- e. Candidate addressed quality or equipment problems decisively by evaluating multi-dimensional situations in order to respond accordingly .
- f. Area clean and organized. All safety/plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signature: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #4

Operate Equipment with Progressive Die Sets

Process Elements			Process-Product Standards			
Steps	Yes	No		Yes	No	NA
⇒ Progressive Dies						
1. Inspect Work Site and Prepare Stations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • PPE/PPC appropriate for job. (c) • Process/Quality Plan obtained and understood. • Status of stock, press, auxiliaries, and part/scrap containers checked for availability and/or function. • Work area clean and free of debris and obstructions. • Dies, fixtures, clamps, and progression stations checked for function. • Safety systems checked (guards secure/active, control lights functional, alarms operational, etc.). (c) • Tools/equipment staged for production; inspection gage tags checked for calibration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Start/Re-Start Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Auxiliaries, motor, press and payouts energized. • Press and auxiliaries adjusted and running safely (no abnormal odors, sounds, vibrations, temperatures, or leakage detected). • Proper Mode of Operation verified or selected according to Process/Quality Plan. (c) • Sufficient stock (coil or strip) available and readied for first part production. • Sensors/probes operational/verified for function. • Die and press protection checked. (c) • Equipment stations inspected for service items; equipment functioning properly (“inch/jog” ready). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inch/jog Press and Make a First Piece-Part	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material/stock correctly aligned and positioned for inch/jog mode. (c) • Machine inch/jogged and piece-part produced for inspection. • Identified and responded to problems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect Piece-Part and Prepare for Production	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Part safely removed from guarded area. • Attributes visually checked for quality characteristics as per Process/Quality Plan criteria. • Dimensions/variables accurately obtained, verified and recorded as per Process/Quality Plan. • Achieved part conformance within dimensional (+/-) tolerances, SPC control limits, and/or concentric standards. (c) • Scrap/all-fall and debris removed and contained. • Equipment and tooling stations production-ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<i>Skill Check continued</i>		Process-Product Standards			Yes	No	NA
5. Produce Parts Using Progressive Die Sets	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Attentively monitored process (pressures, lubricant/coolant levels, feeder, die progression stations, sensors/probes, timing, positioning, counter balancing, outputs, etc.) and identified and responded to problems. No double-hits, missing features or excessive scrap. • Defective or non-compliant parts identified and segregated without contaminating quality parts discharged or contained. (c) • Equipment stations functioning properly and parts manufactured within % productivity standards. • Quality parts produced on an on-going and continuous basis (1 hour of operation time required). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Re-Load – Walk Strip Through Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Used safety devices and demonstrated safety during walk through. (c) • No broken components present. (c) • Equipment stroked (e.g., “inch or jog”) and initial piece-part produced. • Piece-part safely removed from a guarded area and inspected for conformance (quality attributes and SPC variables) (c). • Strip re-load completed; feeder system and related auxiliaries production ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For Coil Re-Load, see Skill Check b, <u>Operate Auxiliary Equipment</u>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Shut Down Press and Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Process stopped/main motor off. • Equipment de-energized or at-rest. (c) • Press stations checked for service items. • Area clean or prepared for hand-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL PRODUCT STANDARDS

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- c. Scrap managed and segregated, good parts identified and contained, and quality parts continuously produced according to (%) productivity standards.
- d. Candidate demonstrated ability to collect data, notice production inconsistencies, and link cause and effect to identify simple problems and make process improvements.
- e. Candidate addressed quality or equipment problems decisively by evaluating multi-dimensional situations in order to respond accordingly .
- f. Area clean and organized. All safety/plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signature: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #5

