



**National Institute for Metalworking Skills, Inc.**

# **Credentialing Achievement Record**

## **Stamping Level III Set Up with Compound Dies**

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



# METAL STAMPING CREDENTIALING PROGRAM

## LEVEL III 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 a list 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). Skill Checks required for credentialing are clearly marked with the title - **CAR SKILL CHECK**. With the exception of the **Opportunity Observations** required for troubleshooting and maintenance, each Skill Check must be successfully completed five times. Candidate performance is documented by a  on each Examiner's CHECKLIST. All successful Skill Check attempts must be co-signed and dated by the trainer/supervisor and candidate. Work Activity (experiential) statements must be co-initialed by the trainer/supervisor or manager and the 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 a *NA* box 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 III CREDENTIALING ACHIEVEMENT RECORD (CAR)*

**CAR WORK ACTIVITY SIGN-OFFS AND SKILL CHECKS**

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**Setup Equipment with Compound Dies - Level III**

**DUTY CLUSTER - 2.4**

<b>Duty Cluster and Critical Work Activities</b>	<b>Date Completed</b>	<b>Supervisor Initials</b>	<b>Trainer Initials</b>	<b>Trainee Initials</b>
<b>Setup Equipment with Compound Dies</b>				
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 has demonstrated the ability to maintain a safe, 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 demonstrated expert knowledge of material/part conformance standards and working knowledge of SPC recording requirements.				
Candidate has demonstrated leadership qualities and communication skills consistent with the position and level of responsibility.				
Candidate has demonstrated competency when directing the work of others and has provided workable advice and modest training to co-workers that has fostered an environment of continuous learning and process improvement.				
Candidate understands basic principles of machining, electricity/electronics, mechanical technology, metallurgy, material handling, and/or power systems.				
Candidate has demonstrated the ability to use prints, charts, technical drawings, and/or schematics to troubleshoot running processes, for in-process inspections, and perform basic corrective or preventive maintenance.				



## SKILL CHECK #1

<b>Candidate:</b> Registration No.:	<b>Date:</b> 199
<b>Examiner:</b> Examiner No.:	(For official use only) <b>Results</b> (check one): <b>Pass</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

### Work Activity **2.4 - Setup, Operate and Maintain Auxiliaries and Machines with Compound Dies**

#### Performance Conditions

**Setting:** OJT Observations. Given a set-up plan or work order, candidate will setup, activate, adjust, test/verify, and monitor all safety systems, lubrication devices, auxiliaries, and compound die equipment. Candidate will produce (operate equipment) and inspect parts (verify product quality) in the manner prescribed by the Process/Quality Plan. Given an appropriate process monitoring plan and opportunity, candidate will troubleshoot problems during production runs and perform appropriate corrective or preventive maintenance.

*(First of five Skill Checks)*

#### Safety

##### Equipment:

- ◇ PPE/PPC
- ◇ Protective Devices (hoods, guards, dust mask, signs, locks/tags, etc.)

##### Tools, Equipment and Materials:

- Assorted/Common Hand Tools
- Part Placement Equipment (tongs, suction cups, magnets, etc.)
- Mirror and Flashlight
- Pen/Pencils
- Calculator (optional)
- Process/Quality Plan
- Operating Instructions (if needed)
- Lubricants/Coolants (as needed)
- Lubricant Delivery Devices
- Stock/Coil and Package Containers
- Scrap Removal Tools and Containers

##### Measuring Instruments:

- Rules/Tape Measure
- Calipers
- Micrometers
- Verniers
- Squares
- Specialty Gages
- Protractor
- Sight Gages
- Dipsticks
- Attribute and Fixture Gages

#### 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 will be used to Setup, Operate, Troubleshoot, and Maintain Compound Die Equipment and Tooling. All safety and plant procedures must be followed. Both the process and final result of the process will be evaluated. 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 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, confined space entry, compressed air, high/residual 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**

*Guide to Administering Credentialing Achievement Records*

**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**  
**Setup, Operate, and Maintain Equipment**  
**with Compound Dies**

Steps

SETUP PROCESS			PROCESS-PRODUCT STANDARDS			
	Yes	No		Yes	No	NA
⇒ <b>PRESS AND TOOLING</b>						
1. Stage Work Site and Prepare Press for Setup	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>PPE/PPC appropriate for the job. <b>(c)</b></li> <li>Work area clean and orderly (no debris, slippery floor areas, unmanaged scrap, unguarded obstructions, etc.)</li> <li>Obtained and set up applicable tools, calibrated gages, safety equipment, supplies, and documents.</li> <li>Read and understood Setup Plan, Standard Operating Procedures, and/or equipment manufacturer instructions.</li> <li>Setup package/part and scrap containers.</li> <li>Verified availability of raw material/stock as specified in Process/Quality Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare Die for Installation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Correct die was obtained as per Process/Quality Plan or as cross referenced to work order. <b>(c)</b></li> <li>Die and die cavity is clean based on visual inspection (no dirt, rust, burrs, etc.).</li> <li>Die/die assembly is not damaged based on visual inspection (no cracks, dents, holes, etc.- no loose bolts, wires/cables, or parallels, etc.- no missing features)<b>(c)</b>.</li> <li>Unique tooling successfully installed.</li> <li>Die staged for installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Setup Press and Install Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ram/slide, bolster, and die/die assembly clean, deburred, clear of scrap, and showing no damage (include knockouts, if applicable). <b>(c)</b></li> <li>Accessories removed as needed.</li> <li>Followed safety procedures/used safety devices. <b>(c)</b></li> <li>Die/die assembly properly installed, centered/squared, and clamped @ BDC (includes installation of any knockouts, bolts, etc.). <b>(c)</b></li> <li>Performed necessary lubrication and/or counter balancing activities while inspecting die.</li> <li>Ram/slide manipulation was performed safely and correctly to shut height requirements (no damage to press, shoe, die/assembly, casting, ram, clamps, no loose bolts, etc.). <b>(c)</b></li> <li>Demonstrated proficiency estimating, adjusting and then setting final shut height.</li> <li>Verified clearances (stroke + minimum height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Process steps continued on next page</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		allowance) to ensure smoothness of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<ul style="list-style-type: none"> <li>• Press will maintain a smooth operation and meet clearance requirements even after any knockout, feeder, or sensor adjustments.</li> <li>• Counters reset and functional (if applicable).</li> <li>• Press inspected for service items/maintenance (lubrication, repair, adjustment, calibration, etc.).</li> <li>• Identified and responded to/corrected problems (see troubleshooting and maintenance sections).</li> <li>• Blanks/coil lubricated and/or advanced to starting position (see: setup coil-fed auxiliaries section).</li> <li>• Setup inspection gages and quality control equipment for production or hand-off.</li> <li>• Work cell organized, press/press area clean, and all safety devices, alarms, sensors, and guards set (or installed) and verified for function. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Skill Check Continued on Next Page*

