

Example Competency Requirements and Record Form

COMPETENCY REQUIREMENTS and RECORD FORM		
Position Title: Maintenance Electrician	Employee Name: Joe Moore	
Competency Requirements	Record of Competency	
	Verification Method	Verification Performed By (Name, Title, Date)
Education:		
HS Diploma or Equivalent	Degree checked	<i>Pamela Losey, HR Manager 4/7/14</i>
Certifications or Licenses:		
Maintenance Electrician's License	Obtained copy of license	Pamela Losey, HR Manager 4/7/14
Experience:		
Minimum 5 years relevant experience in industrial or manufacturing environment	Reference check	<i>Pamela Losey, HR Manager 4/7/14</i>
Skills:		
Industrial math skills	QUICKmath Test	<i>Harry Blackman, HR Specialist 4/7/14</i>
Verbal / Interpersonal Skills	Interview	
MS Excel software skills	Spreadsheet and Calculations Test	
Other:		
Color vision	Color blindness Test	<i>Harry Blackman, HR Specialist 4/7/14</i>
Knowledge of local electrical codes		
How to develop spreadsheet macros		
Training:		
On-the-job training	Initial Training Evaluation	<i>Neil Caulder, Maint Supvr 4/8/14</i>
• Process equipment	Supervisor review	<i>Neil Caulder, Maint Supvr 5/7/14</i>
• Energy systems	Supervisor review	<i>Neil Caulder, Maint Supvr 5/7/14</i>
• PM Software	Supervisor review	<i>Neil Caulder, Maint Supvr 4/24/14</i>
• Facility blueprints and wiring diagrams	Supervisor review	<i>Neil Caulder, Maint Supvr 5/7/14</i>
• Company-Specific Maintenance Procedures, Work Instructions and Operational Controls	Supervisor review	<i>Neil Caulder, Maint Supvr 4/15/14</i>
Does this employee have any gaps in required competencies? <input type="checkbox"/> YES <input type="checkbox"/> NO If there are competency gaps, document the additional training or other actions needed on page 2.		

COMPETENCY REQUIREMENTS and RECORD FORM (Page 2)
TRAINING PLAN

Position: Maintenance Electrician

Employee: Joe Moore

	List Specific Training or Other Actions Needed:	Target Completion Date	Training Class/Method	Completion Date	Verification Performed by (Name, Title, Date)
1	Knowledge of local electrical codes	05/08/2014	County electrical code overview class		
2	How to develop spreadsheet macros	06/14/2014	ACME Computer Training		
3	EnMS objectives and targets for compressor system	6/30/2014	Management representative one on one		
4	ISO 50001 Internal auditor training	09/07/2014	Company training class		
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6					
7					
8					
9					
10					
11					

Approval of Plan:

 Employee: Joe Moore Date: 5/1/14

 Evaluator: Pamela Jolley Date: 5/1/14