



EQUIPMENT MANUAL

Version: 1
Release Date: 11/1/18



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WAREHOUSE EQUIPMENT MANUAL

1.0 PURPOSE

The warehouse is full of equipment intended to make the workday a bit easier. From basic equipment like a pallet jack to more complicated equipment and machinery like saws, familiarity with what you're using is of the utmost importance, not just for your safety but for the safety of your fellow co-workers. This manual is strictly for warehouse equipment only, and does not involve any testing equipment or the equipment used in our production process like soldering irons.

2.0 EQUIPMENT TRAINING

For basic equipment, there is no training or trainer assigned to it. You should still familiarize yourself with this equipment. If you have never operated an electric screw driver, as an example, you should assure you are comfortable using it. For basic equipment, please utilize any number of internal resources that would be familiar for guidance as even with the most basic equipment, injury can occur if you are careless or lack confidence.

For equipment that requires training, each piece of equipment has a trainer that is responsible for the equipment and for training any individuals that wish to use it. Equipment that you must be trained to use includes, but is not limited to: Forklifts, any saws, heavy machinery in any of the workshops, and specialized machinery in the work shops. A full list of items is broken down by item in 7.0 of this document.

- You must be TRAINED to use this equipment, no exceptions, according to the individual training sheet for each piece of equipment. Once trained, you will be on a qualified list to use the equipment. Your training document will be on file.
- You must follow all guidelines for using the equipment.

3.0 SIGN-IN SHEET FOR SPECIFIC EQUIPMENT

- If you are not one of the qualified trainers, you must use the sign-in sheet for select equipment in the service shops.

4.0 THREE-STRIKE POLICY

- A Three-Strike policy is in effect. Failure to follow any of the guidelines in this section of the manual, or on specific equipment documents, will lead to a strike.

Strike One: Written warning on your training form

Strike Two: Probationary period determined by trainer

Strike Three: You will not be permitted to use the equipment you've failed on.

Reinstatement of equipment rights is at the discretion of management and the offender will be required to be re-trained and must pass the training session.

5.0 **SAFETY GEAR**

At the time of training, the appropriate gear should be handed out to you for you to keep. Please make sure you know where your gear is and use it appropriately. If you have lost your gear, please see the trainer.

6.0 **HOURS OF OPERATION**

Basic equipment can be used at any time, however, any equipment with moving blades or any equipment deemed to pose a possible significant injury risk should only be used between normal operational hours. You **ARE NOT** allowed to use saws, presses, or any other machinery that poses a risk to your safety while you are alone in the building.

7.0 **INDIVIDUAL EQUIPMENT CHECKLISTS**

To easily locate and maintain the equipment checklists, the equipment has been divided into groups by location: IML, Shop, and Warehouse. Each checklist includes the following permanent information:

- Equipment type
- Description of the equipment
- Quantity
- Physical location
- Trainer (primary person in charge of maintaining equipment and person responsible for internal training)
- Safety requirements
- Training check list
- Personnel that have already been trained to use the equipment (to be updated after training sessions)
- Internal maintenance guidelines

There is also information on the checklist for the trainer that allows the following to be recorded:

- Training schedule
- Personnel requiring training
- Approval date
- Internal maintenance checklist which provides a maintenance list along with a section to fill in the dates the maintenance check was recorded.

The individual checklist are on the following pages. Please refer to the Table of Contents to reference equipment in the IML, shop, and warehouse areas.



IML PRODUCTION EQUIPMENT CHECKLIST

EQUIPMENT TYPE: IML AIR PRESS

DESCRIPTION: Sonitek AP3

QUANTITY: 1

LOCATION: IML WAREHOUSE, WINDOW AISLE TOWARDS DOOR

Trainer: LARRY LAKE

Personnel trained to use: Larry Lake

Personnel requiring training: Lisa Brennan, Juanita Cruz, Paulo Vieira

Safety Requirements contain but are not limited to: Trained to use, keep hands away from press parts as indicated. Do not hook up compressor line straight on, stand to the side.