Steps

SETUP and OPERATION PROCESS	Yes	No	PROCESS-PRODUCT STANDARDS	Yes	No	NA
⇒ <b>AUXILIARIES AND PRESS</b>			<b>For Coil-Feed applications.</b>			
1. Request and Verify Raw Material/Stock (Hand-and Coil fed)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Followed Process/Quality Plan and/or Standard Operating Procedures. <b>(c)</b></li> <li>Material matched process specification criteria (ID code, type, SO number, width, thickness, etc.)</li> <li>Material visually inspected for adverse conditions (rust, surface lamination, coil break, etc.).</li> <li>Sufficient coil/blanks staged for production.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and Adjust Uncoiler (Coil-fed only)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Coil/stock correctly aligned and mandrels/keepers or cradle accepts ID/OD or width of coil. <b>(c)</b></li> <li>Material/stock secured and containing bands safely removed.</li> <li>Verified safety systems for function. <b>(c)</b></li> <li>Material advanced to next operation.</li> <li>Obtained correct feed speed and set brake tension.</li> <li>Adjusted loop control (if applicable).</li> <li>Demonstrated ability and safety during loading (rigging, crane operations, load capacity, etc.). <b>(c)</b></li> <li>Demonstrated ability when using threading tables.</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Setup performed according to Standard Operating Procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare and Adjust Straightener (Coil-fed only)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Straightener accepts coil.</li> <li>Material properly aligned and secured (adjusted pinchroll(s), entrance guide(s), loop controls, etc.). <b>(c)</b></li> <li>Set parameters of straightener.</li> <li>Obtained correct speed ratio for smooth, efficient, and continuous production. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Straightener set up according to Standard Operating procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



*Skill Check continued*

<b>PROCESS</b>	<b>Yes</b>	<b>No</b>	<b>PROCESS-PRODUCT STANDARDS</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<p>4. Prepare, Load and Adjust Feeder  (Coil-fed only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Feed parameters set (material thickness/width, length, timing, pass-line, pilot release, etc.).</li> <li>• Speed of feed matches press speed. <b>(c)</b></li> <li>• Coil/strip loaded and aligned with die(s). <b>(c)</b></li> <li>• Feeder set up, activated, and verified for safety.</li> <li>• Equipment checked for service items/maintenance.</li> <li>• Material advanced smoothly into die/die assembly (material did not bind, buckle, wrinkle, slip, stretch, etc.).</li> <li>• Identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using controls. <b>(c)</b></li> <li>• Feeder set up performed according to Standard Operating Procedure(s) and/or Setup Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Make a Quality Piece Part (Inch/Jog Mode)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Press energized and re-adjusted for inch/jog mode.</li> <li>• First-run piece-part stamped according to Process/Quality Plan (validated shut height).</li> <li>• Material/stock passed smoothly through die assembly to payoff (material or part no longer in die).</li> <li>• Part safely removed from guarded area. <b>(c)</b></li> <li>• Part attributes conform to quality characteristic standards based visual inspections (includes no missing or incomplete features). <b>(c)</b></li> <li>• Part variables conform to specified dimensional +/- tolerances, SPC control limits and measurement standards (gage or instrument inspections required). <b>(c)</b></li> <li>• Scrap exited smoothly and properly segregated, stored or contained (no scrap/slugs present in die, shoe or part containers). No excessive scrap present.</li> <li>• Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using/setting controls. <b>(c)</b></li> <li>• Demonstrated accuracy when using hand-held measuring gages or QC instrumentation devices.</li> <li>• Equipment production ready and verified for safety.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Produce Parts (Operate Equipment for at least 15 minutes)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Attentively monitored process (pressures, lubricants/coolants, inputs tooling, outputs, etc.) and identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Identified defective or non-compliance parts without contaminating quality parts discharged <b>(c)</b>.</li> <li>• Equipment functioning properly and parts manufactured within % productivity expectations.</li> <li>• Quality parts produced on an on-going, successive, and continuous basis.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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			<ul style="list-style-type: none"><li>• Equipment shut-off or prepared for hand-off.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**FINAL PRODUCT STANDARDS**

**“Work is Done As Expected When:”**

- a.  Jobs were performed proficiently according to Process/Quality Plan, Setup Plan, SOP and/or Work Order instructions.
- b.  All systems and components functioning properly and press continuously making good parts within (%) productivity standards.
- c.  Accurate and legible information/data has been recorded on forms, information sheets, reports, work orders, labels, and /or in log books.
- d.  Candidate demonstrated ability to deal with problems pro-actively and decisively.
- e.  Candidate demonstrated ability to link cause and effect to isolate and correct problems or make process improvements.
- f.  All safety and plant procedures have been followed and work area was left clean.

**COMMENTS**

Candidate/Examiner: \_\_\_\_\_

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**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Examiner)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Monitor)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Candidate)



**Examiner's CHECKLIST — CAR SKILL CHECK #2**  
**Setup, Operate, and Maintain Equipment**  
**with Compound Dies**

Steps

SETUP PROCESS			PROCESS-PRODUCT STANDARDS			
	Yes	No		Yes	No	NA
⇒ <b>PRESS AND TOOLING</b>						
1. Stage Work Site and Prepare Press for Setup	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• PPE/PPC appropriate for the job. <b>(c)</b></li> <li>• Work area clean and orderly (no debris, slippery floor areas, unmanaged scrap, unguarded obstructions, etc.)</li> <li>• Obtained and set up applicable tools, calibrated gages, safety equipment, supplies, and documents.</li> <li>• Read and understood Setup Plan, Standard Operating Procedures, and/or equipment manufacturer instructions.</li> <li>• Setup package/part and scrap containers.</li> <li>• Verified availability of raw material/stock as specified in Process/Quality Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare Die for Installation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Correct die was obtained as per Process/Quality Plan or as cross referenced to work order. <b>(c)</b></li> <li>• Die and die cavity is clean based on visual inspection (no dirt, rust, burrs, etc.).</li> <li>• Die/die assembly is not damaged based on visual inspection (no cracks, dents, holes, etc.- no loose bolts, wires/cables, or parallels, etc.- no missing features)<b>(c)</b>.</li> <li>• Unique tooling successfully installed.</li> <li>• Die staged for installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Setup Press and Install Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Ram/slide, bolster, and die/die assembly clean, deburred, clear of scrap, and showing no damage (include knockouts, if applicable). <b>(c)</b></li> <li>• Accessories removed as needed.</li> <li>• Followed safety procedures/used safety devices. <b>(c)</b></li> <li>• Die/die assembly properly installed, centered/squared, and clamped @ BDC (includes installation of any knockouts, bolts, etc.). <b>(c)</b></li> <li>• Performed necessary lubrication and/or counter balancing activities while inspecting die.</li> <li>• Ram/slide manipulation was performed safely and correctly to shut height requirements (no damage to press, shoe, die/assembly, casting, ram, clamps, no loose bolts, etc.). <b>(c)</b></li> <li>• Demonstrated proficiency estimating, adjusting and then setting final shut height.</li> <li>• Verified clearances (stroke + minimum height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Process steps continued on next page</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		allowance) to ensure smoothness of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<ul style="list-style-type: none"> <li>Press will maintain a smooth operation and meet clearance requirements even after any knockout, feeder, or sensor adjustments.</li> <li>Counters reset and functional (if applicable).</li> <li>Press inspected for service items/maintenance (lubrication, repair, adjustment, calibration, etc.).</li> <li>Identified and responded to/corrected problems (see troubleshooting and maintenance sections).</li> <li>Blanks/coil lubricated and/or advanced to starting position (see: setup coil-fed auxiliaries section).</li> <li>Setup inspection gages and quality control equipment for production or hand-off.</li> <li>Work cell organized, press/press area clean, and all safety devices, alarms, sensors, and guards set (or installed) and verified for function. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Skill Check Continued on Next Page*

