

[organization name]

Appendix 4 – Operators Job Rotation Matrix

Main process name: _____

Operator Name	Workstation/Task #1	Workstation/Task #2	...	Workstation/Task #N
[Name 1]				
...				
[Name 2]				

Commented [16A1]: If your organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in the database.

Commented [16A2]: Write here the name of the process with the highest level that covers all described activities in the matrix. For example:

Commented [AT3]: Insert here corresponding training level:

[job title]
[name]

[signature]