

ExpressTrain Reuse and Synchronize

Reusability is a cornerstone of SOP Express: Create your SOP work instructions once and publish the same content to multiple job aids. These eight different job aids each include Step 10 “Lowering the Mixer Arm”. Change the “master document” and it automatically updates all the job aids in one fell swoop. **“You create it, the system synchronizes it!”**

Plant Worker Job Aid

VISUAL Quick Reference Card:

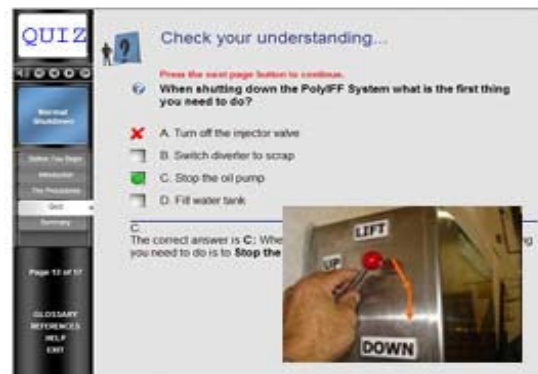
The following boxes highlight eight “outputs” that ExpressTrain transforms from the SOP. They each focus on Step 10; the final step in a ten step work instruction. All “outputs” are accessible to employees, supervisors and trainers.



Plant Worker Job Aid

Web Based Tutorial Quizzes and Tests:

Step 10. Lower the mixer arm by putting the lift control in DOWN position



Plant Worker Job Aid

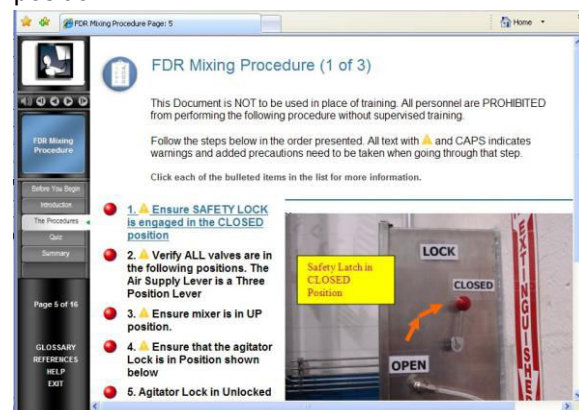
User Manual: Sample of a fully detailed user manual with all SOPs including this work instruction to Lower the Mixer Arm:



Plant Worker Job Aid

Web Based 2 Minute Tutorial:

Step 10. Lower the mixer arm by putting the lift control in DOWN position



This web portal provides all employees easy access to all SOP Express job aids.

ExpressTrain Reuse and Synchronize

SME/Trainer/Supervisor Job Aid

PowerPoint Slides, Participant and Leader Guides:

Step 10. Lower the mixer arm by putting the lift control in DOWN position



SME/Trainer/Supervisor Job Aid

Task Qualification Report:

Step 10. Lower the mixer arm by putting the lift control in DOWN position

Job/Task Qualification Report Page 1 of 2

Task Qualification

Form No. _____ Check Date _____ Report Date _____

Trainer's Name _____

TASK NUMBER AND DESCRIPTION
 Subtask 1: FDR Mixing Procedure
 Subtask 2: FDR Mixing Procedure

DOCUMENTS REFERENCED

INSTRUCTIONS FOR TRAINER

Check off each subtask on the trainee success and the conditions under which the trainee performed and an "S" if the task was performed.

Subtask 1: FDR Mixing Procedure
 Subtask 1.1: Valves -- Acceptance Criteria Below Met

Task	Initial	Conditions
1		Ensure SAFETY LOCK is engaged in the CLOSED position
2		Verify ALL valves are in the following positions. The Air Supply Lever is a Three Position Lever
3		Ensure mixer is in UP position
4		Ensure that the agitator Lock is in Position shown below
5		Agitator Lock in Unlocked position
6		Bring Vessel in and align with mixer stand. Vessel should be tight against mixer frame
7		Unlock mixer safety latch on mixer control box
8		Mixer safety latch Unlocked
9		Move Air Supply Lever to LIFT Position
10		Lower the mixer arm by putting the lift control in DOWN position

SME/Trainer/Supervisor Job Aid

Performance Checklist:

Step 10. Lower the mixer arm by putting the lift control in DOWN position

FDR Mixing Procedure

	FOR TRAINING ONLY	
	TRAINER INITIALS/DATE	DESIGNER INITIALS/DATE
1. Ensure SAFETY LOCK is engaged in the CLOSED position Content that will appear in the slide notes and Course Guide		
2. Verify ALL valves are in the following positions. The Air Supply Lever is a Three Position Lever Content that will appear in the slide notes and Course Guide		
3. Ensure mixer is in UP position Content that will appear in the slide notes and Course Guide		
4. Ensure that the agitator Lock is in Position shown below Content that will appear in the slide notes and Course Guide		
5. Agitator Lock in Unlocked position Content that will appear in the slide notes and Course Guide		
6. Bring Vessel in and align with mixer stand. Vessel should be tight against mixer frame Content that will appear in the slide notes and Course Guide		
7. Unlock mixer safety latch on mixer control box Content that will appear in the slide notes and Course Guide		
8. Mixer safety latch Unlocked Content that will appear in the slide notes and Course Guide		
9. Move Air Supply Lever to LIFT Position Content that will appear in the slide notes and Course Guide		
10. Lower the mixer arm by putting the lift control in DOWN position Content that will appear in the slide notes and Course Guide		

SME/Trainer/Supervisor Job Aid

Complete SOP Report including Step 10:

Step 10. Lower the mixer arm by putting the lift control in DOWN position.

FDR Mixing Procedure

This Document is NOT to be used in place of training. All personnel are PROHIBITED from performing the following procedure without supervision/training.

Follow the steps below in the order presented. All text with a yellow background and CAPS indicates warnings and additional precautions need to be taken when going through that step.

Step	Action
1	Ensure SAFETY LOCK is engaged in the CLOSED position
2	Verify ALL valves are in the following positions. The Air Supply Lever is a Three Position Lever
3	Ensure mixer is in UP position
4	Ensure that the agitator Lock is in Position shown below
5	Agitator Lock in Unlocked position
6	Bring Vessel in and align with mixer stand. Vessel should be tight against mixer frame
7	Unlock mixer safety latch on mixer control box
8	Mixer safety latch Unlocked
9	Move Air Supply Lever to LIFT Position
10	Lower the mixer arm by putting the lift control in DOWN position
11	When lowering, ensure that you are facing the mixing unit
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22	LOCK mixer in UP position
23	Ensure mixer is Locked by visually inspecting the mixer safety latch. You can now remove vessel
24	
25	Ensure vessels are covered during transportation. You are transporting flammable goods