Operate Equipment with Progressive Die Sets

Process Elements			Process-Product Standards			
Steps	Yes	No		Yes	No	NA
⇒ Progressive Dies						
1. Inspect Work Site and Prepare Stations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> PPE/PPC appropriate for job. (c) Process/Quality Plan obtained and understood. Status of stock, press, auxiliaries, and part/scrap containers checked for availability and/or function. Work area clean and free of debris and obstructions. Dies, fixtures, clamps, and progression stations checked for function. Safety systems checked (guards secure/active, control lights functional, alarms operational, etc.). (c) Tools/equipment staged for production; inspection gage tags checked for calibration. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Start/Re-Start Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Auxiliaries, motor, press and payouts energized. Press and auxiliaries adjusted and running safely (no abnormal odors, sounds, vibrations, temperatures, or leakage detected). Proper Mode of Operation verified or selected according to Process/Quality Plan. (c) Sufficient stock (coil or strip) available and readied for first part production. Sensors/probes operational/verified for function. Die and press protection checked. (c) Equipment stations inspected for service items; equipment functioning properly (“inch/jog” ready). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inch/jog Press and Make a First Piece-Part	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Material/stock correctly aligned and positioned for inch/jog mode. (c) Machine inch/jogged and piece-part produced for inspection. Identified and responded to problems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect Piece-Part and Prepare for Production	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Part safely removed from guarded area. Attributes visually checked for quality characteristics as per Process/Quality Plan criteria. Dimensions/variables accurately obtained, verified and recorded as per Process/Quality Plan. Achieved part conformance within dimensional (+/-) tolerances, SPC control limits, and/or concentric standards. (c) Scrap/all-fall and debris removed and contained. Equipment and tooling stations production-ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Skill Check continued</i>		Process-Product Standards			Yes	No	NA
5. Produce Parts Using Progressive Die Sets	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Attentively monitored process (pressures, lubricant/coolant levels, feeder, die progression stations, sensors/probes, timing, positioning, counter balancing, outputs, etc.) and identified and responded to problems. No double-hits, missing features or excessive scrap. • Defective or non-compliant parts identified and segregated without contaminating quality parts discharged or contained. (c) • Equipment stations functioning properly and parts manufactured within % productivity standards. • Quality parts produced on an on-going and continuous basis (1 hour of operation time required). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Re-Load – Walk Strip Through Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Used safety devices and demonstrated safety during walk through. (c) • No broken components present. (c) • Equipment stroked (e.g., “inch or jog”) and initial piece-part produced. • Piece-part safely removed from a guarded area and inspected for conformance (quality attributes and SPC variables) (c). • Strip re-load completed; feeder system and related auxiliaries production ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="border: 1px solid black; padding: 2px;"> For Coil Re-Load, see Skill Check b, <i>Operate Auxiliary Equipment</i> </div>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Shut Down Press and Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Process stopped/main motor off. • Equipment de-energized or at-rest. (c) • Press stations checked for service items. • Area clean or prepared for hand-off. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL PRODUCT STANDARDS

“Work is Done As Expected When:”

- a. Job was performed accurately according to job Process/Quality Plan or SOP.
- b. Finished piece-parts meet customer expectations, requirements, and needs.
- c. Scrap managed and segregated, good parts identified and contained, and quality parts continuously produced according to (%) productivity standards.
- d. Candidate demonstrated ability to collect data, notice production inconsistencies, and link cause and effect to identify simple problems and make process improvements.
- e. Candidate addressed quality or equipment problems decisively by evaluating multi-dimensional situations in order to respond accordingly .
- f. Area clean and organized. All safety/plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signature: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)

2.9-21.0 - CAR SKILL CHECK SUMMARY

Critical Work Activities and Skill Checks Completed	Date Completed
Operate Equipment with Progressive Dies	
Successful Skill Check Attempt #1a	
Successful Skill Check Attempt #2a	
Successful Skill Check Attempt #3a	
Successful Skill Check Attempt #4a	
Successful Skill Check Attempt #5a	



Skill Check 1b - Operate Auxiliary Equipment (Coil-Fed)

DUTY CLUSTER 2.1-2.6

Critical Work Activities & Experience	Date Completed	Supervisor Initials	Trainer Initials	Trainee Initials
Auxiliary Orientation and Walkthrough				
Operate Auxiliary Equipment				
Candidate demonstrated ability to recognize and explain the function of equipment used in material feed (manual feed and coil fed), payout, and part/scrap removal.				
Candidate has no company documented safety violations within the last 12 consecutive months.				
Candidate has consistently been able to meet the requirements pertaining to auxiliary equipment as specified in Process/Quality Plans and supportive Standard Operating Procedures or operations/equipment manuals.				
Candidate able to recognize common adverse material conditions (i.e., camber, crowning, edge roll, cross-bow, coil break, rust, surface lamination, etc.).				

