

## Procedure: Training and Competence

### Purpose

This procedure lists the key activities undertaken at CAA and how management assesses and approves employees for competency in each of these activities.

### References

1. Form - Responsibilities Table
2. Form - Employee Training
3. 2020 – Procedures online at [www.rustseeker.com.au/2020/caa-procedures](http://www.rustseeker.com.au/2020/caa-procedures)
4. Procedure – Spectrometer Approved Operators

### Procedure

The Responsibilities Table ([ref 1](#)) lists the skills of each employee. This procedure follows the same format as the Responsibilities table. It outlines how management sign off on the level of competence of each employee once suitable training has been carried out and an adequate skill level is achieved.

Once an employee achieves approval to carry out a task, their Employee Training form ([ref 2](#)) is updated to indicate that they have received training and have been approved to carry out the listed task.

The aim is to review the Responsibilities Table on an annual basis.

Task/Skill		Who Can Give Approval and How Approval Is Determined
<b>Sales</b>	<b>Costing/Quotation</b>	General Manager and/or Operations Manager witnessed the employee successfully use the costing spreadsheet for a quotation on at least 10 separate occasions.
	<b>Entering Customer Orders – General</b>	General Manager and/or Operations Manager witnessed the employee successfully enter customer orders for general day-to-day jobs on MYOB on at least 5 separate occasions.
	<b>Entering Customer Orders - Jobbing Work</b>	General Manager and/or Operations Manager witness the employee successfully enter jobbing work on MYOB on at least 5 separate occasions.
	<b>Invoicing</b>	General Manager, Operations Manager and/or Accounts Manager witnessed the employee successfully invoice using MYOB on at least 5 separate occasions.

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<b>Admin</b>	<b>Payables</b>	Accounts Manager witnessed the employee successfully complete at least 5 payments using MYOB.
	<b>Receivables</b>	Accounts Manager witnessed the employee successfully handle receipt of at least 5 payments using MYOB.
	<b>Payroll</b>	Accounts Manager witnessed the employee successfully handle at least 5 payroll cycles using MYOB.
	<b>Banking</b>	Accounts Manager witnessed the employee successfully handle all banking transactions until confident that employee is familiar with procedures.
	<b>Credit Card Payments</b>	Accounts Manager witnessed the employee successfully complete at least 5 payments using credit card facilities over the internet and 5 payments using the merchant facility terminal.
	<b>Induction of New Employees</b>	The General Manager, Operations Manager and/or Factory Manager witnessed the employee successfully carry out the induction and training of a new employee.
	<b>General Admin</b>	Accounts Manager witnessed the employee successfully handle all general administrative duties until confident that employee is familiar with procedures.
	<b>Stocktake – Counting Stock</b>	General Manager, Operations Manager and/or Storeman witnessed the employee successfully identifies anode types and correctly fills out a stocktake sheet on at least 3 separate occasions.
	<b>Stocktake – Entering Date</b>	Accounts Manager witnessed the employee successfully enter at least 5 stocktake sheets using MYOB.

Task/Skill	Who Can Give Approval and How Approval Is Determined	
<b>Other Functions</b>	<b>Computer - Word &amp; Excel</b>	Storeperson and/or Operations Manager witnessed the employee successfully use Word and Excel to a level which is suitable for use of cdq2020.
	<b>Computer – CDQ2020 Operation</b>	Storeperson and/or Operations Manager witnessed the employee successfully navigate and operate cdq2020 on at least 5 occasions.
	<b>Technical Drawing</b>	Business Development Manager reviewed and approved at least 5 technical drawings.
	<b>Marketing</b>	General Manager witnessed the employee successfully handle all general marketing duties until confident that employee is familiar with responsibilities.
	<b>Legal</b>	General Manager witnessed the employee successfully handle all general legal duties until confident that employee is familiar with responsibilities.
	<b>Information Technology</b>	General Manager witnessed the employee successfully handle all general information technology duties until confident that employee is familiar with responsibilities.