TRAINING CHECK LIST:

Descriptive Training manual has been created and is with the unit. Please foLLow this in-depth manual for training purposes

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check lines, molds, clean once per year.

Year:

Dates checked: _____



IML PRODUCTION EQUIPMENT CHECKLIST

EQUIPMENT TYPE: IML DRILL PRESS

DESCRIPTION: Delta Shopmaster DP400, ser # 027142 w5083

QUANTITY: 1

LOCATION: IML WAREHOUSE, WINDOW AISLE

Trainer: LARRY LAKE

Personnel trained to use: Larry Lake, Lisa Brennan, Juanita Cruz

Personnel requiring training: Paulo Vieira

Safety Requirements contain but are not limited to: Trained to use, safety goggles, keep hands clear, assure plate is secure.

TRAINING CHECK LIST:

- Start-up/Shut-down Lever use/plate moving Drill bit changes Clean-up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

This machine requires clean-up at the end of every use. Assure basic proper operation.

Year:

Dates checked: _____



IML PRODUCTION EQUIPMENT CHECKLIST

EQUIPMENT TYPE: MULTI-TON

DESCRIPTION: Yellow, model SW-35

QUANTITY: 1

LOCATION: 09 AISLE, IML/MAXIMUM OVERFLOW AISLE

Trainer: LARRY LAKE

Personnel trained to use: Larry Lake, Scott Stevens

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, Clear work space for movement.

TRAINING CHECK LIST:

- Start-up/Shut-down
- Controls (steering/maneuvering/fork movement)
- Horn operation
- Speed
- Moving pallets
- Charging

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

6-month battery check, safety goggles required.

Year:

Dates checked: _____ , _____

For professional service, please contact: _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: JET BAND SAW

DESCRIPTION: Jet, white, 14" wood/metal vertical s/n 16011614

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask (optional), eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check tension on belt every 3 months, blade replacements

Year:

Dates checked: _____ , _____ , _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: BELT/DISC SANDER

DESCRIPTION: Delta shop master, 1"belt/8" disc s/n SA180

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, eye protection, dust mask

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Change belts, check stock as needed

Year:

Dates checked: _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: BENDING BRAKE

DESCRIPTION: 40", blue

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use

TRAINING CHECK LIST:

Preliminary checks Start-up/Shut-down Safety while using

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

No routine maintenance. If operator notices an issue, report to manager.

Year:

Dates checked: _____ , _____ , _____ , _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: CHOP SAW

DESCRIPTION: Yellow, Dewalt 14" s/n 735511

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades before each use. Replace as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: CUTTING TORCH

DESCRIPTION: Oxy Acetalyne

QUANTITY: 1 each

LOCATION: BACK SHOP, BEHIND MILLING MACHINE

Trainer: RON DULONG

Personnel trained to use: Ron Dulong, Dave Quintal

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, Tinted eye protection, no loose clothing, gloves, long sleeve shirt, clear area to work, fire protection

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Assure tanks are at appropriate level, torch/tips clean

Year:

Dates checked: _____ , _____ , _____ , _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: DREMEL MULTI MAX

DESCRIPTION: Gray, MM20

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Inspect before use. Inspect once per year for wear or need for replacement

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: DREMEL TOOL

DESCRIPTION: Gray, Dremel 4000

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Inspect before use. Inspect once per year for wear or need for replacement

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: DREMEL TRIO

DESCRIPTION: Gray, 120V

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Inspect before use. Inspect once per year for wear or need for replacement

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: ELECTRIC DRILL

DESCRIPTION: Yellow, Dewalt 1/2" DW235G

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training: Jim Thomas, Alex Larsen

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

No routine maintenance. If operator notices an issue, report to manager.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: GRINDER

DESCRIPTION: Yellow, Dewalt 4"

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training: Jim Thomas, Alex Larsen, Dwight Escalera

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing. Gloves recommended.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

No routine maintenance. If operator notices an issue, report to manager.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: JIG SAW

DESCRIPTION: Yellow, Dewalt DW317K

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades before each use. Replace as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: LATHE

DESCRIPTION: Jet 1340 s/n 500774

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: DAVE QUINTAL

Personnel trained to use: Dave Quintal, Ron Dulong,

Personnel requiring training: Dwight Escalera

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Start-up/Shut-down
- Safety while using
- Clean-up after use including tray and floor

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Oil once per month, clean after every use including tray and floor

Year:

Dates checked: _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: MAKITA ROUTER

DESCRIPTION: Blue, Makita RT0700C

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training: Jim Thomas

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Inspect before use. Inspect once per year for wear or need for replacement

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: MILLING MACHINE

DESCRIPTION: Sharp first s/n 740066130

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: DAVE QUINTAL

Personnel trained to use: Dave Quintal, Ron Dulong,

Personnel requiring training: Dwight Escalera

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks Start-up/Shut-down Safety while using Clean up
- Oil Table to Prevent Rust

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Oil reservoir pump every use, clean after every use, oil table to prevent rust.

Year:

Dates checked: _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: MITER SAW

DESCRIPTION: Delta shopmaster 10" compound

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training: Jim Thomas, Alex Larsen

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades before each use. Replace as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: NAIL AND STAPLE GUNS

DESCRIPTION: Porter, gray

QUANTITY: 1 each

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks Start-up/Shut-down Safety while using Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

No routine maintenance. If operator notices an issue, report to manager.

Year:

Dates checked: _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: PALM SANDER

DESCRIPTION: Yellow, Dewalt P26453

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training: Jim Thomas, Mark Raeder, Kinder Woodcock

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks Start-up/Shut-down Safety while using
- Clean up, blow out sander after each use

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Blow out sander after each use.

Year:

Dates checked: _____ , _____ , _____ , _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: PEDESTAL GRINDER W/WIRE BRUSH

DESCRIPTION: 8" jet

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

Preliminary checks Start-up/Shut-down Safety while using Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Maintenance check once per year. Replace parts as needed when worn.

Year:

Dates checked: _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: ROUTER

DESCRIPTION: Gray, rigid R2400/ porter cable 7309

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check before each use. Replace parts as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SANDBLASTER

DESCRIPTION: Red, skat blast dry blast system s/n 476917

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check hoses, nozzles, and sand every 3 months. Replace worn parts as needed. Clean vacuum once per year. Assure basic replacement parts are here.

Year:

Dates checked: _____ , _____ , _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SAWZALL

DESCRIPTION: Milwaukee 65 37-22, sn A65A605380509

QUANTITY: 1

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong;

Personnel requiring training: Mark Raeder, Jim Thomas, Kinder Woodcock

Safety Requirements contain but are not limited to: Trained to use, protect hands and wear protective goggles when needed. Check blade prior to use.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check unit every 6 months to assure it works properly, check blade.

Year:

Dates checked: _____ , _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SKILL DRILL PRESS

DESCRIPTION: Red, #3320

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, safety goggles, keep hands clear, assure plate is secure

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Adjust and spot-check as needed. Change bits when dull.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SKILL JIG SAW

DESCRIPTION: Red, Skill 4680

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades before each use. Replace as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SKILL SAW

DESCRIPTION: Milwaukee, 8" diam round

QUANTITY: 1 each

LOCATION: BACK SHOP, CUBBY

Trainer: RON DULONG

Personnel trained to use: Ron Dulong

Personnel requiring training:

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing.

TRAINING CHECK LIST:

- Preliminary checks
- Start-up/Shut-down
- Safety while using
- Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades before each use. Replace as needed.

Year:

Dates checked: _____, _____, _____, _____, _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: TABLE SAW

DESCRIPTION: Delta, 10" 36-679

QUANTITY: 1 each

LOCATION: BACK SHOP

Trainer: RON DULONG

Personnel trained to use: Dave Quintal, Ron Dulong

Personnel requiring training: Dwight Escalera, Mark Luscombe, Danny Vazquez, Jim Thomas, Ray Lavoie, Mark Raeder, Claude Raposo

Safety Requirements contain but are not limited to: Trained to use, dust mask/face shield, eye protection, no loose clothing. Clean up to be performed by user no matter size of job.

TRAINING CHECK LIST:

- Preliminary checks Start-up/Shut-down Safety while using Clean up
- Clean-up after every use regardless of the job size

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check blades and belts monthly for wear. Re-set if table shifts as needed.

Year:

Dates checked: _____



SHOP EQUIPMENT CHECKLIST

EQUIPMENT TYPE: WF WELLS BAND SAW

DESCRIPTION: Gray, WF Wells, horizontal #A734905

QUANTITY: 1 each

LOCATION: RON DULONG SHOP

Trainer: RON DULONG

Personnel trained to use: Ron Dulong, Dave Quintal

Personnel requiring training: Jim Thomas, Alex Larsen, Dwight Escalera

Safety Requirements contain but are not limited to: Trained to use, check prior to use.

TRAINING CHECK LIST:

- Preliminary checks
 Start-up/Shut-down
 Safety while using
 Clean up

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Replace parts as needed.

Year:

Dates checked: _____ , _____ , _____ , _____ , _____



WAREHOUSE EQUIPMENT CHECKLIST

EQUIPMENT TYPE: FORK TRUCK POWER STATION(S)

DESCRIPTION: Ingersoll-Rand Power station; Power Pro Charger; GNB SCR 100 CHARGER

QUANTITY: 3 INDIVIDUAL UNITS

LOCATION: X AISLE, SHIPPING WAREHOUSE

Trainer: POLO LUSCOMBE

Personnel trained to use:

Personnel requiring training: Danny Vazquez; Tyler Zantroski; Manny Fuentes, Ron Dulong, Jim Thomas

Safety Requirements contain but are not limited to: Trained to use, protect hands and wear protective goggles when needed. Check blade prior to use.

TRAINING CHECK LIST:

- Start-up/Shut-down
- Hook up/disconnect units to Fork Trucks

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Service info on units. Check basic operation/cables once per year.

Year:

Dates checked: _____

For professional service, please contact: _____



WAREHOUSE EQUIPMENT CHECKLIST

EQUIPMENT TYPE: Fork Truck
DESCRIPTION: Red, model EASI
QUANTITY: 2
LOCATION: Mobile

Trainer: Danny Vazquez

Personnel trained to use: Danny Vazquez;

Personnel requiring training: TZ, POLO, JT, RD, MF, BN, MR

Safety Requirements contain but are not limited to: Trained to use, clear area for movement. Beep horn while entering common areas or crossing areas. Assure battery is at decent level to operate. Forks down while operating and while stationary. Cautious speed

TRAINING CHECK LIST:

- Start-up/Shut-down
- Controls (steering/maneuvering/fork movement)
- Horn operation
- Speed
- Moving pallets
- Charging

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

When light indicator goes from green to red, this lets you know the battery needs a charge.

To add water, fully charge then add water using the hose with the special tool that attaches to the battery. Check this functionality every 2 months.

Year:

Dates checked: _____, _____, _____, _____, _____, _____

For any irregular operation, please contact _____ for maintenance.



WAREHOUSE EQUIPMENT CHECKLIST

EQUIPMENT TYPE: Fork Truck

DESCRIPTION: Yellow, Hyster 45 #ex45xm-27

QUANTITY: 1

LOCATION: Mobile

Trainer: Danny Vazquez

Personnel trained to use: Danny Vazquez;

Personnel requiring training: TZ, POLO, JT, RD, MF, BN, MR

Safety Requirements contain but are not limited to: Trained to use, clear area for movement. Beep horn while entering common areas or crossing areas. Assure battery is at decent level to operate. Forks down while operating and while stationary. Cautious speed. This truck has a wider turn radius and is typically used for any outside activities. Must be proficient with using a clutch.