Skill Checks begin on next page



CAR SKILL CHECK “b”

Candidate: Registration No.:	Date: 199__
Examiner: Examiner No.:	(For examiner use after all Skill Check have been administered) Results (check one): Pass <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Work Activity

2.1-2.6 - Reload, Adjust and Operate Coil-Fed Auxiliaries

Performance Conditions

Setting: OJT Observation b - **Reload a Coil.** Candidate will obtain tools/equipment and materials; reload raw material into production (Note: The previous coil/strip has already been taken out of the feeder and die), and operate auxiliaries (includes: adjust uncoiler/feeder, straightener, stock reel/cradle, take-ups, and payouts/unloaders). Processes and standards presented in this Skill Check are applicable to all required attempts. (5 Skill Checks required).

Safety Equipment:

- PPE/PPC

Tools, Equipment and Materials:

- Common Hand Tools
- Wrenches (Hex, Adjustable, Box and Open-ended)
- Flashlight
- Mirror
- Locking pliers
- Die bar
- Screw driver set
- Calculator
- Part Placement Devices
- Crane or Forklift (if needed)
- Stock (blanks, coil, or strip)
- Process/Quality Plan

Measuring Instruments:

- Ruler/Tape Measure
- Micrometers
- Calipers
- Square

Attainment Standards

1. 100% of all procedural steps and standards, without assistance, within company-specific time limits, following all safety and plant procedures.
2. 100% conformance with product standards and Process Plan criteria.

Trainee Directions

The above referenced tools, equipment, materials and supplies may be used to Operate and Adjust Auxiliary Equipment. All safety and plant procedures must be followed. Both the process and the final results of the process will be evaluated by the examiner. Steps should be performed in the sequence, and all steps must meet the standards for successful completion.


Examiner Instructions

For successful completion of this Skill Check, the candidate must demonstrate the ability to successfully complete the work activity under controlled assessment conditions. All work must be completed to standard.

Before administering the Skill Check:

- ◆ Read/review the *Guide to Administering Credentialing Achievement Records* developed for the program.
- ◆ Ensure that you have a copy of this Skill Check for the candidate to use while he/she is working and be sure that all applicable equipment and supplies are available.

Do not provide assistance during the Skill Check. Monitor work in-progress and evaluate for *process*. Assess the completed work for conformance with **product** criteria. Mark **NA** if a process/product is not appropriate.

 **Stop the Skill Check immediately if the candidate violates a safety regulation or procedure or if there is any possibility of personal injury or damage to equipment.**

Before testing, the examiner may discuss appropriate safety requirements and loss potential issues (*i.e., Lock and Tag, crane/forklift safety, personal protection equipment, confined space entry, compressed air, high voltage, E-Stops, etc.*).

EXAMINER: Read aloud the Skill Check Script from the *Guide to Administering Credentialing Achievement Records* (verbatim).

When the candidate indicates that he/she has completed the Skill Check or when maximum time allowed has run out, assess the final product and follow closing procedures outlined in the *Guide to Administering Credentialing Achievement Records*.

Checklist

Scoring Procedures: Observe the candidate's performance for each Process Element and mark the *CHECKLIST* whether or not the standards were attained (*Do not rely on your memory*). Steps on the process side are to be marked as they are initiated. Standards are marked after each process step has been completed.

(C) Critical. Failure to meet the standard will result in Skill Check termination.

Note: The evaluator will terminate the assessment and schedule the individual for further training.



Examiner's CHECKLIST — CAR SKILL CHECK #1b

Reload, Adjust and Operate Coil-Fed Auxiliaries

Process Elements	Process Product Standards
------------------	---------------------------