Steps

SETUP and OPERATION PROCESS	Yes	No	PROCESS-PRODUCT STANDARDS	Yes	No	NA
⇒ <b>AUXILIARIES AND PRESS</b>			For Coil-Feed applications.			
1. Request and Verify Raw Material/Stock (Hand-and Coil fed)			<ul style="list-style-type: none"> <li>Followed Process/Quality Plan and/or Standard Operating Procedures. <b>(c)</b></li> <li>Material matched process specification criteria (ID code, type, SO number, width, thickness, etc.)</li> <li>Material visually inspected for adverse conditions (rust, surface lamination, coil break, etc.).</li> <li>Sufficient coil/blanks staged for production.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and Adjust Uncoiler (Coil-fed only)			<ul style="list-style-type: none"> <li>Coil/stock correctly aligned and mandrels/keepers or cradle accepts ID/OD or width of coil. <b>(c)</b></li> <li>Material/stock secured and containing bands safely removed.</li> <li>Verified safety systems for function. <b>(c)</b></li> <li>Material advanced to next operation.</li> <li>Obtained correct feed speed and set brake tension.</li> <li>Adjusted loop control (if applicable).</li> <li>Demonstrated ability and safety during loading (rigging, crane operations, load capacity, etc.). <b>(c)</b></li> <li>Demonstrated ability when using threading tables.</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Setup performed according to Standard Operating Procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare and Adjust Straightener (Coil-fed only)			<ul style="list-style-type: none"> <li>Straightener accepts coil.</li> <li>Material properly aligned and secured (adjusted pinchroll(s), entrance guide(s), loop controls, etc.). <b>(c)</b></li> <li>Set parameters of straightener.</li> <li>Obtained correct speed ratio for smooth, efficient, and continuous production. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Straightener set up according to Standard Operating procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Skill Check continued*

<b>PROCESS</b>	<b>Yes</b>	<b>No</b>	<b>PROCESS-PRODUCT STANDARDS</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<p>4. Prepare, Load and Adjust Feeder  (Coil-fed only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Feed parameters set (material thickness/width, length, timing, pass-line, pilot release, etc.).</li> <li>• Speed of feed matches press speed. <b>(c)</b></li> <li>• Coil/strip loaded and aligned with die(s). <b>(c)</b></li> <li>• Feeder set up, activated, and verified for safety.</li> <li>• Equipment checked for service items/maintenance.</li> <li>• Material advanced smoothly into die/die assembly (material did not bind, buckle, wrinkle, slip, stretch, etc.).</li> <li>• Identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using controls. <b>(c)</b></li> <li>• Feeder set up performed according to Standard Operating Procedure(s) and/or Setup Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Make a Quality Piece Part (Inch/jog Mode)  (Hand and Coil-fed)</p>			<ul style="list-style-type: none"> <li>• Press energized and re-adjusted for inch/jog mode.</li> <li>• First-run piece-part stamped according to Process/Quality Plan (validated shut height).</li> <li>• Material/stock passed smoothly through die assembly to payoff (material or part no longer in die).</li> <li>• Part safely removed from guarded area. <b>(c)</b></li> <li>• Part attributes conform to quality characteristic standards based visual inspections (includes no missing or incomplete features). <b>(c)</b></li> <li>• Part variables conform to specified dimensional +/- tolerances, SPC control limits and measurement standards (gage or instrument inspections required). <b>(c)</b></li> <li>• Scrap exited smoothly and properly segregated, stored or contained (no scrap/slugs present in die, shoe or part containers). No excessive scrap present.</li> <li>• Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using/setting controls. <b>(c)</b></li> <li>• Demonstrated accuracy when using hand-held measuring gages or QC instrumentation devices.</li> <li>• Equipment production ready and verified for safety.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Produce Parts (Operate Equipment for at least 15 minutes)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Attentively monitored process (pressures, lubricants/coolants, inputs tooling, outputs, etc.) and identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Identified defective or non-compliance parts without contaminating quality parts discharged <b>(c)</b>.</li> <li>• Equipment functioning properly and parts manufactured within % productivity expectations.</li> <li>• Quality parts produced on an on-going, successive, and continuous basis.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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			<ul style="list-style-type: none"><li>• Equipment shut-off or prepared for hand-off.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### FINAL PRODUCT STANDARDS

**“Work is Done As Expected When:”**

- a.  Jobs were performed proficiently according to Process/Quality Plan, Setup Plan, SOP and/or Work Order instructions.
- b.  All systems and components functioning properly and press continuously making good parts within (%) productivity standards.
- c.  Accurate and legible information/data has been recorded on forms, information sheets, reports, work orders, labels, and /or in log books.
- d.  Candidate demonstrated ability to deal with problems pro-actively and decisively.
- e.  Candidate demonstrated ability to link cause and effect to isolate and correct problems or make process improvements.
- f.  All safety and plant procedures have been followed and work area was left clean.

