



This project included development of a total training curriculum with all instructional materials, job aids, leader and learner guides and training documentation. All content is delivered via the Training section of the Shearer's website.

Following are sample pages from one of the three curricula developed by WordKraft.

Training Outline: A checklist-style training plan listing all topics and activities

Document List: A list of all training documents related to each topic

Trainers Guide: Specifics about the training and general information for instructors

Module: Sample screens from one of the self-instructional modules

Job Aid: One of the many checklist/job aids created for learners

Skills Assessment: A checklist-style guide to assessing the learner's skills

Shearer's Training Plan

Learner: _____

PMO Basic Knowledge

Orientation Information				
✓	Date	Topic	Format	Notes
		Introduction	Instructor led	Review Training Plan Describe training and testing process Distribute Learners Handout document (includes Handbook)
		Plant Tour	Instructor led	An overview tour of the facility, with special focus on areas relevant to the trainee
		Packer Knowledge Check	Self-Instruction	Test packer knowledge. Trainees unable to successfully complete the knowledge check should receive additional training.
		PMO Responsibilities	Instructor led	Overview of general PMO responsibilities.
		Shift Start	Instructor led	Shift startup procedures and documents. Line and Package Certification.
		Shift End	Instructor led	Shift end procedures and documents.
		Reference information	Self-Instruction	Other basic knowledge and reference documents.
		Safety		Safety training is conducted by the plant safety representative. Ensure that the training is conducted.
		Tier 1 Orientation Knowledge Check	Self-Instruction	Knowledge check of basic orientation information

Shearer's Training Documents

Area	Item	File Name	Document/Link Name
PMO Basic Knowledge			
Orientation Information			
		ST1-001_RevA_LearnHandbook.doc	Tier 1 Learner's Handbook
		ST1-001_RevA_LearnHandouts.pdf	Tier 1 Learner's Handouts
		ST1-002_RevA_TrainerGuide.doc	Tier 1 Trainer's Guide
Introduction			
		Training Outline.xls	Training Outline
Plant Tour			
		ST1-004_RevA_PlantMaps.ppt	Plant Diagrams
Packer Knowledge Check			
		ST1 Tier 1 Packer Knowledge Check.aqm	Packer Knowledge Check
PMO Responsibilities			
		ST1-003_RevA_OpResponse.doc	PMO Responsibilities
Shift Start			
		ST1-005_RevA_DailyCheck.doc	Daily Checklist
		ST1 Package Certification Form Knowledge Check.aqm	Package Certification Form Pre-Test
		ST1-006_RevA_FritoLayPackCertSample.ppt	Package Certification Form Sample
		ST1 Package Certification Form Self-instructional Unit	Package Certification Form Training
		ST1 Package Certification Form Practice.aqm	Package Certification Form Practice
		ST1 Package Certification Form Knowledge Check.aqm	Package Certification Form Knowledge Check
		3.3.17k HK1-4 LINE CERTIFICATION AUDIT - PACKAGING	Line Certification Form Sample
		ST1 Line Certification Form Knowledge Check	Line Certification Form Pre-Test
		ST1 Line Certification Self-instructional Unit	Line Certification Self-instructional Unit
		ST1 Line Certification Form Knowledge Check	Line Certification Knowledge Check



Packaging Machine Operator Trainer's Guide



YOUR ROLE AS A TRAINER..... 3

INTRODUCTION TO THIS GUIDE..... 3

SEQUENCE OF TRAINING 4

FORMS AND DOCUMENTS 4

WEBSITE 5

TIER 1 ORIENTATION / INTRODUCTION..... 6

 1. *Introduction*..... 6

 2. *Plant Tour* 7

 3. *Packer Knowledge*..... 9

PMO RESPONSIBILITIES 9

 1. *Shift Start*..... 9

 2. *Shift End* 10

 3. *Reference Information*..... 10

 4. *Safety*..... 11

DATA SYSTEMS 12

 1. *MIP Overview*..... 12

 2. *Metal Detection* 12

 3. *Code Dates* 14

 4. *Code Date Printers*..... 15

 5. *Other MIP Functions*..... 15

PMO MACHINE OPERATION..... 16

 1. *Controls (Panel)*..... 16

 2. *Load Film* 17

 3. *Change Code Date Tape* 17

 4. *Replace the Former* 17

 5. *Adjust the Packaging Machine*..... 17

 6. *Labeler (Stickers)* 18

 7. *Bag Quality Check*..... 18

 8. *Troubleshooting*..... 18

 9. *Shutdown* 18

 10. *Fastback* 18

 11. *Scales*..... 19

 12. *Coordinating Production*..... 19

CONTINUED TRAINING AND SUPPORT 19

Notes:



Your Role as a Trainer

You have been selected to serve as a Shearer's Foods trainer. This is an important job. We trust you to guide and instruct fellow employees in the proper way to perform their new assignment as a Packaging Machine Operator (PMO), one of the most critical positions in our plant. The quality of our products, the safety of your learners, and the success of our company depends on you.

There is no way that all of the information needed as a PMO can effectively be captured in this Guide document. It's a complicated job that requires knowledge of many pieces of equipment and a number of processes. So this Guide does not include all of the information that must be conveyed to your learners. It provides the outline of the training, with directions and suggestions to help you do your job well. We rely on your experience and expertise to "fill in the blanks" with detailed information about machine operation.

Introduction to this Guide

This Trainer's Guide includes information used by Shearer's employees who conduct PMO training. It provides:

- Recommended training content and flow
- Key information that should be conveyed during the training
- References to the appropriate training documents to be used

Training should be presented in approximately the sequence as shown in this Guide, which is organized in the same sequence as the Training Outline spreadsheet that is described later in this document. Following this outline helps ensure a logical and consistent training process, and will help the learner better follow their training program.

You can identify certain sections in the Trainer's Guide as follows:

Skill Check: The learner must demonstrate their ability to perform some task or skill.

? **Knowledge Check:** The learner should take the described self-instructional knowledge check to test their learning before proceeding with the next training segment.

Self-Instruction: A computer-based unit of training that the learner should take.

Notes:



English and Metric systems

- Most of the measurements you will see as a Packaging Machine Operator are in English units
 - Inches
 - Pounds or Ounces
- You will also find some that are in Metric units
 - Millimeters
 - Grams
- You need to know how to convert between these two systems of measurement



Length measurements

- To convert inches to millimeters (mm), multiply the inches by 25.4:

Inches X 25.4 = Millimeters (mm)

Example: 9.5 inches
 X 25.4
 241.0 mm

- To convert millimeters (mm) to inches, divide the millimeters by 25.4:

Millimeters / 25.4 = Inches

Example: 241 mm / 25.4 = 9.5 inches



Rounding length

- When rounding length, round down for decimals 1 through 4, and round up for decimals 5 through 9
- We round to one decimal place



Examples:

Value	Rounded
326.54	326.5
14.55	14.6
192.1	192.0
17.66	17.7
11.99	12.0
43.15	43.2

Tip!

Notice that all the rounded values have one decimal place.



Rounding weight

- When rounding weight, we simply round up to the next full ounce or gram



Examples:

Value	Rounded
24.54	25
14.55	15
9.01	10
17.66	18

Tip!

It's okay if we give our customers a bit too much product, but we never want to give them too little. That's why we always round weights up.





Practice Session

- For practice, convert the values shown to the right
- You may use the reference document from the Learner Handbook and a calculator
- After practicing, you will be tested on your conversion skills

14 inches = ____ mm
200 mm = ____ inches
325 grams = ____ ounces
1.5 pounds = ____ grams
14 ounces = ____ grams
5.5 inches = ____ mm
325 mm = ____ inches

Tip!

Remember to round your answers after you do the conversion.





These are the basic responsibilities of a Packaging Machine Operator.

1. Maintain production
 - a. Keep the machines running as fast as needed to keep up with processing.
 - b. Clean scales and formers whenever necessary, especially if build up is causing your run speed to slow down
 - c. Make sure any quality issues that arise are solved as fast as possible
2. Keep the machines running at optimum performance
 - a. If there is a problem with a machine, make sure to document it on the Downtime Log or write it up as a Work Order
 - b. Keep checking weights to make sure they are close to the target
3. Track all products
 - a. Make sure not to over or under run product quantities
4. Communicate
 - a. Advise other operators on the line informed about any upcoming changeovers to help streamline downtime and cleaning time
 - b. Advise processing of any potential issues that could affect them
 - c. Advise floaters and processors about any changes to production you may have to make
5. Enter film lot data in MIP
6. Clean whenever possible
 - a. Don't lean ... clean.
7. Help everyone on the line
8. Constantly check bags and baggers for issues

Notes:

Shearer's Foods PMO Training
Robag Operator Assessment



Following the completion of hands-on training, Packaging Machine Operators should be able to successfully demonstrate all of the following skills. Check "Pass" if his/her skills meet requirements. If he/she is unable to perform the skill, check "Fail" and indicate in the Comments area what additional action is required for the PMO to obtain that skill.

Operator Name: _____ Date: _____

Trainer Name: _____

Pass	Fail	Skill		Comments
		1.	Thread film on Robag model 2 (older machine)	
		2.	Thread film on Robag model 3 (newer machine)	
		3.	Change code date format.	
		4.	Change adapters and former blocks on newer model Robag.	
		5.	Turn labelers on and off both from within and outside the program.	

**Shearer's Foods PMO Training
Robag Operator Assessment**



Pass	Fail	Skill		Comments
		6.	Move the film left to right using the adjusting knob, and create a lap or fin seal.	
		7.	Make adjustments to produce an acceptable bag within 15 bags.	
		8.	Describe the layout and function of the conveyors.	
		9.	Describe the function and safety considerations of the panels.	
		10.	Describe the function of the scales.	
		11.	Explain how amps and time are adjusted.	
		12.	Inspect the scales, identifying areas that require special attention.	
		13.	Rezero the scales.	

Shearer's Foods PMO Training
Robag Operator Assessment



Pass	Fail	Skill		Comments
		14.	Correct a loose backseal.	
		15.	Correct a registration mark error.	
		16.	Adjust the PDQ.	
		17.	Adjust the MOCON.	

The operator successfully completed the assessment.

_____ Date: _____

[Trainer Signature]

Notes:
