

Skills and competency report

All records

PEOPLE COVERED

5

2 teams · 15 assessment rows

SKILLS TRACKED

5

in 4 skill groups

REQUIREMENT COVERAGE

71%

10 of 14 requirements met

CRITICAL GAPS

2

worst: M. Chen — CMM programming (gap 2)

SINGLE POINTS OF FAILURE

1

CMM programming — only R. Silva at level 3+

DEVELOPMENT ACTIONS OPEN

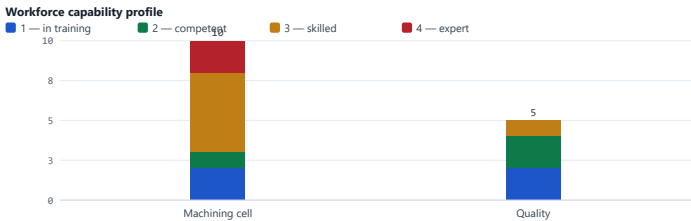
4

1 overdue

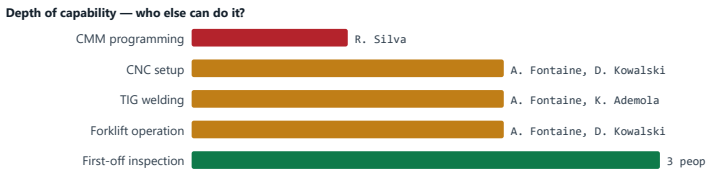
15 of 15 record(s) included. All records. Amounts in USD.



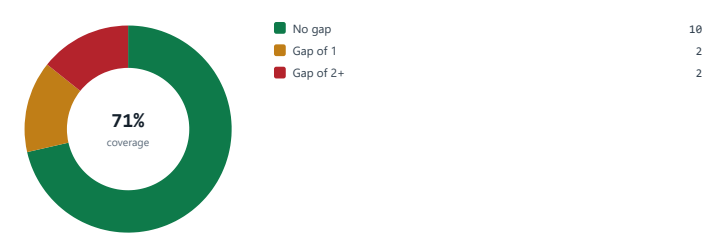
Share of people who meet the required level for each skill, counting only rows where a required level is set. Red is below 70%, amber below 90%. Share of people who meet the required level for each skill, counting only rows where a required level is set. Red is below 70%, amber below 90%.



Counts person-skill rows, not people — one person appears once per skill assessed. A team that is mostly level 0–1 is still in training; a team with no level 4 has nobody who can train the next intake. Counts person-skill rows, not people — one person appears once per skill assessed. A team that is mostly level 0–1 is still in training; a team with no level 4 has nobody who can train the next intake.



A skill with one capable person is a single point of failure: one resignation, illness or holiday away from a problem. Red bars have one person, amber two. A skill with one capable person is a single point of failure: one resignation, illness or holiday away from a problem. Red bars have one person, amber two.



Gap 1 usually closes with structured practice on the job. Gap 2 or more is a training project with a date, not an aspiration. Gap 1 usually closes with structured practice on the job. Gap 2 or more is a training project with a date, not an aspiration.

The matrix

PERSON	CNC SETUP	FIRST-OFF INSPECTION	FORKLIFT OPERATION	TIG WELDING	CMM PROGRAMMING
A. Fontaine	✓ 4/3	—	✓ 3/2	✓ 4/3	—
D. Kowalski	✓ 3/3	—	✓ 3/2	✗ 1/3	—
K. Ademola	✗ 2/3	✓ 3/2	✗ 1/2	✓ 3/2	—
M. Chen	—	✓ 3/3	—	—	✗ 1/3
R. Silva	1/—	✓ 4/3	—	—	✓ 3/3
Meet requirement	2 of 3	3 of 3	2 of 3	2 of 3	1 of 2

Development plan

PERSON	SKILL	GAP	DEVELOPMENT ACTION	TARGET	STATE	STATUS
K. Ademola	Forklift operation	1	Book supervised pallet-movement sessions with D. Kowalski until racking put-away is consistently clean, then reassess.	2026-07-30	Overdue	Planned
K. Ademola	CNC setup	1	Shadow A. Fontaine on the next three new-job setups, then complete two setups under observation with the first-off signed by the assessor.	2026-09-23	Scheduled	In progress
M. Chen	CMM programming	2	Complete the machine maker's programming course, then program three live parts with R. Silva reviewing each program before first use.	2026-10-08	Scheduled	In progress
D. Kowalski	TIG welding	2	Practice pieces twice a week with A. Fontaine reviewing; move to production tacking when the practice welds pass visual inspection consistently.	2026-11-07	Scheduled	Planned

Skills matrix

PERSON	TEAM	SKILL	GROUP	LEVEL	REQ.	TARGET DATE	ASSESSED	STATUS	GAP	MEETS
A. Fontaine	Machining cell	CNC setup	Machining	4	3	—	2026-07-10	Current	-1	Yes
K. Ademola	Machining cell	CNC setup	Machining	2	3	2026-09-23	2026-07-15	In progress	1	Below
D. Kowalski	Machining cell	CNC setup	Machining	3	3	—	2026-07-10	Current	0	Yes
A. Fontaine	Machining cell	TIG welding	Fabrication	4	3	—	2026-06-10	Current	-1	Yes
K. Ademola	Machining cell	TIG welding	Fabrication	3	2	—	2026-06-10	Current	-1	Yes
D. Kowalski	Machining cell	TIG welding	Fabrication	1	3	2026-11-07	2026-06-10	Planned	2	Below
R. Silva	Quality	First-off inspection	Quality	4	3	—	2026-07-20	Current	-1	Yes
M. Chen	Quality	First-off inspection	Quality	3	3	—	2026-07-20	Current	0	Yes
K. Ademola	Machining cell	First-off inspection	Quality	3	2	—	2026-07-20	Current	-1	Yes
R. Silva	Quality	CMM programming	Quality	3	3	—	2025-07-05	Due	0	Yes
M. Chen	Quality	CMM programming	Quality	1	3	2026-10-08	2026-07-25	In progress	2	Below
A. Fontaine	Machining cell	Forklift operation	Logistics	3	2	—	2026-05-11	Current	-1	Yes
D. Kowalski	Machining cell	Forklift operation	Logistics	3	2	—	2026-05-11	Current	-1	Yes
K. Ademola	Machining cell	Forklift operation	Logistics	1	2	2026-07-30	2026-05-06	Planned	1	Below
R. Silva	Quality	CNC setup	Machining	1	0	—	2026-07-10	Current	0	—

Notes

Sample matrix — replace every assessment with your own before relying on it or circulating it.

Proficiency levels are assessments made by people, and two assessors will not score identically until they are calibrated against the same behavioural definitions — review a sample of each other's scores before trusting comparisons across teams. The matrix records capability; it does not create it. A person shown at level 3 is only at level 3 if the assessment was honest and recent, and a development action closes a gap only when it is done and the person is reassessed. This is an internal planning record, not evidence of formal qualification — certificates, licences and their expiry dates belong in a training register.