### COMMENTS

Candidate/Examiner: \_\_\_\_\_

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**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Examiner)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Monitor)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Candidate)



**Examiner's CHECKLIST — CAR SKILL CHECK #3**  
**Setup, Operate, and Maintain Equipment**  
**with Compound Dies**

Steps

SETUP PROCESS			PROCESS-PRODUCT STANDARDS			
	Yes	No		Yes	No	NA
⇒ <b>PRESS AND TOOLING</b>						
1. Stage Work Site and Prepare Press for Setup	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>PPE/PPC appropriate for the job. <b>(c)</b></li> <li>Work area clean and orderly (no debris, slippery floor areas, unmanaged scrap, unguarded obstructions, etc.)</li> <li>Obtained and set up applicable tools, calibrated gages, safety equipment, supplies, and documents.</li> <li>Read and understood Setup Plan, Standard Operating Procedures, and/or equipment manufacturer instructions.</li> <li>Setup package/part and scrap containers.</li> <li>Verified availability of raw material/stock as specified in Process/Quality Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare Die for Installation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Correct die was obtained as per Process/Quality Plan or as cross referenced to work order. <b>(c)</b></li> <li>Die and die cavity is clean based on visual inspection (no dirt, rust, burrs, etc.).</li> <li>Die/die assembly is not damaged based on visual inspection (no cracks, dents, holes, etc.- no loose bolts, wires/cables, or parallels, etc.- no missing features)<b>(c)</b>.</li> <li>Unique tooling successfully installed.</li> <li>Die staged for installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Setup Press and Install Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ram/slide, bolster, and die/die assembly clean, deburred, clear of scrap, and showing no damage (include knockouts, if applicable). <b>(c)</b></li> <li>Accessories removed as needed.</li> <li>Followed safety procedures/used safety devices. <b>(c)</b></li> <li>Die/die assembly properly installed, centered/squared, and clamped @ BDC (includes installation of any knockouts, bolts, etc.). <b>(c)</b></li> <li>Performed necessary lubrication and/or counter balancing activities while inspecting die.</li> <li>Ram/slide manipulation was performed safely and correctly to shut height requirements (no damage to press, shoe, die/assembly, casting, ram, clamps, no loose bolts, etc.). <b>(c)</b></li> <li>Demonstrated proficiency estimating, adjusting and then setting final shut height.</li> <li>Verified clearances (stroke + minimum height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Process steps continued on next page</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		allowance) to ensure smoothness of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<ul style="list-style-type: none"> <li>• Press will maintain a smooth operation and meet clearance requirements even after any knockout, feeder, or sensor adjustments.</li> <li>• Counters reset and functional (if applicable).</li> <li>• Press inspected for service items/maintenance (lubrication, repair, adjustment, calibration, etc.).</li> <li>• Identified and responded to/corrected problems (see troubleshooting and maintenance sections).</li> <li>• Blanks/coil lubricated and/or advanced to starting position (see: setup coil-fed auxiliaries section).</li> <li>• Setup inspection gages and quality control equipment for production or hand-off.</li> <li>• Work cell organized, press/press area clean, and all safety devices, alarms, sensors, and guards set (or installed) and verified for function. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Skill Check Continued on Next Page*



Steps

SETUP and OPERATION PROCESS	Yes	No	PROCESS-PRODUCT STANDARDS	Yes	No	NA
⇒ <b>AUXILIARIES AND PRESS</b>			<b>For Coil-Feed applications.</b>			
1. Request and Verify Raw Material/Stock (Hand-and Coil fed)			<ul style="list-style-type: none"> <li>Followed Process/Quality Plan and/or Standard Operating Procedures. <b>(c)</b></li> <li>Material matched process specification criteria (ID code, type, SO number, width, thickness, etc.)</li> <li>Material visually inspected for adverse conditions (rust, surface lamination, coil break, etc.).</li> <li>Sufficient coil/blanks staged for production.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and Adjust Uncoiler (Coil-fed only)			<ul style="list-style-type: none"> <li>Coil/stock correctly aligned and mandrels/keepers or cradle accepts ID/OD or width of coil. <b>(c)</b></li> <li>Material/stock secured and containing bands safely removed.</li> <li>Verified safety systems for function. <b>(c)</b></li> <li>Material advanced to next operation.</li> <li>Obtained correct feed speed and set brake tension.</li> <li>Adjusted loop control (if applicable).</li> <li>Demonstrated ability and safety during loading (rigging, crane operations, load capacity, etc.). <b>(c)</b></li> <li>Demonstrated ability when using threading tables.</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Setup performed according to Standard Operating Procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare and Adjust Straightener (Coil-fed only)			<ul style="list-style-type: none"> <li>Straightener accepts coil.</li> <li>Material properly aligned and secured (adjusted pinchroll(s), entrance guide(s), loop controls, etc.). <b>(c)</b></li> <li>Set parameters of straightener.</li> <li>Obtained correct speed ratio for smooth, efficient, and continuous production. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Straightener set up according to Standard Operating procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Skill Check continued*

<b>PROCESS</b>	<b>Yes</b>	<b>No</b>	<b>PROCESS-PRODUCT STANDARDS</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<p>4. Prepare, Load and Adjust Feeder  (Coil-fed only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Feed parameters set (material thickness/width, length, timing, pass-line, pilot release, etc.).</li> <li>• Speed of feed matches press speed. <b>(c)</b></li> <li>• Coil/strip loaded and aligned with die(s). <b>(c)</b></li> <li>• Feeder set up, activated, and verified for safety.</li> <li>• Equipment checked for service items/maintenance.</li> <li>• Material advanced smoothly into die/die assembly (material did not bind, buckle, wrinkle, slip, stretch, etc.).</li> <li>• Identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using controls. <b>(c)</b></li> <li>• Feeder set up performed according to Standard Operating Procedure(s) and/or Setup Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Make a Quality Piece Part (Inch/jog Mode)  (Hand and Coil-fed)</p>			<ul style="list-style-type: none"> <li>• Press energized and re-adjusted for inch/jog mode.</li> <li>• First-run piece-part stamped according to Process/Quality Plan (validated shut height).</li> <li>• Material/stock passed smoothly through die assembly to payoff (material or part no longer in die).</li> <li>• Part safely removed from guarded area. <b>(c)</b></li> <li>• Part attributes conform to quality characteristic standards based visual inspections (includes no missing or incomplete features). <b>(c)</b></li> <li>• Part variables conform to specified dimensional +/- tolerances, SPC control limits and measurement standards (gage or instrument inspections required). <b>(c)</b></li> <li>• Scrap exited smoothly and properly segregated, stored or contained (no scrap/slugs present in die, shoe or part containers). No excessive scrap present.</li> <li>• Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using/setting controls. <b>(c)</b></li> <li>• Demonstrated accuracy when using hand-held measuring gages or QC instrumentation devices.</li> <li>• Equipment production ready and verified for safety.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Produce Parts (Operate Equipment for at least 15 minutes)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Attentively monitored process (pressures, lubricants/coolants, inputs tooling, outputs, etc.) and identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Identified defective or non-compliance parts without contaminating quality parts discharged <b>(c)</b>.</li> <li>• Equipment functioning properly and parts manufactured within % productivity expectations.</li> <li>• Quality parts produced on an on-going, successive, and continuous basis.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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			<ul style="list-style-type: none"><li>• Equipment shut-off or prepared for hand-off.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### FINAL PRODUCT STANDARDS

**“Work is Done As Expected When:”**

- a.  Jobs were performed proficiently according to Process/Quality Plan, Setup Plan, SOP and/or Work Order instructions.
- b.  All systems and components functioning properly and press continuously making good parts within (%) productivity standards.
- c.  Accurate and legible information/data has been recorded on forms, information sheets, reports, work orders, labels, and /or in log books.
- d.  Candidate demonstrated ability to deal with problems pro-actively and decisively.
- e.  Candidate demonstrated ability to link cause and effect to isolate and correct problems or make process improvements.
- f.  All safety and plant procedures have been followed and work area was left clean.

