

Training Handbook — Modular + Multifamily Operations

Version: v1 | Audience: New Hires + Supervisors | Purpose: Standard onboarding, safety, quality, and certification.

Handbook Structure

1) Role Map 2) 30/60/90 Onboarding 3) SOP Checklists 4) Certification Scorecards 5) Supervisor Sign-Off Forms

1) Core Role Map

1. Production Supervisor / Line Lead
 2. Sourcing & Procurement Manager
 3. Quality Control Inspector (QA/QC)
 4. Safety Coordinator / EHS Lead
 5. Material Handler / Inventory & Kitting
 6. Station Operators (Framing / MEP / Finishes)
 7. Logistics & Dispatch Coordinator
 8. Forklift / Crane / Rigging Operator
 9. Site Install Crew Lead
 10. Site Install Technicians
 11. Maintenance Technician (Plant + Automation)
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2) 30/60/90 Onboarding Standard (All Roles)

Day 0–30: Orientation + Safety + SOP fundamentals + shadowed execution.

Day 31–60: Supervised independent tasks + KPI tracking + corrective coaching.

Day 61–90: Full practical assessment + certification board + independent assignment approval.

Gate Rule: No independent operation before certification sign-off.

3) SOP Checklist Template (Use per Role)

- & Safety induction completed (PPE, emergency response, incident reporting).
 - & Role SOP modules completed (theory + practical).
 - & Quality checkpoints demonstrated at station/task level.
 - & Escalation protocol demonstrated (defect, shortage, delay, safety risk).
 - & Daily reporting workflow completed (shift report / issue log).
 - & Final practical observation passed by supervisor.
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4) Certification Scorecard (Pass / Fail)

Scoring Bands: 0–2 Needs Improvement | 3 Meets Standard | 4 Exceeds Standard | 5 Expert

- Safety Compliance: ____ / 5
- SOP Accuracy: ____ / 5
- Task Speed / Cycle-Time Discipline: ____ / 5
- Quality / Rework Prevention: ____ / 5
- Issue Escalation Discipline: ____ / 5
- Communication / Team Handoff: ____ / 5

Overall Result: & Pass & Conditional Pass & Fail (Retraining Required)

5) Weekly KPI Review (Supervisor View)

- Training completion % by role
 - Certification pass %
 - Incident rate + near-miss closure time
 - Rework hours tied to skill gaps
 - Attendance / readiness / overtime risk
 - Open corrective actions > 7 days
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6) Supervisor Sign-Off Form

Employee Name: _____ Role: _____

Start Date: _____ Site/Plant: _____

30-Day Gate: & Pass & Hold Date: _____

60-Day Gate: & Pass & Hold Date: _____

90-Day Certification: & Pass & Conditional & Fail Date: _____

Supervisor Name/Signature: _____

Safety Lead Signature: _____

Operations Approval: _____

7) Role-Specific Priority Books (Build Next)

- Production Supervisor Handbook
- Sourcing & Procurement Handbook
- QA/QC Handbook
- Safety / EHS Handbook
- Site Install Handbook

Prepared for Denise — internal training system baseline.