



## Technical specifications of ŠKODA AUTO a.s. Part I – 12 Training and qualifications

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**Abbreviations (see Definitions of Concepts in Part I - 00 Structure of tender specifications)**

### History of changes

Status	Date	Description
1.0	01.10.2021	New version



## **1. Training and qualifications**

### **1.1 Employees of the contractor and of the contracting authority**

#### **Employees of the contractor**

- The contractor shall ensure that the employees entrusted with the contract for the contracting authority have the required qualifications for the contract. These are derived from the organisational and technical requirements set out in Part II ‘Specific to the technology’ and Part III ‘Specific to the project’ of these technical specifications.

#### **Employees of the contracting authority**

- Training by the contractor shall be carried out prior to the use of the equipment by the contracting authority.
- Trained personnel shall be able to operate the equipment independently and perform the necessary maintenance depending on their type of activity (e.g. maintenance, manager of the equipment, ...).
- The responsibility for coordinating the training is borne by the relevant person responsible for the project on the side of the contracting authority.
- The person responsible for the qualification referred to in Part III is responsible for planning, coordinating and implementing the qualification of the contracting authority’s employees.

### **1.2 Qualification measures**

- Qualification
  - Qualifications are Off the Job educational measures, aimed at getting the user acquainted with the basic principles (e.g. robot operation and programming, knowledge of frequency converter diagnostics, knowledge of programming environment and industrial communication, etc.). As part of the qualification, both theoretical and practical knowledge are imparted; the duration of the qualification depends on the complexity of the systems or equipment.
  - The staff of the contracting authority shall be instructed in the technology used by the system, equipment or application. Upon completion of the qualification, the personnel shall be able to operate, maintain and repair the equipment, systems or applications safely.
  - The qualification precedes training on the equipment.
  - In order to ensure adequate qualifications, the contractor shall describe the necessary preliminary knowledge and requirements for the target group which is to be qualified. The contractor shall deliver the qualification requirements to be used to the person responsible for the qualifications on the side of the contracting authority for approval, no later than 30 days before the start of the first qualification.
  - The contractor shall draw up and submit a concept for the qualification of employees (for the equipment, components or systems supplied by the contractor) relating to new production processes, systems, applications and technologies at the request of the contracting authority. This requirement is specified in Part III. The qualification concept shall be coordinated with the person responsible for the qualification on the side of the contracting authority and shall be documented after completion.
  - The implementation of the qualification (Off the Job training) falls within the competence of the contracting authority based on the documents provided by the contractor.



- Training
  - Training is a qualification measure related to the workplace, which takes place mainly at the equipment or in production (On the Job). The emphasis is on the handing over of information and trying out learned knowledge under the supervision of the contractor.

### 1.3 Minimum requirements for the training

- Training must be performed in the national language of the location in question.
- Training is part of the scope of supply and shall be coordinated with the contracting authority in the form of a detailed plan.
- The groups of activities and objectives for the training shall be specified by the contracting authority.
- Different groups of activities and objectives shall be trained during separate events and with different content if necessary.
- The training of the staff of the contracting authority shall be carried out on the premises of the operator.
- If necessary, training shall be conducted during the shift.
- The contractor shall describe the necessary technical knowledge or prerequisites for the target group to be trained and deliver the training requirements to be used to the person responsible for the training on the side of the contracting authority for approval, 30 days prior to the start of the first training.

### 1.4 Minimum scope of the training

The contractor shall create a brief overview (brief instructions) and provide it to the participants.

Necessary system descriptions and instructions for use shall be provided according to the nature of the contractor, but always in the national language, or according to the requirements specified in Part II or Part III.

Trained personnel shall be able to operate the basic functions of the equipment, systems or applications independently.

In principle, the following contents shall be covered:

- Functions and operation of the equipment
- Position and arrangement of the components of the equipment
- Setting and parametrization activities
- Structure of the software programme
- Interface
- HMI / visualisation
- Data backup and recovery
- Preventive maintenance activities
- Replacement of components
- Troubleshooting
- Restart
- Emergency strategies

The contractor shall document the training performed. The document shall include: the name, content and length, date, the names and signatures of participants, the name and signature of the trainer and where applicable, of the interpreter, see form no. 1747.



## 2. List of Abbreviations

AG	Contracting authority
AN	Contractor
KELH	Unified Group technical specifications
MA	Employees
mgU	related document