**COMMENTS**

Candidate/Examiner: \_\_\_\_\_

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Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
(Examiner)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Monitor)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Candidate)



**Examiner's CHECKLIST — CAR SKILL CHECK #4**  
**Setup, Operate, and Maintain Equipment**  
**with Compound Dies**

Steps

<b>SETUP PROCESS</b>			<b>PROCESS-PRODUCT STANDARDS</b>			
	Yes	No		Yes	No	NA
⇒ <b>PRESS AND TOOLING</b>						
1. Stage Work Site and Prepare Press for Setup	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• PPE/PPC appropriate for the job. <b>(c)</b></li> <li>• Work area clean and orderly (no debris, slippery floor areas, unmanaged scrap, unguarded obstructions, etc.)</li> <li>• Obtained and set up applicable tools, calibrated gages, safety equipment, supplies, and documents.</li> <li>• Read and understood Setup Plan, Standard Operating Procedures, and/or equipment manufacturer instructions.</li> <li>• Setup package/part and scrap containers.</li> <li>• Verified availability of raw material/stock as specified in Process/Quality Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare Die for Installation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Correct die was obtained as per Process/Quality Plan or as cross referenced to work order. <b>(c)</b></li> <li>• Die and die cavity is clean based on visual inspection (no dirt, rust, burrs, etc.).</li> <li>• Die/die assembly is not damaged based on visual inspection (no cracks, dents, holes, etc.- no loose bolts, wires/cables, or parallels, etc.- no missing features)<b>(c)</b>.</li> <li>• Unique tooling successfully installed.</li> <li>• Die staged for installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Setup Press and Install Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Ram/slide, bolster, and die/die assembly clean, deburred, clear of scrap, and showing no damage (include knockouts, if applicable). <b>(c)</b></li> <li>• Accessories removed as needed.</li> <li>• Followed safety procedures/used safety devices. <b>(c)</b></li> <li>• Die/die assembly properly installed, centered/squared, and clamped @ BDC (includes installation of any knockouts, bolts, etc.). <b>(c)</b></li> <li>• Performed necessary lubrication and/or counter balancing activities while inspecting die.</li> <li>• Ram/slide manipulation was performed safely and correctly to shut height requirements (no damage to press, shoe, die/assembly, casting, ram, clamps, no loose bolts, etc.). <b>(c)</b></li> <li>• Demonstrated proficiency estimating, adjusting and then setting final shut height.</li> <li>• Verified clearances (stroke + minimum height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Process steps continued on next page</i>						



		allowance) to ensure smoothness of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<ul style="list-style-type: none"> <li>• Press will maintain a smooth operation and meet clearance requirements even after any knockout, feeder, or sensor adjustments.</li> <li>• Counters reset and functional (if applicable).</li> <li>• Press inspected for service items/maintenance (lubrication, repair, adjustment, calibration, etc.).</li> <li>• Identified and responded to/corrected problems (see troubleshooting and maintenance sections).</li> <li>• Blanks/coil lubricated and/or advanced to starting position (see: setup coil-fed auxiliaries section).</li> <li>• Setup inspection gages and quality control equipment for production or hand-off.</li> <li>• Work cell organized, press/press area clean, and all safety devices, alarms, sensors, and guards set (or installed) and verified for function. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Skill Check Continued on Next Page*

Steps

<b>SETUP and OPERATION PROCESS</b>	Yes	No	<b>PROCESS-PRODUCT STANDARDS</b>	Yes	No	NA
⇒ <b>AUXILIARIES AND PRESS</b>			<b>For Coil-Feed applications.</b>			
1. Request and Verify Raw Material/Stock (Hand-and Coil fed)			<ul style="list-style-type: none"> <li>Followed Process/Quality Plan and/or Standard Operating Procedures. <b>(c)</b></li> <li>Material matched process specification criteria (ID code, type, SO number, width, thickness, etc.)</li> <li>Material visually inspected for adverse conditions (rust, surface lamination, coil break, etc.).</li> <li>Sufficient coil/blanks staged for production.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and Adjust Uncoiler (Coil-fed only)			<ul style="list-style-type: none"> <li>Coil/stock correctly aligned and mandrels/keepers or cradle accepts ID/OD or width of coil. <b>(c)</b></li> <li>Material/stock secured and containing bands safely removed.</li> <li>Verified safety systems for function. <b>(c)</b></li> <li>Material advanced to next operation.</li> <li>Obtained correct feed speed and set brake tension.</li> <li>Adjusted loop control (if applicable).</li> <li>Demonstrated ability and safety during loading (rigging, crane operations, load capacity, etc.). <b>(c)</b></li> <li>Demonstrated ability when using threading tables.</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Setup performed according to Standard Operating Procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare and Adjust Straightener (Coil-fed only)			<ul style="list-style-type: none"> <li>Straightener accepts coil.</li> <li>Material properly aligned and secured (adjusted pinchroll(s), entrance guide(s), loop controls, etc.). <b>(c)</b></li> <li>Set parameters of straightener.</li> <li>Obtained correct speed ratio for smooth, efficient, and continuous production. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Straightener set up according to Standard Operating procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Skill Check continued*