RE-LOAD						
⇒ UNCOILER	Yes	No		Yes	No	NA
1. Request Raw Material Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Donned/wearing required PPE (c). • Followed job Process/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Raw Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Compared inventory identification tags (customer, SO number, material ID, heat number, etc.). • Recognized material type and any special conditions (i.e., clad, Teflon, galvanized, etc.). • Removed and disposed paper coil covering. • Verified to SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Checked coil/strip visually for adverse material conditions (rust, surface lamination, coil break, telescoping, clock spring, etc.). • Inspected as per SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare Uncoiler and Load Stock	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Operated crane/forklift safely and efficiently (demonstrated rigging, positioning and distancing, pick-up technique, transport ability, etc.) (c). • Load did not exceed rated capacity of crane or forklift. (c) • Material secured to uncoiling/re-reeling device. • Safely removed containing bands per SOP (c). • Stock reel mandrels/coil keepers accepted ID of stock. • Stock cradle confining plates accepted width (or OD) of coil. • Selected/verified Mode of Operation (manual) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Advance Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Utilized threading tables. • Material advanced up to next piece of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust Uncoiler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Repositioned loop control device. • Selected/verified Mode of Operation (auto). (c) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill Check continued on next page

⇒ STRAIGHTENER	Yes	No	Process Product Standards	Yes	No	NA
7. Prepare Straightener/Leveler to Accept New Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proper Mode of Operation selected (manual) (c). • Opened pinchrolls. • Coil accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Advance Material Through Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Closed pinchrolls; material held securely in place. • Achieved proper material alignment. • Demonstrated proficiency at controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set Parameters of Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Straightening rolls re-adjusted as needed. • Material will come out flat (no crowning present). • Loop controls returned to original position. • Mode of Operation selected/verified (auto) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⇒ FEEDER	Yes	No	Process Product Standards	Yes	No	NA
10. Prepare Feed for Loading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeder mechanism returned to correct starting position. • Released gripping action. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advance Material Through Feed Grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material did not bind or buckle. • Material aligned correctly with press and stroke. • Material advanced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Advance Material to Start Position in Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material entered die smoothly. • Operator recognized and acknowledged starting position. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply/Check Gripping Action	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material secured in place and production/inch/jog ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operate Auxiliaries	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Auxiliaries energized and operating smoothly and efficiently (pressures, feeder-press timing, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PRODUCT STANDARDS

“Your Work is Done As Expected When:”

- a. Job performed accurately according to job Process Plan/SOP.
- b. Auxiliaries on-line and in conformance with production speed and standards.
- c. Stock efficiently enters, flows through, and exits tooling.
- d. Pitch/progression matches tooling requirements and material came out flat (in proper alignment) enabling smooth and continuous production.
- e. No unwarranted material damage present and any scrap segregated/contained.
- f. All safety and plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signatures: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #2b

Reload, Adjust and Operate Coil-Fed Auxiliaries

Process Elements			Process Product Standards			
RE-LOAD						
⇒ UNCOILER	Yes	No		Yes	No	NA
1. Request Raw Material Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Donned/wearing required PPE (c). Followed job Process/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Raw Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Compared inventory identification tags (customer, SO number, material ID, heat number, etc.). Recognized material type and any special conditions (i.e., clad, Teflon, galvanized, etc.). Removed and disposed paper coil covering. Verified to SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Checked coil/strip visually for adverse material conditions (rust, surface lamination, coil break, telescoping, clock spring, etc.). Inspected as per SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare Uncoiler and Load Stock	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Operated crane/forklift safely and efficiently (demonstrated rigging, positioning and distancing, pick-up technique, transport ability, etc.) (c). Load did not exceed rated capacity of crane or forklift. (c) Material secured to uncoiling/re-reeling device. Safely removed containing bands per SOP (c). Stock reel mandrels/coil keepers accepted ID of stock. Stock cradle confining plates accepted width (or OD) of coil. Selected/verified Mode of Operation (manual) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Advance Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Utilized threading tables. Material advanced up to next piece of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust Uncoiler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Repositioned loop control device. Selected/verified Mode of Operation (auto) ©. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill Check continued on next page

