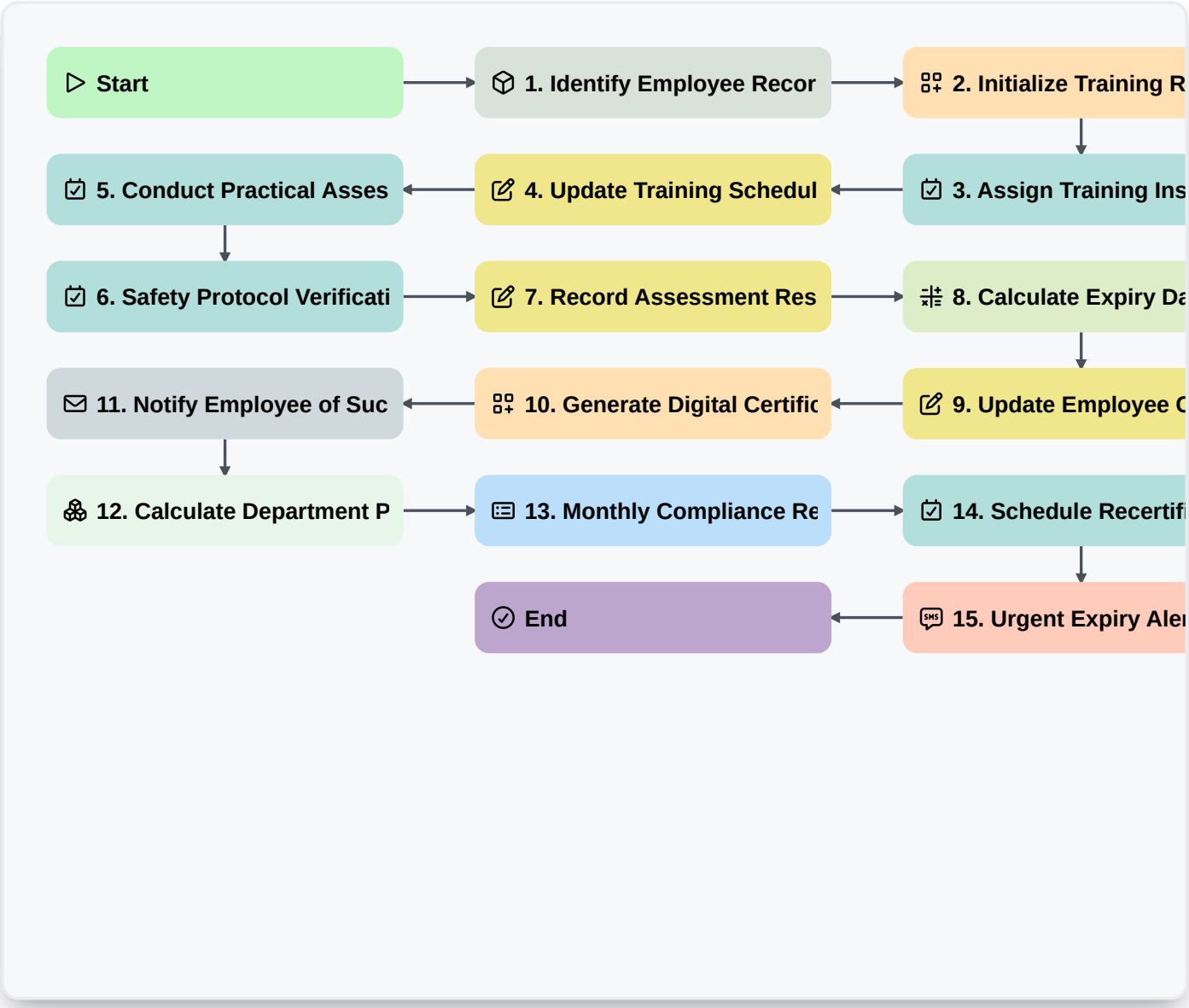
ChecklistGuro

Maintenance Training And Certification Process



Start
Start of the Workflow/Process.

1. Identify Employee Records
Retrieve all employee entries from the User Data Model to check for existing maintenance certifications.

2. Initialize Training Request
Create a new entry in the Training Session Data Model to track the start of a new certification cycle.

3. Assign Training Instructor
Create a task for the Training Manager to assign a qualified instructor to the new training session.

4. Update Training Schedule
Update the Training Session entry with the confirmed date, time, and location.

5. Conduct Practical Assessment
Create a task for the Instructor to perform the hands-on equipment maintenance assessment.

6. Safety Protocol Verification
A checklist within the assessment task to ensure all PPE and safety standards were followed during training.

7. Record Assessment Results
Update the Training Session entry with the pass/fail status and instructor notes.

8. Calculate Expiry Date
Calculate the new certification expiration date by adding 12 months to the current completion date.

9. Update Employee Certification Status
Update the specific Employee entry to change their 'Certification Status' field to 'Certified'.

10. Generate Digital Certificate
Create a new entry in the Certificates Data Model containing the unique certificate ID and metadata.

11. Notify Employee of Success
Send an automated email to the employee with their new certification details and expiry date.

12. Calculate Department Pass Rate
Aggregate all training entries for the current month to calculate the percentage of successful completions per department.

13. Monthly Compliance Report
Create a summary report of all completed and pending maintenance certifications for the HR Department.

14. Schedule Recertification Reminder
Create a task for the Compliance Officer to review expiring certifications 30 days before the deadline.

15. Urgent Expiry Alert
Send an SMS alert to the Maintenance Supervisor if a critical technician's certification is about to expire.

End
End of the Workflow/Process.