

### OJT Example

The example below illustrates the three elements of OJT to be included in on- the-job training (OJT) and that could be attached to a Work Planning & Control Activity Document.

**Objective:** Trainees must demonstrate proficiency in the operation of the Schlenk line and High-Vacuum line to the satisfaction of the PI or designated trainer (Activity Lead/Supervisor), including use of safety devices and emergency procedures in the event of an emergency or an unplanned event.

Target audience: Schlenk line and High-Vacuum line operators.

1. Skills and/or information to be learned and/or demonstrated:
  - a. Use start-up procedure and shut-down procedure for the Schlenk line and High-Vacuum line.
  - b. Locate and use safety devices and emergency procedures: Condensing Liquid Oxygen in trap, Pyrophorics or toxic gases in trap, component failure, power interruption, gauge failure, installed safety devices, safety equipment, and emergency evacuation.
  - c. Demonstrate competence in and an understanding of the standard operating conditions for the Schlenk Line and High Vacuum Line by performing a sample manipulation in the presence of the PI or designated trainer (supervisor/work lead).

Example OJT Form:

Trainee Name	Skills and/or information to be learned and/or demonstrated	Training completed (signoff)		
		Date	Trainee Signature	Trainer Signature
	Operate Schlenk Line			
	Operate High-Vacuum line			
	Locate and use safety devices/controls			
	Explain emergency procedures			
	Selection & Use of PPE			

Record keeping

Description of record	Custodian	Indexing Method, Storage Medium	Federal Retention Requirement*
Completed on-the-job training record	Division Responsible for delivering training	Index by trainee name, store on paper or electronically	NA