⇒ STRAIGHTENER	Yes	No	Process Product Standards	Yes	No	NA
7. Prepare Straightener/Leveler to Accept New Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proper Mode of Operation selected (manual) (c). • Opened pinchrolls. • Coil accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Advance Material Through Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Closed pinchrolls; material held securely in place. • Achieved proper material alignment. • Demonstrated proficiency at controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set Parameters of Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Straightening rolls re-adjusted as needed. • Material will come out flat (no crowning present). • Loop controls returned to original position. • Mode of Operation selected/verified (auto) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⇒ FEEDER	Yes	No	Process Product Standards	Yes	No	NA
10. Prepare Feed for Loading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeder mechanism returned to correct starting position. • Released gripping action. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advance Material Through Feed Grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material did not bind or buckle. • Material aligned correctly with press and stroke. • Material advanced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Advance Material to Start Position in Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material entered die smoothly. • Operator recognized and acknowledged starting position. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply/Check Gripping Action	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material secured in place and production/inch/jog ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operate Auxiliaries			<ul style="list-style-type: none"> • Auxiliaries energized and operating smoothly and efficiently (pressures, feeder-press timing, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PRODUCT STANDARDS

“Your Work is Done As Expected When:”

- a. Job performed accurately according to job Process Plan/SOP.
- b. Auxiliaries on-line and in conformance with production speed and standards.
- c. Stock efficiently enters, flows through, and exits tooling.
- d. Pitch/progression matches tooling requirements and material came out flat (in proper alignment) enabling smooth and continuous production.
- e. No unwarranted material damage present and any scrap segregated/contained.
- f. All safety and plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signatures: _____ **Date:** _____
(Examiner)

_____ **Date:** _____
(Monitor/Supervisor)

_____ **Date:** _____
(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #3b

Reload, Adjust and Operate Coil-Fed Auxiliaries

Process Elements			Process Product Standards			
RE-LOAD						
⇒ UNCOILER	Yes	No		Yes	No	NA
1. Request Raw Material Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Donned/wearing required PPE (c). Followed job Process/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Raw Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Compared inventory identification tags (customer, SO number, material ID, heat number, etc.). Recognized material type and any special conditions (i.e., clad, Teflon, galvanized, etc.). Removed and disposed paper coil covering. Verified to SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Checked coil/strip visually for adverse material conditions (rust, surface lamination, coil break, telescoping, clock spring, etc.). Inspected as per SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare Uncoiler and Load Stock	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Operated crane/forklift safely and efficiently (demonstrated rigging, positioning and distancing, pick-up technique, transport ability, etc.) (c). Load did not exceed rated capacity of crane or forklift. (c) Material secured to uncoiling/re-reeling device. Safely removed containing bands per SOP (c). Stock reel mandrels/coil keepers accepted ID of stock. Stock cradle confining plates accepted width (or OD) of coil. Selected/verified Mode of Operation (manual) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Advance Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Utilized threading tables. Material advanced up to next piece of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust Uncoiler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Repositioned loop control device. Selected/verified Mode of Operation (auto) ©. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill Check continued on next page

⇒ STRAIGHTENER	Yes	No	Process Product Standards	Yes	No	NA
7. Prepare Straightener/Leveler to Accept New Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proper Mode of Operation selected (manual) (c). • Opened pinchrolls. • Coil accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Advance Material Through Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Closed pinchrolls; material held securely in place. • Achieved proper material alignment. • Demonstrated proficiency at controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set Parameters of Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Straightening rolls re-adjusted as needed. • Material will come out flat (no crowning present). • Loop controls returned to original position. • Mode of Operation selected/verified (auto) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⇒ FEEDER	Yes	No	Process Product Standards	Yes	No	NA
10. Prepare Feed for Loading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeder mechanism returned to correct starting position. • Released gripping action. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advance Material Through Feed Grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material did not bind or buckle. • Material aligned correctly with press and stroke. • Material advanced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Advance Material to Start Position in Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material entered die smoothly. • Operator recognized and acknowledged starting position. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply/Check Gripping Action	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material secured in place and production/inch/jog ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operate Auxiliaries			<ul style="list-style-type: none"> • Auxiliaries energized and operating smoothly and efficiently (pressures, feeder-press timing, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PRODUCT STANDARDS

“Your Work is Done As Expected When:”

- a. Job performed accurately according to job Process Plan/SOP.
- b. Auxiliaries on-line and in conformance with production speed and standards.
- c. Stock efficiently enters, flows through, and exits tooling.
- d. Pitch/progression matches tooling requirements and material came out flat (in proper alignment) enabling smooth and continuous production.
- e. No unwarranted material damage present and any scrap segregated/contained.
- f. All safety and plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signatures: _____ **Date:** _____
(Examiner)