TRAINING CHECK LIST:

- Start-up/Shut-down
- Controls (steering/maneuvering/fork movement)
- Horn operation
- Speed
- Moving pallets
- Charging

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

This truck is used less frequently. Water must be added directly to battery cells. Must lift seat to access battery. Check water levels every 6 months.

Year:

Dates checked: _____ , _____

For any irregular operation, please contact _____ for maintenance.



WAREHOUSE EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SAWZALL

DESCRIPTION: Milwaukee 65 37-22, sn 916H300160404

QUANTITY: 1

LOCATION: SHIPPING LOADING DOCK AREA

Trainer: DANNY VAZQUEZ

Personnel trained to use: Danny Vazquez; Ron Dulong

Personnel requiring training: Tyler Zantrofski; Manny Fuentes, Polo Luscombe

Safety Requirements contain but are not limited to: Trained to use, protect hands and wear protective goggles when needed. Check blade prior to use.

TRAINING CHECK LIST:

- Start-up/Shut-down Safety while using Clean-up after use

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Check unit every 6 months to assure it works properly, check blade.

Year:

Dates checked: _____ , _____



WAREHOUSE EQUIPMENT CHECKLIST

EQUIPMENT TYPE: SHRINK WRAP MACHINE

DESCRIPTION: AR PAC #PRO-4006-I sn 15175

QUANTITY: 1

LOCATION: SHIPPING LOADING DOCK AREA

Trainer: DANNY VAZQUEZ

Personnel trained to use: Danny Vazquez; Tyler Zantroski

Personnel requiring training: Manny Fuentes

Safety Requirements contain but are not limited to: Trained to use, stand clear of paLLets

TRAINING CHECK LIST:

Start-up/Shut-down Safety while using Clean-up after use

Notes:

TRAINING SCHEDULE:

PERSONNEL TO TRAIN:

Approval Date:

INTERNAL MAINTENANCE CHECK LIST:

Follow maintenance care located within manual with unit. Lube turn table w/grease gun every year or as needed.

Year:

Dates checked: _____ , _____



IMTRA VAN CHECKLIST

DESCRIPTION: 2005 Honda Odyssey

LOCATION: PARKED AT NIGHT INSIDE BOAT SHOW WAREHOUSE

RESPONSIBLE PARTY:

Personnel Allowed to drive van:

Requirements contain but are not limited to: Must be a registered driver on Imtra Insurance; must have an active license.

DRIVERS ARE RESPONSIBLE FOR THE FOLLOWING:

- Reserving the van so others know the availability
- Assuring the van is clean prior to returning. It is the driver’s responsibility to clean up after themselves. This includes cleaning any spills and vacuuming floor carpets if needed. Please do not leave this for others to do for you!
- Signing out the van sheet when retrieving the keys and signing in when returning the keys
- Filling the gas tank if tank is less than ¼ full.
- Reporting any “emergency warning” lights that may present itself on the dash.
- Reporting any mechanical or aesthetic issues to the responsible party, no matter how minor.
- Quick inspection of exterior lighting (headlamps, brake lights, turn signals) prior to long-distance travel.

WARNING: Van use follows the THREE STRIKES RULE as written in section 4 of the Warehouse Equipment manual.

INTERNAL MAINTENANCE CHECK LIST:

Weekly Checks: Dust dash Cleanliness check (interior and exterior)

Monthly Checks: Month _____ Tires (tread/side-wall) feel of brakes wipers

When needed: Oil Change Tune-up/belt check Other: _____

Inspection Sticker Due: June

Year: _____ Date checked: _____

Notes: _____



SHOP EQUIPMENT SIGN IN

***USING SHOP EQUIPMENT IMPLIES YOU HAVE BEEN TRAINED AND ARE RESPONSIBLE FOR THE CLEAN-UP REQUIRED AFTER USING EQUIPMENT.**

NAME	DATE AND TIME	EQUIPMENT USED	NOTES

