

## NIMS CERTIFIED MACHINE BUILDER CORE COMPETENCY RECORD

APPRENTICE: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**INSTRUCTIONS:** Provide the *Date the Training Started* for each NIMS Core Competency, the *Date the NIMS Core Competency was attained*, and the *Approximate Training Hours* required for the apprentice to attain each NIMS Core Competency.

NIMS Certified– Machine Builder CORE COMPETENCIES	APPROXIMATE HOURS			
1. Identify and Demonstrate Usage of Machine Safety and Personal Protective Equipment	200			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">DATE TRAINING STARTED</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">DATE COMPETENCY ATTAINED</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">APPROXIMATE TRAINING HOURS</td> </tr> </table>	DATE TRAINING STARTED	DATE COMPETENCY ATTAINED	APPROXIMATE TRAINING HOURS	
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2. Demonstrate Compliance with Lock-out / Tag-out Procedures and OSHA Requirements and Guidelines	200			
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3. Machine Operations and Material Handling, Hazardous Materials Handling and Storage, including EPA, Hazmat, and OSHA	200			
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4. Part Inspection	200			
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5. Process Control	200			
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<b>NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
6. Process Adjustment – Single Part Production		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
7. Participation in Processes Improvement		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
8. Manual Operations: Layout		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
9. Manual Operations: Benchwork		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
10. Sawing		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
11. Job Process Planning		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
12. Drilling Operations		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
13. Turning Operations: Turning Between Centers - Level I Machining		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>

<b>NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
14. Turning Operations: Turning Between Centers - Level I Machining		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
15. Turning Operations: Chucking - Level I Machining Skills		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
16. Turning Operations: Chucking - Level II Machining Skills		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
17. Milling: Square Up a Block - Level I Machining Skills		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
18. Manual Milling: Vertical and Horizontal - Level I Machining Skills		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
19. Manual Milling: Vertical and Horizontal - Level II Machining Skills		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
20. Surface Grinding, Grinding Wheel Safety		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
21. Surface Grinding, Horizontal Spindle, Reciprocating Table - Level I		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS

<b>NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
22.	Surface Grinding, Horizontal Spindle, Reciprocating Table - Level II	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
23.	CNC Programming - CNC Milling and / or CNC Turning - Level I	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
24.	CNC: Write a Simple CNC Program and Review Tool Path - Level I	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
25.	CNC: Operate a CNC Milling Machine and / or CNC Lathe - Level I	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
26.	General Housekeeping & Maintenance	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
27.	Preventative Maintenance - Machine Tools	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
28.	Tooling Maintenance	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	
29.	Job Process Planning ( Machine Builder )	200
	_____ DATE TRAINING STARTED	_____ APPROXIMATE TRAINING HOURS
	_____ DATE COMPETENCY ATTAINED	

<b>NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
30. Job Planning--Layout		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
31. Parts Identification and Preparation		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
32. Preparation for Assembly--Level Base of Machine		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
33. Measure and Verify Bearing Surfaces		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
34. Surface Preparation		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
35. Bolt Hole Preparation		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
36. Install Bearings and Shafts to Housing		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>
37. Select and Install Gears; Match, Align, Secure, and Pin Mating Parts		200
<u>DATE TRAINING STARTED</u>	<u>DATE COMPETENCY ATTAINED</u>	<u>APPROXIMATE TRAINING HOURS</u>

<b>NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
38. Install Components for Fluids and Air		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
39. Install Mechanical Components on Machine		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
40. Install Drive Systems		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
41. Performance Test Sub-Assembly		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
42. Mount, Align, and Secure Sub-Assemblies		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
43. Set Machine Adjustments		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
44. Install Machine Guarding		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS
45. Verify Machine Operation		200
_____ DATE TRAINING STARTED	_____ DATE COMPETENCY ATTAINED	_____ APPROXIMATE TRAINING HOURS

**NIMS CREDENTIALS ALIGNED WITH CORE COMPETENCIES**

**APPROXIMATE HOURS**

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46. Tear Down Machine for Shipment ( IF APPLICABLE )

200

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DATE TRAINING STARTED

DATE COMPETENCY ATTAINED

APPROXIMATE TRAINING HOURS

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47.

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DATE TRAINING STARTED

DATE COMPETENCY ATTAINED

APPROXIMATE TRAINING HOURS

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48.

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