(Monitor/Supervisor) **Date:** _____

(Candidate) **Date:** _____



Examiner's CHECKLIST — CAR SKILL CHECK #4b

Reload, Adjust and Operate Coil-Fed Auxiliaries

Process Elements			Process Product Standards			
RE-LOAD						
⇒ UNCOILER	Yes	No		Yes	No	NA
1. Request Raw Material Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Donned/wearing required PPE (c). Followed job Process/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Raw Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Compared inventory identification tags (customer, SO number, material ID, heat number, etc.). Recognized material type and any special conditions (i.e., clad, Teflon, galvanized, etc.). Removed and disposed paper coil covering. Verified to SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Checked coil/strip visually for adverse material conditions (rust, surface lamination, coil break, telescoping, clock spring, etc.). Inspected as per SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare Uncoiler and Load Stock	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Operated crane/forklift safely and efficiently (demonstrated rigging, positioning and distancing, pick-up technique, transport ability, etc.) (c). Load did not exceed rated capacity of crane or forklift. (c) Material secured to uncoiling/re-reeling device. Safely removed containing bands per SOP (c). Stock reel mandrels/coil keepers accepted ID of stock. Stock cradle confining plates accepted width (or OD) of coil. Selected/verified Mode of Operation (manual) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Advance Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Utilized threading tables. Material advanced up to next piece of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust Uncoiler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Repositioned loop control device. Selected/verified Mode of Operation (auto) ©. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill Check continued on next page

⇒ STRAIGHTENER	Yes	No	Process Product Standards	Yes	No	NA
7. Prepare Straightener/Leveler to Accept New Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proper Mode of Operation selected (manual) (c). • Opened pinchrolls. • Coil accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Advance Material Through Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Closed pinchrolls; material held securely in place. • Achieved proper material alignment. • Demonstrated proficiency at controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set Parameters of Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Straightening rolls re-adjusted as needed. • Material will come out flat (no crowning present). • Loop controls returned to original position. • Mode of Operation selected/verified (auto) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⇒ FEEDER	Yes	No	Process Product Standards	Yes	No	NA
10. Prepare Feed for Loading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeder mechanism returned to correct starting position. • Released gripping action. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advance Material Through Feed Grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material did not bind or buckle. • Material aligned correctly with press and stroke. • Material advanced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Advance Material to Start Position in Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material entered die smoothly. • Operator recognized and acknowledged starting position. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply/Check Gripping Action	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material secured in place and production/inch/jog ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operate Auxiliaries			<ul style="list-style-type: none"> • Auxiliaries energized and operating smoothly and efficiently (pressures, feeder-press timing, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PRODUCT STANDARDS

“Your Work is Done As Expected When:”

- a. Job performed accurately according to job Process Plan/SOP.
- b. Auxiliaries on-line and in conformance with production speed and standards.
- c. Stock efficiently enters, flows through, and exits tooling.
- d. Pitch/progression matches tooling requirements and material came out flat (in proper alignment) enabling smooth and continuous production.
- e. No unwarranted material damage present and any scrap segregated/contained.
- f. All safety and plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signatures: _____ **Date:** _____

(Examiner)

_____ **Date:** _____

(Monitor/Supervisor)

_____ **Date:** _____

(Candidate)



Examiner's CHECKLIST — CAR SKILL CHECK #5b

Reload, Adjust and Operate Coil-Fed Auxiliaries

Process Elements			Process Product Standards			
RE-LOAD						
⇒ UNCOILER	Yes	No		Yes	No	NA
1. Request Raw Material Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Donned/wearing required PPE (c). Followed job Process/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Raw Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Compared inventory identification tags (customer, SO number, material ID, heat number, etc.). Recognized material type and any special conditions (i.e., clad, Teflon, galvanized, etc.). Removed and disposed paper coil covering. Verified to SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Checked coil/strip visually for adverse material conditions (rust, surface lamination, coil break, telescoping, clock spring, etc.). Inspected as per SOP/Quality Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepare Uncoiler and Load Stock	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Operated crane/forklift safely and efficiently (demonstrated rigging, positioning and distancing, pick-up technique, transport ability, etc.) (c). Load did not exceed rated capacity of crane or forklift. (c) Material secured to uncoiling/re-reeling device. Safely removed containing bands per SOP (c). Stock reel mandrels/coil keepers accepted ID of stock. Stock cradle confining plates accepted width (or OD) of coil. Selected/verified Mode of Operation (manual) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Advance Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Utilized threading tables. Material advanced up to next piece of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust Uncoiler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Repositioned loop control device. Selected/verified Mode of Operation (auto) ©. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill Check continued on next page

