

Spring Shop Fundamentals & Cross-Training Skills Matrix

EMPLOYEE

TRAINER/SUPERVISOR

DEPARTMENT

DATE

Skill Rating Scale: 0 = Not Trained | 1 = Aware | 2 = Assisted | 3 = Independent | 4 = Proficient (Can Train Others)

	0	1	2	3	4	Notes/Evidence
A. Core Fundamentals (All Operators)						
Spring rate & load relationship	<input type="radio"/>					
Free length, solid height, travel	<input type="radio"/>					
Index & wire diameter effects	<input type="radio"/>					
Elastic limit & load loss	<input type="radio"/>					
Material basics (music wire, oil-tempered, SS)	<input type="radio"/>					
B. Print Reading & Specifications						
Units, tolerances, callouts	<input type="radio"/>					
Load points & test requirements	<input type="radio"/>					
End conditions & secondary ops	<input type="radio"/>					
C. Measurement & Inspection						
Calipers & micrometers	<input type="radio"/>					
Load tester operation	<input type="radio"/>					
Optical comparator basics	<input type="radio"/>					
SPC awareness / documentation	<input type="radio"/>					
D. Machine Principles (Non-Brand Specific)						
Feed systems & coiling points	<input type="radio"/>					
Cut-off & end control	<input type="radio"/>					
Grinding basics (where applicable)	<input type="radio"/>					
E. Process Awareness & Troubleshooting						
Adjustment impact on load/rate	<input type="radio"/>					
Defect recognition (bow, scatter)	<input type="radio"/>					
Root-cause discussion	<input type="radio"/>					
F. Safety (Required for Cross-Training)						
Machine guarding & hazards	<input type="radio"/>					
Lockout/Tagout	<input type="radio"/>					
Tooling changes & setup safety	<input type="radio"/>					
Stored energy awareness	<input type="radio"/>					

Additional Notes

Certification Level Achieved: Operator I Operator II Operator III

EFFECTIVE DATE

SUPERVISOR SIGN-OFF

DATE

Use this matrix to assess baseline skills, identify gaps, plan modules, and document competency for onboarding and cross-training.