Machine & Control

Transition Checklist

Plan the move to an unfamiliar CNC environment. Record the actual task, required learning and evidence before independent work.

Machine manufacturer / model

Control model / software version, if known

Previous machine and demonstrated experience

New role / task scope

Trainer / responsible person

Date / document reference

01 IDENTIFY THE LEARNING NEED

- ☐ Approved machine instructions and local procedures are identified.
- ☐ Control version, relevant options and machine configuration are confirmed.
- ☐ Existing skills and tasks requiring supervision are distinguished.
- ☐ Responsibilities, escalation route and authorised scope are agreed.

Training-planning aid. Not a machine operating or restart procedure. Use approved instructions and workplace authorisation.

Machine & Control

Transition Checklist

02 PLAN PRACTICE AND ASSESSMENT

Complete each row with the responsible trainer. Do not treat a tick or attendance as proof of competence.

Task	Instruction / reference	Practice / evidence	Authorised scope
Identify the job and correct program			
Interpret relevant machine status			
Locate and interpret assigned data			
Perform approved verification			
Run approved production			
Respond to alarms / interruptions within scope			
Perform inspection, records and reporting			

For each task: identify the instruction, practise under supervision, demonstrate competence, then confirm the permitted scope.

Machine & Control

Transition Checklist

03 QUESTIONS, DECISIONS & NEXT STEP

Open question / missing information

Responsible person / required action

Resolution / instruction reference

Next learning goal and supervised practice

Evidence required / review date

UNDERSTAND THE TASK. LEARN THE SYSTEM. VERIFY THE MACHINE.