



Tracking of Contract Team Member Required Training Guide

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Mercedes-Benz

The best or nothing.



BTI F045 | Owner: HR/AIDT | Location: BillTaylorInstitute/Forms and Documents

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Agenda

1. Overview
2. Contract TM Training Requirements Request Form
3. Contractor Training Tracking Template

Overview

1. Departments must track their contract TMs' required training and ensure the refresher requirements are also up to date.
 - Contract TMs, for the purpose of tracking required training, are those TMs who work in a role that could have an impact on the quality of the product. This does not include service providers (e.g. employees working in areas such as the cafeteria, cleaning, Visitor's Center, etc.)
2. The process for determining training requirements must be followed.
3. Tracking/documenting completed required training for contract TMs is required.
4. Use of the AIDT tracking tool is optional, if you have a tool that better fits your area's needs.

Process Overview for Responsible Department (e.g. Training Coordinators, Technical Support Specialists) – 1/2

1. Identify contractors in your department and their training requirements

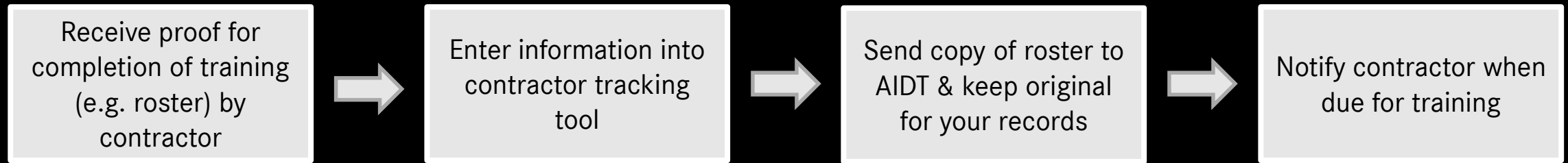


- This process needs to be repeated anytime a new contractor joins your department or a contractor changes their position.
- Alternatively to the training tracking template provided by AIDT, you are free to use your own tracking tool or document.
- Any changes or updates of training requirements will be communicated by AIDT via email.

* If there are several contractors filling the same type role, only one of the completed forms should be sent to AIDT since the requirements would be the same for everyone.

Process Overview for Responsible Department (e.g. Training Coordinators, Technical Support Specialists) – 2/2

2. Track your contractors' required training



- Rosters have a retention period of 3 full calendar years. Make sure to destroy them after this period of time.
- Every contractor needs to complete the required training courses of New Hire Orientation. Please be aware that some of these courses trigger a refresher. More information on this can be found in the training tracking template provided by AIDT and in this presentation.

Contract TM Training Requirements Request Form & Process

- Form must be used to identify training requirements for contract Team Members (except NAOS Production & Warehouse since the onsite NAOS HR TMs track those TMs' training).
- This form is located on the AIDT website 'Forms and Documents' page at www.billtaylorinstitute.com. A link to the AIDT website is also available on the Daimler Social Intranet on the MBUSI HR section.
- Complete all areas of the form including up to three MBUSI TMs working in same/similar role to match training requirements.
- Either fax or email (see form) form. After processing AIDT will send the requestor the required training list including refresher periods for MBUSI TMs listed on form.



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Contract Team Member Training Requirements Request Form

Complete this form to identify required training for contract Team Member(s) working in your area. It is not necessary to track the NAOS Production and Warehouse Team Members (TMs) since the onsite NAOS HR TMs track those TMs training. Please list one or more MBUSI TM(s) in the same or similar type job to receive required trainings for the listed MBUSI TM(s) so your department can populate and track contractor training on the Contractor Training Template located on the Forms and Documents page of the Bill Taylor Institute website (<http://www.billtaylorinstitute.com/forms.htm>)

Requestor:

Name:	Phone #:	Email:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contract Team Member Information:

First Name:	Last Name:	Hire Date:	Dept. / Team:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Title:	MBUSI Supervisor:	Contract Company:	Work Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MBUSI Team Members:

First Name:	Last Name:	Peoplesoft ID:	Supervisor:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval Signatures (Required):

<input type="text"/>	<input type="text"/>
Supervisor Name - Printed	Supervisor Name - Signature

AIDT Use Only:	Date Entered:	Signature:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**** Please fax signed form to AIDT at x2299 or send to aidt.forms.inbox@daimler.com****

Print



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Complete All Areas of the Form – including up to three MBUSI TMs

MBUSI Team Members:

First Name:	Last Name:	Peoplesoft ID:	Supervisor:

Please note the following to help you find the PeopleSoft ID of the listed MBUSI TMs

- Supervisors have access to their TMs' PeopleSoft (PS) IDs in the Kronos timekeeping system.
- If the PeopleSoft ID number (preferred) is not available to the requestor, please include the badge number which is printed on the TM's badge.

Contract TM Training Requirements Request Form

- Match the required training list from AIDT to your contractor and use the contract TM tracking template for listing your contractor's required training and completed training.
- A process has been established to ensure all changes to MBUSI TMs training requirements are communicated so departments can update the requirements for any impacted contractors in their area.
- As new contractors join your department, please send new forms to AIDT to receive the correct required training list for the new contract TM.
- For any questions about the form or required training, please contact [Tara Anderson](#) or [Yvonne Crenshaw](#).



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Contract Team Member Training Requirements Request Form

Complete this form to identify required training for contract Team Member(s) working in your area. It is not necessary to track the NAOS Production and Warehouse Team Members (TMs) since the onsite NAOS HR TMs track those TMs training. Please list one or more MBUSI TM(s) in the same or similar type job to receive required trainings for the listed MBUSI TM(s) so your department can populate and track contractor training on the Contractor Training Template located on the Forms and Documents page of the Bill Taylor Institute website (<http://www.billtaylorinstitute.com/forms.htm>)

Requestor:

Name:	Phone #:	Email:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contract Team Member Information:

First Name:	Last Name:	Hire Date:	Dept. / Team:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Title:	MBUSI Supervisor:	Contract Company:	Work Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MBUSI Team Members:

First Name:	Last Name:	Peoplesoft ID:	Supervisor:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval Signatures (Required):

<input type="text"/>	<input type="text"/>
Supervisor Name – Printed	Supervisor Name - Signature

AIDT Use Only:	Date Entered:	Signature:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**** Please fax signed form to AIDT at x2299 or send to aidt.forms.inbox@daimler.com****

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AIDT Tracking Template for Contractor Training

The Tracking Template consists of five worksheets

1. Instructions

- Please review carefully and follow instructions to use template correctly.

2. NHO Courses

- This lists all required trainings in New Hire Orientation (NHO) which your contract TM must take. Information on NHO course refresher requirements for everyone and how to complete the training is also included.

3. Contractor List

- This worksheet is the “masterlist” where you should list all of the contract TMs working in your area. The last column (Date NHO completed) is where you will record the final date that all NHO Courses (listed on the 2nd worksheet) has been completed for each contractor. Until this date is populated, the cell will be highlighted red to indicate the contract TM is overdue.

Please enter the contractor information here. The badge number is a required field (*) to ensure the functionality of the document. Please make sure that your contractor workforce has completed all required training courses of New Hire Orientation (see 'NHO Courses' tab). The Contractor Orientation (2 hours) is not sufficient and doesn't cover the required training courses of the 3 day NHO.

Badge #	Last Name	First Name	Job Title	Email	Hire Date	Contractor Company	Department	Group/Team	MBUSI Supervisor	Date NHO complet
12345	Benz	Darlene	OD Specialist	Darlene.Benz@daimler.com	11/14/2017	Benz Contractors	HR	Org Development	Stephanie Checkley	


AIDT Tracking Template for Contractor Training

4. Required Training List

- Use this worksheet (under the 'Department Specific Training' header) to list all course titles, course codes and refresher periods provided to you by AIDT, except for the 4 already listed at the top of the form. These courses are required for all TMs and are already listed.

List of Required Training Courses (excluding New Hire Orientation)

Plant Wide Training - All TMs



Course Title	Course Code	Refresher Period
Globally Harmonized Systems	SAFGHS	1 year
Prevention of Harassment (Refresher)	COMSHT/COMPHR	2 years
RCRA	TECRCB	1 year
Product Safety	SAFPST	1 year

Department Specific Training

Please enter the course title and course code for training that is required for contractors in your department.

Course Title	Course Code	Refresher Period
Hearing Conservation Refresher	COMHCR	1 year

Use drop down arrow at the end of each line to select the refresher period, which will be provided by AIDT.

- Next you will input the requirements for each of your contractors on the 'Overview' worksheet.

AIDT Tracking Template for Contractor Training

5. Overview

- Use this worksheet to list and track all required training for all of your contract TMs.
- Enter contractor's badge number and their name will fill automatically.
- Select all required courses for each contractor from the course title drop down on each line and the course code will fill automatically.
- Next enter the most recent course date and the refresher due date and refresher status (red = overdue) will fill automatically. The contractor in the example below only completed training in NHO and therefore has overdue training.

Enter TM's badge number	Populates automatically	Populates automatically
Badge # *	Last Name	First Name
12345	Benz	Darlene

Choose from drop-down	Populates automatically
Course Title	Course Code
Globally Harmonized Systems	SAFGHS
Prevention of Harassment (Refresher)	COMSHT/COMPHR
RCRA	TECRCB
Product Safety	SAFPST
Hearing Conservation Refresher	COMHCR

Enter date training completed	Populates automatically	Populates automatically	Populates automatically
Most recent course date	Refresher Due Date	REFRESHER STATUS	Email
11/15/2017	11/15/2018		send e-mail to this TM
11/15/2017	11/15/2019		send e-mail to this TM
11/14/2017	11/14/2018		send e-mail to this TM
11/15/2017	11/15/2018		send e-mail to this TM
11/15/2017	11/15/2018		send e-mail to this TM

To notify contract TM of required training via email, use this link (only available if an email is entered on contractor list worksheet).