

ABC BIOFUEL COMPANY

MAINTENANCE

XYZ AREA - MECHANICALLY SEALED PUMPS - REPAIR / REPLACEMENT

Trainee's Name (print): _____

Trainer's Name (print): _____

Job Area: Maintenance

PURPOSE: Provide the on-the-job portion of the qualification criteria for maintenance employees responsible for repairs of mechanically sealed pumps.

REFERENCES:

1. Procedure # ACU 12615
2. Procedure # SAF 161
3. Procedure # SAF 245
4. Procedure # MEC 296
5. Procedure # MEC 322
6. _____ Vendor Manual
7. MSDS's for chemicals in work area

Training Process:

Trainer Responsibilities:

- Demonstrate proper/safe task performance of all elements of the checklist
- Perform consistent training on the job tasks for all trainees
- Advise and monitor trainees during training on task performance
- Evaluate trainees upon completion of the training phase

Trainee Responsibilities:

- Acquire skills required to perform tasks associated with this checklist
 - Notify trainer when they are ready for evaluation
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KNOWLEDGE REQUIREMENTS:

Step	Process / Training	Support Graphics	Trainee Initials / Date	Trainer Initials / Date
1. Prerequisites:	Obtain related documents for performance of procedure. Supervisor / Trainer: Identify location and review applicable area procedures, reference data and discuss with Supervisor / Trainer.			
2. Prerequisites:	Identify equipment in the work area. Supervisor / Trainer: During a work area tour, correctly identify all major equipment components and explain their purpose.			

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<p>3.</p> <p>Prerequisites:</p>	<p>Locate paperwork required for these tasks.</p> <p>Supervisor / Trainer: Identify paperwork requirements of work to be performed.</p>			
<p>4.</p> <p>Prerequisites:</p>	<p>Secure proper PPE for these tasks.</p> <p>Supervisor / Trainer: Identify proper PPE for job and demonstrate safe and proper use.</p>			

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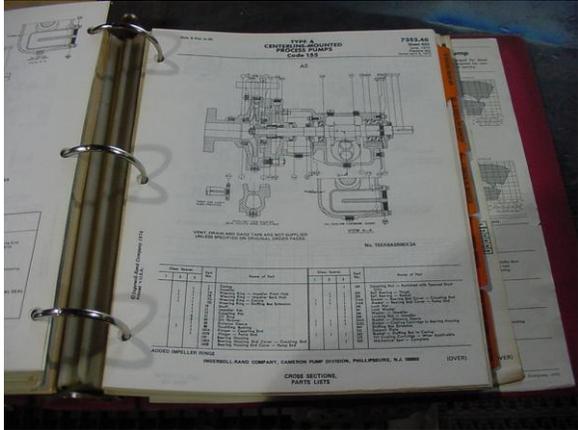
Step	Process / Training	Support Graphics	Trainee Initials / Date	Trainer Initials / Date
5. Prerequisites:	Showing a pinch point hazard of pump. Supervisor / Trainer: Identify work area hazards (pinch points, chemical hazards).			

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PERFORMANCE REQUIREMENTS:

Step	Process / Training	Support Graphics	Trainee Initials / Date	Trainer Initials / Date
<p>6.</p> <p>Field Repair of Pump:</p>	<p>Proper use of reference data during pump repair.</p> <p>Supervisor / Trainer:</p> <p>Demonstrate proper use of reference data.</p>			
<p>7.</p> <p>Field Repair of Pump:</p>	<p>Showing one lockout / tagout activity required for performance of this procedure.</p> <p>Supervisor / Trainer: Perform / simulate lockout / tagout activities.</p>			

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<p>8.</p> <p>Prerequisites:</p>	<p>Showing a de-magnetizing bearing heater.</p> <p>Supervisor / Trainer: Identify tools required for job completion and demonstrate proper tool usage.</p>			
<p>9.</p> <p>Pre-Shutdown Assessment of Identified Pump:</p>	<p>Performing a pre-shutdown assessment.</p> <p>Supervisor / Trainer:</p> <p>Demonstrate, and then have Trainee demonstrate performing a pre-shutdown assessment of pump, driver and associated components.</p>			

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Trainee comments:

Trainer comments:

Trainee has successfully completed all requirements listed above in accordance with the applicable procedures and is qualified to perform the tasks covered by this Performance Checklist.

Trainer

Date

Trainee

Date