



## MANAGER DIRECTIVE

MD-10/DEC 10, 2013

Rev Apr 4, 2014

Rev Aug 5, 2014

To: Flagship FastLube Management Team  
**Subject: Training and Training Verification**

Training on all elements and all areas of our operation is critical to ensure all work is done safely and professionally. Training is the key to success, and is the number one factor that effects morale of a team. The Manager's Job Description clearly states that the Facility Manger is responsible to ensure that all personnel assigned to the shop are properly trained in all areas of safety and operations. It further states that the Manager will ensure *"all training will be fully documented and submitted to the administrative office for filing in the individual's training record."* After a review of the training records it is clear that that we are woefully inadequate in documenting the training and forwarding the documentation to the office. **The Training Verification Forms for group training as well as individual training forms are available in a PDF writable format under the manager password on the website, and in the Shop Training Folders in the Dropbox. . Once training is complete, post the completed Training Verification Form in the Shop's Dropbox Training folder.**

To ensure the required training is conducted on time the following training schedule is now in effect. **All managers will conduct the required training for ALL personnel assigned to the shop in the month indicated, and submit the documentation to the office via the Dropbox by end of the month:**

<b>Lockout Tagout</b>	<b>Co. Culture Training</b>	<b>Hazcom Training</b>	<b>PPE Training</b>	<b>Tire Safety Procedures</b>	<b>SPCC Training</b>
March	March	January	January	February	February
June	June	April	April	May	May
September	September	July	July	August	August
December	December	October	October	November	November

Managers will use all materials available in training their personnel including, Employee Handbook, SOP's, Health and Safety Plan, HAZCOM Programs, SPCC Plan, Technical Bulletins, OJT Form, Lock Out/Tag Out poster and procedures, AOCA, ASE and TIA Programs. If you have any question or need assistances concerning or conducting training please contact Chris or Rick Price.

Ricky E. Price  
Owner/Chairman  
Flagship Fastlube