



## Sample Equipment Installation Training Guide

The equipment installation training requirements and expectations are listed below. The intent is to communicate sample training requirements and expectations for a project and to determine feasibility, timing, and cost.

### Equipment Manuals



- Equipment manuals are required for all pieces of equipment (electronic and hardcopy).
  - Sample manuals are required X weeks after PO is issued.

### SOPs



- SOPs for all procedures referenced in equipment manuals and/or required to operate/maintain equipment.
- Kroger standard format will be used for all SOPs. Template and step-by-step instructions will be provided.
- SOP tracking templates will be provided to track progress for development.
- SOPs will be accurate based on specific equipment delivered for project (procedural steps and pictures).
- Testing/verifying the SOPs will be part of our CQV process. Vendor input will be required to help with this process.

### Classroom Training



- Classroom training will be provided
- Classroom training manuals will be provided
- SOPs will be used as part of the classroom training
- Includes pre/post testing

### Hands-On Training



- Hands-On training will be conducted at Vendor facility or at Kroger facility.
- Includes pre/post performance check
- SOPs will be used as performance check criteria

### eLearning



- Provide detail on any eLearning that is offered

### **Scheduling**

Provide scheduling information related to: time for development, delivery, and scheduling for the below items.



- Equipment manuals
- SOPs
- Classroom training manuals
- Classroom training
- Hands-On training
- E-Learning

### **Cost**

Provide the following cost information. List the specific cost per deliverable plus the total overall cost.



- Equipment manuals:
- SOP development:
- Classroom training:
- Hands-on training:
- ELearning training:
- Rate schedule:
- Labor hours:
- Travel & Expense:
- Total cost: