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Explain how to follow calibration schedule according to specifications.

Discuss the process of checking instrument certification by reviewing documentation and through observation during use.

Identify steps to recalibration - or ensure recalibration by someone else - for instruments out of calibration.

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Explain the role of observation, data review, and analysis in recognizing potential improvements. Identify inclusion of measurable and data-driven benefits to the company, customers, and employees in suggestions.

Discuss proper procedures and documentation in regards to soliciting and receiving suggestions.

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Identify scheduling and procedural considerations in regards to sampling and inspection. Describe how to select and use inspection tools and procedures correctly.

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Explain inspecting materials against specifications.

Discuss how to promptly identify products, processes, and materials that do not meet specifications. Identify the role that spot-checks play in implementation of corrective actions.

Describe proper creation and reporting of inspection documentation.

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Discuss how to check data forms to ensure that they are complete and accurate.

Explain the process of evaluating and interpreting information correctly.

Discuss appropriate ways to share data with the correct parties.

Describe selection and use of correct analytical tools, including statistical process controls (SPC).

Identify proper storage process and time frames for reports.

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Discuss review of quality problems with production operators. Describe prompt communication of all quality problems with all appropriate parties. Explain documentation and reporting in regards to quality problems and defect trends.

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Explain how to ensure corrective actions are identified and communicated promptly.

Identify recommendations for action that are clear, concise, and supported by data.

Discuss the need to make adjustments in a timely manner to eliminate deviations and bring the process back into control.

Discuss correct format for documentation regarding adjustments and follow-up product quality checks. Describe implementation of corrective action/quality improvements in a standardized manner.

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Explain appropriate standards in maintaining records on quality process.

Describe the charting of quality practice outcomes according to appropriate methods and standards.

Analyze data on quality process performance for accuracy.

Identify reporting procedures for quality performance data.

Explain the importance of comparing previous issues and solutions with current situations.

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Explain how to effectively create visualization of objects in a drawing.

Read and comprehend dimensions of an object in a technical drawing. Recognize the functions of sectional drawings.

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: /ŁfifikfiŽ*+8;/)^{*}19/* Use and convert U.S. measurement and standard international metric systems. Measure correctly using a machinist's rule and tape measure. Identify part dimensions by measuring using a caliper and micrometer. Use a computer to measure data from a digital gage correctly.

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

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