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Task/Skill	Who Can Give Approval and How Approval Is Determined	
<b>Purchasing</b>	Zn Ingot	General Manager, Operations Manager and/or Storeman witnessed the employee successfully order the listed item on at least 5 separate occasions.
	Al Ingot	
	Indium	
	Al granules	
	Al 401 master alloy	
	Cd	
	Steel for straps	
	Strap fabrication	
	Abrasive blasting	
	Fasteners, bolts etc.	
	Ladles	
	Ladle and die coating	
	New tools	
	Spectrometer/Lab	
	QA	
	Welding supplies	
	R & D projects	
	Packaging	
Pallets		
Protective gear		
Imported goods		
New equipment		

Task/Skill	Who Can Give Approval and How Approval Is Determined	
<b>Inspection and Testing</b>	<b>Spectrometer Level 1</b>	Refer to procedure – Spectrometer Approved Operators ( <a href="#">ref 4</a> )
	<b>Spectrometer Level 2</b>	Refer to procedure – Spectrometer Approved Operators ( <a href="#">ref 4</a> )
	<b>Weight &amp; Dimensional Inspection</b>	Operations Manager and/or Factory Manager witnessed the employee successfully inspect and document the weight and dimensions of an anode on at least 5 separate occasions.
	<b>Visual Inspection</b>	Operations Manager and/or Factory Manager witnessed the employee successfully visually inspect an anode on at least 10 separate occasions.
	<b>Destructive Test Inspection</b>	Operations Manager and/or Factory Manager witnessed the employee successfully inspect the cross section of an anode on at least 3 occasions.
	<b>Electrochemical Testing</b>	Business Development Manager witnessed the employee successfully carry out electrochemical testing ( <a href="#">ref 5</a> ) on at least 5 separate occasions.
	<b>Anode to Core Resistance</b>	Business Development Manager witnessed the employee successfully carry out resistance testing ( <a href="#">ref 6</a> ) on at least 5 separate occasions.
	<b>Compile Certificates</b>	Operations Manager and/or Factory Manager reviewed certificates created by the employee on 5 occasions and found them to be suitable.
	<b>Compile Insp. &amp; Test Plan</b>	GM, Operations Manager and/or Business Development Manager checked and approved 3 ITPs completed by the employee.
	<b>Compile Man. Data Report</b>	GM, Operations Manager and/or Business Development Manager checked and approved 3 MDRs completed by the employee.

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Task/Skill	Who Can Give Approval and How Approval Is Determined
<b>Scheduling</b>	GM, Operations Manager and/or Factory Manager witnessed the employee successfully schedule at least 10 days of production.
<b>Opening/Closing Factory</b>	GM, Operations Manager or Factory Manager decides when an employee has proven themselves to be reliable/trustworthy enough to open and/or close the factory.
<b>Start Up - Zn furnace</b>	Operations Manager and/or Factory Manager witnessed the employee successfully start up zinc furnaces on at least 5 separate occasions.
<b>Start Up - Al Bale-out furnace</b>	Operations Manager and/or Factory Manager witnessed the employee successfully start up Aluminium Bale Out furnaces on at least 5 separate occasions.
<b>Start Up - Al Induction furnace</b>	Successfully completed the "Induction Melting Training Course" and the Operations Manager and/or Factory Manager witnessed the employee successfully start up the Induction furnace on at least 5 separate occasions.
<b>Prep - Zn pressure diecast mould change-over</b>	A minimum of 6 months of changing numerous dies under supervision of the Factory Manager. Factory Manager to give approval.
<b>Prep – Induction furnace crucible change</b>	Successfully completed the "Induction Melting Training Course" and the Operations Manager and/or Factory Manager witnessed the employee successfully change the Induction furnace crucible on at least 5 separate occasions.
<b>Prep - Zn open mould</b>	Operations Manager and/or Factory Manager witnessed the employee successfully carry out the preparation on at least 5 separate occasions.
<b>Prep - Al open mould</b>	
<b>Prep – Alloy Weighing</b>	
<b>Fabrication - small straps</b>	Operations Manager and/or Factory Manager witnessed the employee successfully fabricate straps on at least 10 separate occasions.
<b>Fabrication - large straps</b>	
<b>Casting - Zn Anodes open mould</b>	Operations Manager and/or Factory Manager witnessed the employee successfully cast according to the stated casting type on at least 10 separate occasions.
<b>Casting - Zn Anodes closed mould</b>	
<b>Casting - Al Anodes open mould</b>	
<b>Casting - Slugs and Balls</b>	
<b>Casting - Al Anodes Induction</b>	Successfully completed the "Induction Melting Training Course" and the Operations Manager and/or Factory Manager witnessed the employee successfully cast anodes using the Induction furnace crucible on at least 5 separate occasions.
<b>Equip. Use – Linishing machine</b>	Operations Manager and/or Factory Manager witnessed the employee successfully use the stated equipment on at least 5 separate occasions.
<b>Equip. Use – Tapping machine</b>	
<b>Equip. Use – Lathe</b>	
<b>Equip. Use – Angle grinder</b>	
<b>Equip. Use – Band saw</b>	
<b>Equip. Use – Power hacksaw</b>	
<b>Equip. Use – Cold saw</b>	
<b>Equip. Use – "C" press</b>	
<b>Equip. Use – Compressed air tools</b>	
<b>Equip. Use – Electric drill press</b>	
<b>Equip. Use – Electric drill</b>	

