



CERTIFIED PRODUCTION TECHNICIAN



Learn the manufacturing process, from entry level through front line supervisor, to help your team keep things running smoothly, keep production flowing to meet performance goals and work in a safe and dynamic environment.

Gain Skills & Get Certified

Receive training and certification recognized by the Manufacturing Skill Standards Council. Classes follow the National Association of Manufacturer's training model. Receive valuable training in the four critical production functions common to all sectors of manufacturing:

- Safety
- Quality Practices & Measurement
- Manufacturing Processes & Production
- Maintenance Awareness
- *Detailed training functions are listed on back of flyer.*

Successful completers earn:

- **Certified Production Technician Certificate** (Nationally recognized and certified by the Manufacturing Skill Standards Council)
- **OSHA 30 Card**, and
- **12 hours of college credit**

Classes Begin: August 2019

Class Duration

16 weeks

Financial Assistance

Contact us to learn about options.

Start Today!

Getting started is easy. Contact:

- **Tina Miller**
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Detailed Training Functions

Gain Skills and Credentials

The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a Certified Production Technician certificate covers the four critical production functions as defined by MSSC's industry-led, nationally validated skills standards. Assessments are offered for **individual certificates** in each category below. The full **Certified Production Technician certificate** is awarded when all four assessments are passed.

Safety

1. Work in a Safe and Productive Manufacturing Workplace
2. Perform safety and environmental inspections
3. Perform emergency drills and participate in emergency teams
4. Identify unsafe conditions and take corrective action
5. Provide safety orientation for all employees
6. Train personnel to use equipment safely
7. Suggest processes and procedures that support safety of work environment
8. Fulfill safety and health requirements for maintenance, installation, and repair
9. Monitor safe equipment and operator performance
10. Utilize effective, safety-enhancing workplace practices

Manufacturing Processes & Production

1. Identify customer needs
2. Determine resources available for the production process
3. Set up equipment for the production process
4. Set team production goals
5. Make job assignments
6. Coordinate work flow with team members and other work groups
7. Communicate production and material requirements and product specifications
8. Perform and monitor the process to make the product
9. Document product and process compliance with customer requirements
10. Prepare final product for shipping or distribution

Quality Practices & Measurement

1. Participate in periodic internal quality audit activities
2. Check calibration of gages and other data collection equipment
3. Suggest continuous improvements
4. Inspect materials and product/process at all stages to ensure they meet specifications
5. Document the results of quality tests
6. Communicate quality problems.
7. Take corrective actions to restore or maintain quality
8. Record process outcomes and trends
9. Identify fundamentals of blueprint reading
10. Use common measurement systems and precision measurement tools

Maintenance Awareness

1. Perform preventive maintenance and routine repair
2. Monitor indicators to ensure correct operations
3. Perform all housekeeping to maintain production schedule
4. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - Electrical systems
 - Pneumatic systems
 - Hydraulic systems
 - Machine automation systems
 - Lubrication processes
 - Bearings and couplings
 - Belts and chain drives

