

HOW TO USE OUR FOCUSED TRAINING MODULES

▶ STEP 1 **Review the Lesson Content**

Preview the video training lesson for the module to determine which employees at your facility could benefit from this training. Focus on the following criteria:

- Who would benefit directly from learning this topic?
- Who should know about the concepts covered in this module?

▶ STEP 2 **Complete the Training Plan**

List all the employees identified in STEP 1 in your **TRAINING PLAN** for the module. We recommend that you identify your employees by job description (such as all the technicians or operators) and use this to track their progress throughout the training initiative.

▶ STEP 3 **Have Your Employees Watch the Video Training Lesson**

Have each employee on your training plan sit down and watch the video training lesson. We suggest that you train from the top down: This will help you get everyone on the same page.

▶ STEP 4 **Carry out the On-The-Job Training**

Identify a few knowledgeable employees who can take the others out to the plant floor and cover the **ON-THE-JOB TRAINING SHEET**. Be sure to complete this step within a week of completing STEP 3.

▶ STEP 5 **Quiz Your Employees**

Have each employee on your training plan take the **TRAINING QUIZ**. To pass the test, your employees must answer at least 3 out of the 4 questions correctly. If they fail the quiz, have them repeat STEP 3 and STEP 4 before giving them another opportunity to pass the quiz.

FOCUSED TRAINING MODULE #3

Molding Machine Shutdown



TRAINING PLAN

Employee Name	<i>On-the-job Training Lesson</i>	<i>Passed Quiz</i>	

FOCUSED TRAINING MODULE #3

Molding Machine Shutdown

ON-THE-JOB TRAINING SHEET

Training Facilitator:	
Training Participant:	
Training Date:	
Training Location:	<i>In front of a molding machine ready to be shut down with a copy of your company's Standard Operating Procedure (SOP) for shutting down an injection molding machine</i>

First review the SOP for shutting down the injection molding machine, highlighting the following attributes:

- Safety Concerns
- Safety Equipment
- Safety Checks

Help the participant collect all the tools and safety gear necessary to shut down the machine.

- Safely purging the barrel
- Safely handling purge
- Properly disposing of purge

Perform, step by step, the process of shutting down the molding machine together as specified in the SOP.

FOCUSED TRAINING MODULE #3

Molding Machine Shutdown

TRAINING QUIZ

Facilitator Name:	
Participant Name:	
Date:	

Question #1:

When shutting down the molding machine, the first step should be to... *(circle one)*

- A. Turn off the barrel heaters
- B. Depressurize the water lines
- C. Stop the material from entering the feedthroat
- D. Purge the material out of the barrel
- E. Switch the machine into manual mode

Question #2:

When the machine is shut down, the mold should be completely closed with full tonnage applied.
(circle one)

True or False

Question #3:

When shutting down the molding machine, the screw should be... *(circle one)*

- A. In the back position with a full shot of material
- B. In the back position with an empty barrel
- C. In the forward position
- D. Any of the above are acceptable

Question #4:

List the safety equipment necessary to shut down a molding machine in your facility.
(write your answer in the space below)

FOCUSED TRAINING MODULE #3

Molding Machine Shutdown

TRAINING QUIZ ANSWERS

Passing Score:

3 of the 4 questions must be answered correctly

Question #1:

When shutting down the molding machine, the first step should be to... (circle one)

- A. Turn off the barrel heaters
- B. Depressurize the water lines
- C. Stop the material from entering the feedthroat
- D. Purge the material out of the barrel
- E. Switch the machine into manual mode

Before shutting down the machine, stop the material from entering the feed throat and continue processing the remaining material.

Question #2:

When the machine is shut down, the mold should be completely closed with full tonnage applied. (circle one)

True or False

When shutting down the machine, close the mold, but do not apply clamp tonnage.

Question #3:

When shutting down the molding machine, the screw should be... (circle one)

- A. In the back position with a full shot of material
- B. In the back position with an empty barrel
- C. In the forward position
- D. Any of the above are acceptable

Once the material runs out, switch the machine into manual mode. Back the barrel off of the sprue bushing and purge out all of the material while leaving the screw in the forward position.

Question #4:

List the safety equipment necessary to shut down a molding machine in your facility.

This is a plant-specific question requiring your input. Some equipment may include heat resistant gloves, face shields, and safety glasses.