<b>PROCESS</b>	<b>Yes</b>	<b>No</b>	<b>PROCESS-PRODUCT STANDARDS</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<p>4. Prepare, Load and Adjust Feeder  (Coil-fed only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Feed parameters set (material thickness/width, length, timing, pass-line, pilot release, etc.).</li> <li>• Speed of feed matches press speed. <b>(c)</b></li> <li>• Coil/strip loaded and aligned with die(s). <b>(c)</b></li> <li>• Feeder set up, activated, and verified for safety.</li> <li>• Equipment checked for service items/maintenance.</li> <li>• Material advanced smoothly into die/die assembly (material did not bind, buckle, wrinkle, slip, stretch, etc.).</li> <li>• Identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using controls. <b>(c)</b></li> <li>• Feeder set up performed according to Standard Operating Procedure(s) and/or Setup Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Make a Quality Piece Part (Inch/jog Mode)  (Hand and Coil-fed)</p>			<ul style="list-style-type: none"> <li>• Press energized and re-adjusted for inch/jog mode.</li> <li>• First-run piece-part stamped according to Process/Quality Plan (validated shut height).</li> <li>• Material/stock passed smoothly through die assembly to payoff (material or part no longer in die).</li> <li>• Part safely removed from guarded area. <b>(c)</b></li> <li>• Part attributes conform to quality characteristic standards based visual inspections (includes no missing or incomplete features). <b>(c)</b></li> <li>• Part variables conform to specified dimensional +/- tolerances, SPC control limits and measurement standards (gage or instrument inspections required). <b>(c)</b></li> <li>• Scrap exited smoothly and properly segregated, stored or contained (no scrap/slugs present in die, shoe or part containers). No excessive scrap present.</li> <li>• Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using/setting controls. <b>(c)</b></li> <li>• Demonstrated accuracy when using hand-held measuring gages or QC instrumentation devices.</li> <li>• Equipment production ready and verified for safety.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Produce Parts (Operate Equipment for at least 15 minutes)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Attentively monitored process (pressures, lubricants/coolants, inputs tooling, outputs, etc.) and identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Identified defective or non-compliance parts without contaminating quality parts discharged <b>(c)</b>.</li> <li>• Equipment functioning properly and parts manufactured within % productivity expectations.</li> <li>• Quality parts produced on an on-going, successive, and continuous basis.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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			<ul style="list-style-type: none"><li>• Equipment shut-off or prepared for hand-off.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## FINAL PRODUCT STANDARDS

### “Work is Done As Expected When:”

- a.  Jobs were performed proficiently according to Process/Quality Plan, Setup Plan, SOP and/or Work Order instructions.
- b.  All systems and components functioning properly and press continuously making good parts within (%) productivity standards.
- c.  Accurate and legible information/data has been recorded on forms, information sheets, reports, work orders, labels, and /or in log books.
- d.  Candidate demonstrated ability to deal with problems pro-actively and decisively.
- e.  Candidate demonstrated ability to link cause and effect to isolate and correct problems or make process improvements.
- f.  All safety and plant procedures have been followed and work area was left clean.

### COMMENTS

Candidate/Examiner: \_\_\_\_\_

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Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
(Examiner)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Monitor)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Candidate)



**Examiner's CHECKLIST — CAR SKILL CHECK #5**  
**Setup, Operate, and Maintain Equipment**  
**with Compound Dies**

Steps

SETUP PROCESS			PROCESS-PRODUCT STANDARDS			
	Yes	No		Yes	No	NA
⇒ <b>PRESS AND TOOLING</b>						
1. Stage Work Site and Prepare Press for Setup	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>PPE/PPC appropriate for the job. <b>(c)</b></li> <li>Work area clean and orderly (no debris, slippery floor areas, unmanaged scrap, unguarded obstructions, etc.)</li> <li>Obtained and set up applicable tools, calibrated gages, safety equipment, supplies, and documents.</li> <li>Read and understood Setup Plan, Standard Operating Procedures, and/or equipment manufacturer instructions.</li> <li>Setup package/part and scrap containers.</li> <li>Verified availability of raw material/stock as specified in Process/Quality Plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare Die for Installation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Correct die was obtained as per Process/Quality Plan or as cross referenced to work order. <b>(c)</b></li> <li>Die and die cavity is clean based on visual inspection (no dirt, rust, burrs, etc.).</li> <li>Die/die assembly is not damaged based on visual inspection (no cracks, dents, holes, etc.- no loose bolts, wires/cables, or parallels, etc.- no missing features)<b>(c)</b>.</li> <li>Unique tooling successfully installed.</li> <li>Die staged for installation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Setup Press and Install Die	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ram/slide, bolster, and die/die assembly clean, deburred, clear of scrap, and showing no damage (include knockouts, if applicable). <b>(c)</b></li> <li>Accessories removed as needed.</li> <li>Followed safety procedures/used safety devices. <b>(c)</b></li> <li>Die/die assembly properly installed, centered/squared, and clamped @ BDC (includes installation of any knockouts, bolts, etc.). <b>(c)</b></li> <li>Performed necessary lubrication and/or counter balancing activities while inspecting die.</li> <li>Ram/slide manipulation was performed safely and correctly to shut height requirements (no damage to press, shoe, die/assembly, casting, ram, clamps, no loose bolts, etc.). <b>(c)</b></li> <li>Demonstrated proficiency estimating, adjusting and then setting final shut height.</li> <li>Verified clearances (stroke + minimum height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Process steps continued on next page</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		allowance) to ensure smoothness of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<ul style="list-style-type: none"> <li>• Press will maintain a smooth operation and meet clearance requirements even after any knockout, feeder, or sensor adjustments.</li> <li>• Counters reset and functional (if applicable).</li> <li>• Press inspected for service items/maintenance (lubrication, repair, adjustment, calibration, etc.).</li> <li>• Identified and responded to/corrected problems (see troubleshooting and maintenance sections).</li> <li>• Blanks/coil lubricated and/or advanced to starting position (see: setup coil-fed auxiliaries section).</li> <li>• Setup inspection gages and quality control equipment for production or hand-off.</li> <li>• Work cell organized, press/press area clean, and all safety devices, alarms, sensors, and guards set (or installed) and verified for function. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Skill Check Continued on Next Page*

Steps

SETUP and OPERATION PROCESS	Yes	No	PROCESS-PRODUCT STANDARDS	Yes	No	NA
⇒ <i>AUXILIARIES AND PRESS</i>			For Coil-Feed applications.			
1. Request and Verify Raw Material/Stock (Hand-and Coil fed)			<ul style="list-style-type: none"> <li>Followed Process/Quality Plan and/or Standard Operating Procedures. <b>(c)</b></li> <li>Material matched process specification criteria (ID code, type, SO number, width, thickness, etc.)</li> <li>Material visually inspected for adverse conditions (rust, surface lamination, coil break, etc.).</li> <li>Sufficient coil/blanks staged for production.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare and Adjust Uncoiler (Coil-fed only)			<ul style="list-style-type: none"> <li>Coil/stock correctly aligned and mandrels/keepers or cradle accepts ID/OD or width of coil. <b>(c)</b></li> <li>Material/stock secured and containing bands safely removed.</li> <li>Verified safety systems for function. <b>(c)</b></li> <li>Material advanced to next operation.</li> <li>Obtained correct feed speed and set brake tension.</li> <li>Adjusted loop control (if applicable).</li> <li>Demonstrated ability and safety during loading (rigging, crane operations, load capacity, etc.). <b>(c)</b></li> <li>Demonstrated ability when using threading tables.</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Setup performed according to Standard Operating Procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare and Adjust Straightener (Coil-fed only)			<ul style="list-style-type: none"> <li>Straightener accepts coil.</li> <li>Material properly aligned and secured (adjusted pinchroll(s), entrance guide(s), loop controls, etc.). <b>(c)</b></li> <li>Set parameters of straightener.</li> <li>Obtained correct speed ratio for smooth, efficient, and continuous production. <b>(c)</b></li> <li>Equipment checked for service items/maintenance.</li> <li>Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>Demonstrated proficiency using controls (Modes of Operation). <b>(c)</b></li> <li>Straightener set up according to Standard Operating procedure(s) and/or Process/Quality Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