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<b>Factory continued...</b>	<b>Equip. Use – Electric saw</b>	Operations Manager and/or Factory Manager witnessed the employee successfully use the stated equipment on at least 5 separate occasions.
	<b>Equip. Use – Plastic &amp; steel strapping</b>	
	<b>Equip. Use – ARC welding</b>	Successfully completed suitably recognised training and undertaken appropriate training hours.
	<b>Equip. Use – MIG welding</b>	
	<b>Equip. Use – Oxy welding</b>	
	<b>Equip. Use – Overhead crane</b>	Operations Manager and/or Factory Manager witnessed the employee safely operate the overhead crane on at least 5 occasions.
	<b>Equip. Use - GEKA</b>	Plant Maintenance Manager witnesses the employee safely operate the GEKA on at least 10 occasions.
	<b>Plant repairs/maintenance</b>	Operations Manager and/or Factory Manager witnessed the employee successfully carry out repairs or maintenance to an individual part of the plant on at least 2 occasions. This gives approval for future repairs and maintenance to that part of the plant only. Note that if the repairs or maintenance is outside of the scope of experience of a CAA employee, the work is outsourced. For more information refer to procedure –Maintenance (ref 7).
	<b>Forklift – License</b>	Current forklift Licence expiry date on “Responsibilities Table” (ref 1)
	<b>Forklift – Daily maintenance</b>	Operations Manager and/or Factory Manager witnessed the employee successfully conduct a daily maintenance check on at least 3 separate occasions.
	<b>Forklift - Gas refill</b>	Operations Manager &/or Factory Manager witnessed employee successfully refill & replace forklift gas bottle on at least 3 separate occasions.
	<b>Rust Seeker Assembly</b>	Operations Manager and/or Factory Manager witnessed the employee successfully assemble a Rust Seeker kit on at least 3 separate occasions.

Task/Skill	Who Can Give Approval and How Approval Is Determined	
<b>Stores</b>	<b>Receiving Goods</b>	The General Manager and/or the Storeperson witnessed the employee successfully receive goods on at least 5 separate occasions.
	<b>Packing Orders</b>	The General Manager &/or Storeperson witnessed employee successfully package various size pallets/skids/boxes on at least 10 separate occasions.
	<b>Organising Transport of Goods</b>	The General Manager, Factory Manager &/or the Storeperson witnessed the employee successfully organise transport on at least 3 separate
	<b>Stocking Shelves</b>	The General Manager and/or the Storeperson witnessed the employee successfully re-stock the shelves on at least 3 separate occasions.

Task/Skill	Who Can Give Approval and How Approval Is Determined	
<b>QA</b>	<b>Maintain Procedures</b>	Quality Manager reviewed and approved the revision/writing of at least 5 separate procedures which were completed by the employee.
	<b>Maintain Standards Register</b>	Quality Manager conducted 2 audits of the standards register which were maintained by the employee, and found no errors.
	<b>Document Control</b>	Quality Manager conducted 2 document control audits which were maintained by the employee, and found no errors.
	<b>Measurement Equipment</b>	Quality Manager conducted 2 audits of the measurement equipment which was maintained by the employee, and found no errors.
	<b>Auditing</b>	Quality Manager witnessed the employee successfully conduct 5 audits.

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Task/Skill		Who Can Give Approval and How Approval Is Determined
<b>Safety</b>	<b>Trained in Safe Processes</b>	Basic factory safety: The employee has undergone safety induction at commencement of employment and been signed off by the Operations Manager and/or the Factory Manager. Equipment or Process Specific Safety: The employee has undergone sufficient safety training for the equipment or process and has been signed off by the Operations Manager and/or the Factory Manager as being suitably qualified. Note, most of the specific equipment or process safety requirements are listed in this procedure.
	<b>First Aid Officer</b>	Successfully completed HLTF301B First Aid Course and accreditation remains current.
	<b>Maintain MSDS Register</b>	Quality Manager conducted 2 audits of the MSDS register which was maintained by the employee, and found no errors.
	<b>Evacuation Procedure</b>	The employee has successfully participated in at least one "evacuation drill".
	<b>Fire Warden</b>	Successfully completed Fire Warden training and holds a Statement of Attendance.
<b>E/ment</b>	<b>Environmental Site Based Management Plan</b>	All staff to undergo training in what to do in the event of an environmental incident.

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