⇒ STRAIGHTENER	Yes	No	Process Product Standards	Yes	No	NA
7. Prepare Straightener/Leveler to Accept New Material	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proper Mode of Operation selected (manual) (c). • Opened pinchrolls. • Coil accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Advance Material Through Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Closed pinchrolls; material held securely in place. • Achieved proper material alignment. • Demonstrated proficiency at controls. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set Parameters of Straightener/Leveler	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Straightening rolls re-adjusted as needed. • Material will come out flat (no crowning present). • Loop controls returned to original position. • Mode of Operation selected/verified (auto) (c). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⇒ FEEDER	Yes	No	Process Product Standards	Yes	No	NA
10. Prepare Feed for Loading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeder mechanism returned to correct starting position. • Released gripping action. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advance Material Through Feed Grip	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material did not bind or buckle. • Material aligned correctly with press and stroke. • Material advanced. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Advance Material to Start Position in Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material entered die smoothly. • Operator recognized and acknowledged starting position. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply/Check Gripping Action	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Material secured in place and production/inch/jog ready. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operate Auxiliaries			<ul style="list-style-type: none"> • Auxiliaries energized and operating smoothly and efficiently (pressures, feeder-press timing, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PRODUCT STANDARDS

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- e. No unwarranted material damage present and any scrap segregated/contained.
- f. All safety and plant procedures have been followed.



COMMENTS

Candidate: _____

Examiner: _____

Signatures: _____ Date: _____
(Examiner)

_____ Date: _____
(Monitor/Supervisor)

_____ Date: _____
(Candidate)

2.9b - CAR SKILL CHECK SUMMARY

Critical Work Activities and Skill Checks Completed	Date Completed
Reload, Adjust, and Operate Coil-Fed Auxiliaries	
Successful Skill Check Attempt #1	
Successful Skill Check Attempt #2	
Successful Skill Check Attempt #3	
Successful Skill Check Attempt #4	
Successful Skill Check Attempt #5	



Affidavit of Successful Completion
NIMS Level II Metal Stamping Credentialing Program
☛ Credentialing Achievement Record ☛

☞ Please print

Candidate Name	Reg. No.	Date Completed
-----------------------	-----------------	-----------------------

The credentialing candidate named above has completed all necessary CAR requirements for NIMS Level II OJT recognition.

Site Name and Address:	Site No.
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Indicate in the number of Skill Checks completed and dates of successful performance for each Skill Check

Duty Cluster Name	Required Skill Checks	Number of Skill Checks Completed
<i>OPERATE EQUIPMENT WITH PROGRESSIVE DIES</i>	5	
Successful Skill Check Attempt #1	Date:	
Successful Skill Check Attempt #2	Date:	
Successful Skill Check Attempt #3	Date:	
Successful Skill Check Attempt #4	Date:	
Successful Skill Check Attempt #5	Date:	
Experience-eligibility statements have been completed, dated, and co-initialed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Manual Feed YES NO
Coil Fed YES NO
Other: _____

Coil Fed Skill Check b	Required Skill Checks	Number of Skill Checks Completed
<i>RELOAD, ADJUST & OPERATE AUXILLIARY EQUIPMENT</i>	5	
Successful Skill Check Attempt #1	Date:	
Successful Skill Check Attempt #2	Date:	
Successful Skill Check Attempt #3	Date:	
Successful Skill Check Attempt #4	Date:	
Successful Skill Check Attempt #5	Date:	
Experience-eligibility statements have been completed, dated, and co-initialed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

_____	_____ 19
Site Coordinator Signature	Date
_____	_____ 19
Supervisor Signature	Date
_____	_____ 19
Candidate Signature	Date

