

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Spotting Board Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Spotting Board Operator. (JQR-314).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR (CON'T)

Estimated completion time: 1 week

Total points this workstation: 100

314.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

314.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

111 Laundry/Dry Cleaning Chemicals

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

117 Spotting Board

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

314.1.2 Systems From This JQR:

213 Spotting Board

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

314.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task IAW NAVSUP P-487.

314.2.1 Pre-operational checks.

(Signature) (Date)

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR (CON'T)

314.2.2 Operate spotting board.

(Signature) (Date)

Completion of 314.2 area comprises 30 points / 30% of workstation.

314.3 INFREQUENT TASKS – None to be discussed.

314.4 ABNORMAL CONDITIONS – None to be discussed.

314.5 EMERGENCIES – None to be discussed.

314.6 ON THE JOB TRAINING

Operate and use the spotting board under qualified supervision.
Normal Operations. (5 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

(Signature) (Date) _____
(Signature) (Date)

Completion of 314.6 area comprises 10 points / 10% of workstation.

314.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

314.7.1 Examination – Pass a written examination.

(Signature) (Date)

314.7.2 Examination – Pass an oral examination board.

(Signature) (Date)