*Skill Check continued*

<b>PROCESS</b>	<b>Yes</b>	<b>No</b>	<b>PROCESS-PRODUCT STANDARDS</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<p>4. Prepare, Load and Adjust Feeder  (Coil-fed only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Feed parameters set (material thickness/width, length, timing, pass-line, pilot release, etc.).</li> <li>• Speed of feed matches press speed. <b>(c)</b></li> <li>• Coil/strip loaded and aligned with die(s). <b>(c)</b></li> <li>• Feeder set up, activated, and verified for safety.</li> <li>• Equipment checked for service items/maintenance.</li> <li>• Material advanced smoothly into die/die assembly (material did not bind, buckle, wrinkle, slip, stretch, etc.).</li> <li>• Identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using controls. <b>(c)</b></li> <li>• Feeder set up performed according to Standard Operating Procedure(s) and/or Setup Plan. <b>(c)</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Make a Quality Piece Part (Inch/jog Mode)  (Hand and Coil-fed)</p>			<ul style="list-style-type: none"> <li>• Press energized and re-adjusted for inch/jog mode.</li> <li>• First-run piece-part stamped according to Process/Quality Plan (validated shut height).</li> <li>• Material/stock passed smoothly through die assembly to payoff (material or part no longer in die).</li> <li>• Part safely removed from guarded area. <b>(c)</b></li> <li>• Part attributes conform to quality characteristic standards based visual inspections (includes no missing or incomplete features). <b>(c)</b></li> <li>• Part variables conform to specified dimensional +/- tolerances, SPC control limits and measurement standards (gage or instrument inspections required). <b>(c)</b></li> <li>• Scrap exited smoothly and properly segregated, stored or contained (no scrap/slugs present in die, shoe or part containers). No excessive scrap present.</li> <li>• Identified and responded to problems (see: troubleshooting and maintenance sections).</li> <li>• Demonstrated proficiency using/setting controls. <b>(c)</b></li> <li>• Demonstrated accuracy when using hand-held measuring gages or QC instrumentation devices.</li> <li>• Equipment production ready and verified for safety.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Produce Parts (Operate Equipment for at least 15 minutes)  (Hand and Coil-fed)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Attentively monitored process (pressures, lubricants/coolants, inputs tooling, outputs, etc.) and identified and responded to problems (see troubleshooting and maintenance sections).</li> <li>• Identified defective or non-compliance parts without contaminating quality parts discharged <b>(c)</b>.</li> <li>• Equipment functioning properly and parts manufactured within % productivity expectations.</li> <li>• Quality parts produced on an on-going, successive, and continuous basis.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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			<ul style="list-style-type: none"><li>• Equipment shut-off or prepared for hand-off.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### FINAL PRODUCT STANDARDS

**“Work is Done As Expected When:”**

- a.  Jobs were performed proficiently according to Process/Quality Plan, Setup Plan, SOP and/or Work Order instructions.
- b.  All systems and components functioning properly and press continuously making good parts within (%) productivity standards.
- c.  Accurate and legible information/data has been recorded on forms, information sheets, reports, work orders, labels, and /or in log books.
- d.  Candidate demonstrated ability to deal with problems pro-actively and decisively.
- e.  Candidate demonstrated ability to link cause and effect to isolate and correct problems or make process improvements.
- f.  All safety and plant procedures have been followed and work area was left clean.

### COMMENTS

Candidate/Examiner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Examiner)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Monitor)



\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Candidate)

### 2.4 - CAR SKILL CHECK SUMMARY

Critical Work Activities and Skill Checks Completed	Date Completed
<b>Setup Equipment with Compound Dies</b>	
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	

<b>Opportunity Observations</b>		Successful	Not Successful
⇒ TROUBLESHOOT PRESS, TOOLING AND AUXILIARIES	<i>Candidate must successfully react to/demonstrate at least <u>five (5)</u> of the following troubleshooting situations to be credentialed in the Duty Cluster</i>	Yes 	
<b>Troubleshoot Running Process</b>	<ol style="list-style-type: none"> <li>1. Responded to a double-hit or mis-hit situation and successfully isolated the cause of the problem.</li> <li>2. Responded to broken tooling and correctly determined the cause of breakage.</li> <li>3. Identified defects in raw material/stock, located defective area(s), and implemented corrective actions.</li> <li>4. Responded to non-conforming part dimensions during a production run and successfully isolated the cause of the problem.</li> <li>5. Responded to damaged parts or quality non-conformance conditions during a production run and successfully isolated the potential cause(s) of the problem.</li> <li>6. Detected variations in material thickness, isolated areas of non-conformance, and correctly diagnosed the cause of the problem.</li> <li>7. Responded to double thickness conditions, identified problem area(s), and successfully isolated the cause of the problem.</li> <li>8. Responded to a press overload situation or E-Stop, analyzed potential problem areas, and successfully determined cause of the overload or stoppage.</li> <li>9. Detected a material alignment problem, isolated the cause of the mis-alignment, and performed corrective actions.</li> <li>10. Identified mis-alignment of straighteners, evaluated problem areas, and successfully isolated the cause of the problem.</li> <li>11. Detected speed variations on feeders, uncoilers, or straighteners; determined problem area; and successfully isolated the cause of the problem.</li> <li>12. Responded to loop sensor faults and successfully isolated the problem.</li> <li>13. Responded to a conveyor, part handler, or transfer device failure and correctly determined cause of the problem.</li> <li>14. Identified irregular (<i>high/low</i>) pressure/temperature/flow variations, isolated the cause of the problem, and performed corrective actions.</li> </ol>	<ol style="list-style-type: none"> <li>1. <input type="checkbox"/></li> <li>2. <input type="checkbox"/></li> <li>3. <input type="checkbox"/></li> <li>4. <input type="checkbox"/></li> <li>5. <input type="checkbox"/></li> <li>6. <input type="checkbox"/></li> <li>7. <input type="checkbox"/></li> <li>8. <input type="checkbox"/></li> <li>9. <input type="checkbox"/></li> <li>10. <input type="checkbox"/></li> <li>11. <input type="checkbox"/></li> <li>12. <input type="checkbox"/></li> <li>13. <input type="checkbox"/></li> <li>14. <input type="checkbox"/></li> </ol>	<ol style="list-style-type: none"> <li>1. <input type="checkbox"/></li> <li>2. <input type="checkbox"/></li> <li>3. <input type="checkbox"/></li> <li>4. <input type="checkbox"/></li> <li>5. <input type="checkbox"/></li> <li>6. <input type="checkbox"/></li> <li>7. <input type="checkbox"/></li> <li>8. <input type="checkbox"/></li> <li>9. <input type="checkbox"/></li> <li>10. <input type="checkbox"/></li> <li>11. <input type="checkbox"/></li> <li>12. <input type="checkbox"/></li> <li>13. <input type="checkbox"/></li> <li>14. <input type="checkbox"/></li> </ol>



<i>Opportunity observations continued</i>	<b>Opportunity Observations</b>	Successful	Not Successful
⇒ <b>MAINTAIN PRESS, TOOLING, OR AUXILIARIES</b>	<b><i>Candidate must successfully demonstrate at least <u>10</u> of the following maintenance activities to be credentialed in the Duty Cluster</i></b>	<b>Yes</b> 	
<b><i>Perform Corrective or Preventive Maintenance on Equipment</i></b>	1. Removed taps and installed new or replacement taps.	1. <input type="checkbox"/>	1. <input type="checkbox"/>
	2. Bleed lines and valves.	2. <input type="checkbox"/>	2. <input type="checkbox"/>
	3. Changed and adjusted shut height (in-process adjustment).	3. <input type="checkbox"/>	3. <input type="checkbox"/>
	4. Dressed or replaced electrodes on a welder.	4. <input type="checkbox"/>	4. <input type="checkbox"/>
	5. Cleaned scrap from tee slots, holes, etc.	5. <input type="checkbox"/>	5. <input type="checkbox"/>
	6. Cleaned a bolster or ram/slide.	6. <input type="checkbox"/>	6. <input type="checkbox"/>
	7. Pulled, cleaned and re-installed/mounted a die/assembly.	7. <input type="checkbox"/>	7. <input type="checkbox"/>
	8. Replaced damaged/defective pins or key.	8. <input type="checkbox"/>	8. <input type="checkbox"/>
	9. Locked and tagged-out equipment (Zero energy on mechanical and electrical).	9. <input type="checkbox"/>	9. <input type="checkbox"/>
	10. Removed, cleaned, and re-installed a filter.	10. <input type="checkbox"/>	10. <input type="checkbox"/>
	11. Replaced a hose or tubing.	11. <input type="checkbox"/>	11. <input type="checkbox"/>
	12. Removed, cleaned or unplugged, and re-installed a valve.	12. <input type="checkbox"/>	12. <input type="checkbox"/>
	13. Removed a damaged or non-functioning valve and replaced it with a new or rebuilt valve.	13. <input type="checkbox"/>	13. <input type="checkbox"/>
	14. Corrected and adjusted/re-set timing (in-process adjustment).	14. <input type="checkbox"/>	14. <input type="checkbox"/>
	15. Corrected, adjusted/re-set, and controlled feeds, speeds and/or flow rates (in-process adjustments).	15. <input type="checkbox"/>	15. <input type="checkbox"/>
	16. Polished or cleaned rollers.	16. <input type="checkbox"/>	16. <input type="checkbox"/>
	17. Repositioned stock/raw material (in-process adjustment).	17. <input type="checkbox"/>	17. <input type="checkbox"/>
	18. Changed/replaced a low-voltage fuse or breaker.	18. <input type="checkbox"/>	18. <input type="checkbox"/>
	19. Tightened strippers.	19. <input type="checkbox"/>	19. <input type="checkbox"/>
	20. Tightened parallels.	20. <input type="checkbox"/>	20. <input type="checkbox"/>
	21. Replaced a defective workholding device and it verified for safety.	21. <input type="checkbox"/>	21. <input type="checkbox"/>
	22. Verified calibration of sensors, monitors or switches.	22. <input type="checkbox"/>	22. <input type="checkbox"/>
	23. Changed/replaced a limit or proximity switch.	23. <input type="checkbox"/>	23. <input type="checkbox"/>
	24. Replaced and set a conveyor or material handling belt.	24. <input type="checkbox"/>	24. <input type="checkbox"/>
	25. Changed and adjusted a drive belt or chain.	25. <input type="checkbox"/>	25. <input type="checkbox"/>
	26. Adjusted pressure/temperature regulator (in-process adjustment).	26. <input type="checkbox"/>	26. <input type="checkbox"/>
	27. Filled/refilled lubrication or cooling devices/reservoirs.	27. <input type="checkbox"/>	27. <input type="checkbox"/>
	28. Lubricated/greased equipment manually (PM).	28. <input type="checkbox"/>	28. <input type="checkbox"/>
	29. Replaced a control panel light or LED.	29. <input type="checkbox"/>	29. <input type="checkbox"/>
	30. Successfully conducted a titration test.	30. <input type="checkbox"/>	30. <input type="checkbox"/>
	31. Successfully performed a refractometer (viscosity) analysis.	31. <input type="checkbox"/>	31. <input type="checkbox"/>
	32. Successfully tested material for hardness (e.g., Rockwell test)	32. <input type="checkbox"/>	32. <input type="checkbox"/>



	33. Successfully tested tensile of raw material or a part (e.g., “pull test”)	33. <input type="checkbox"/>	33. <input type="checkbox"/>
	34. Successfully conducted continuity tests on sensors/probes.	34. <input type="checkbox"/>	34. <input type="checkbox"/>
	35. Successfully performed a magnaflux or container pressure test (deep drawing process only).	35. <input type="checkbox"/>	35. <input type="checkbox"/>
	36. Verified press diagnostics.	36. <input type="checkbox"/>	36. <input type="checkbox"/>



***Affidavit of Successful Completion***  
**NIMS Level III Metal Stamping Credentialing Program**  
**👉 Credentialing Achievement Record 👈**

🖨 Please print

<b>Candidate Name</b>	<b>Reg. No.</b>	<b>Date Completed</b>
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*The credentialing candidate named above has completed all necessary CAR requirements for NIMS Level III OJT recognition.*

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

<b>Duty Cluster Name</b>	<b>Required Skill Checks</b>	<b>Number of Skill Checks Completed</b>
<b><i>SETUP EQUIPMENT WITH COMPOUND DIE SETS</i></b>	<b>5</b>	
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: \_\_\_\_\_  
*Specify*

<b>Opportunity Observations Troubleshooting &amp; Corrective/Preventive Maintenance</b>		
Successfully demonstrated at least five troubleshooting situations.	<input type="radio"/> YES	<input type="radio"/> NO
Successfully demonstrated at least 10 maintenance activities.	<input type="radio"/> YES	<input type="radio"/> NO

_____	_____ 19
<b>Site Coordinator <i>Signature-</i></b>	<b>Date</b>
_____	_____ 19
<b>Supervisor <i>Signature</i></b>	<b>Date</b>
_____	_____ 19
<b>Candidate <i>Signature</i></b>	<b>Date</b>



**COMMENTS:**


Make a copy of the completed *Affidavit of Successful Completion* for your records and send the original to:



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