

Operator practical training checklist

One sheet per trainee. The trainer is the line's best operator for these tasks. The trainee does each task on the Augos Operator Terminal while the trainer watches, then both sign.

Trainee name

Line

Trainer name (best operator)

Training dates

	TASK ON THE TERMINAL	CAN DO IT	NEEDS PRACTICE	TRAINER CHECKED
1	Log in Enter your own PIN. Report to your supervisor if it fails.	☐	☐	☐
2	Continue or start a job Continue the last job, or choose the product, job reference and planned quantity.	☐	☐	☐
3	Read the job screen Job reference, OEE and the three rings. Spot a problem early.	☐	☐	☐
4	The line stops Yellow: no action yet, the clock is running. Pink: action required.	☐	☐	☐
5	Choose a reason Pick the group, then the reason. Edit or split it if it was wrong.	☐	☐	☐
6	Ask for help Purple Request assistance, then the teal tick. Read the call steps.	☐	☐	☐
7	End a job Count good units and rejects, check the summary, confirm.	☐	☐	☐
8	Menu and log out Log out at the end of every shift so the next person uses their own PIN.	☐	☐	☐

After training. After 10 or more events, compare the trainee's typical time on each task with the best operator's. More than 15% slower on a task marks an opportunity: keep learning from the best operator, by working alongside them, being mentored or sharing how they do it.

Trainee signature

Trainer signature

Date

Supervisor or manager

Signature

Date