



**Training Proposal for:  
Hammond Enterprises Inc.**

<b>Small Business</b>
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**ET16-0475**

**Approval Date:** May 12, 2016

**ETP Regional Office:** Sacramento

**Analyst:** W. Sabah

**CONTRACTOR**

- Type of Industry: Manufacturing
- Priority Industry:  Yes  No
- Number of Full-Time Employees
  - California: 42
  - Worldwide: 42
  - Number to be trained: 38
  - Owner  Yes  No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 4%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$59,280
- In-Kind Contribution: \$88,764

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Computer Skills, Continuous Improvement, Manufacturing Skills	38	8-60	0-15	\$1,560	\$17.02
				Weighted Avg: 60			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Contra Costa
- Occupations to be Trained: Administration & Planning Staff, Quality Assurance Staff, Maintenance Staff, Manufacturing Staff
- Union Representation:  Yes  
 No
- Health Benefits: Job #1: \$1.02 per hour

**SUBCONTRACTORS**

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1989 and located in Pittsburg, Hammond Enterprises Inc. ([www.hammondenterprises.com](http://www.hammondenterprises.com)) (Hammond Enterprises) provides planning and manufacturing expertise to the semiconductor, medical, aerospace, environmental, precision lock, and custom grinding manufacturing industries. The Company also provides manufacturing solutions from quick turn prototypes through large volume production to turn-key manufacturing. Hammond Enterprises is ISO certified, and their current facility has approximately 37,000 square feet of work space to handle large orders. The Company is dedicated to producing high quality products and ensuring customer satisfaction through in-house manufacturing and cutting-edge technology.

Hammond Enterprise's goal is to maintain a prestigious reputation by delivering high quality products on time and exceeding customer expectations. Customers are now requiring companies to increase their capabilities to adhere to the standards of diverse industries such as semiconductor, medical and aerospace. To adapt to these new requirements, the Company formulated a stronger policy and training plan to build a more efficient, effective and a highly motivated team. Hammond Enterprise's current customers are now demanding that the Company become ISO 13485, ISO 14001 and AS9100 certified. Due to the evolving customer

demand, Hammond Enterprises needs to provide ISO and AS training to remain competitive in the market. With the acquisition of certifications in different quality management organizations, the Company will have the opportunity to build their clientele and promote their business by venturing into other industries.

In addition to ISO and AS training, staff require training on the recently implemented new ERP system. Trainees currently have limited knowledge on the software. Training will allow staff to fully utilize the full functions of the system. Quality Assurance Staff and Manufacturing Staff will also require training on different programming software to efficiently manufacture prototypes. ETP training will allow the Company to provide exceptional service to its' current customers and expand its competitive edge to secure new customers.

## **Training Plan**

Trainee's will receive 8-60 hours of Classroom/Laboratory training and 0-15 hours of Computer-Based Training. Training will be delivered by a combination of in-house subject matter experts and outside vendors to be identified during the contract term. The Quality Manager will be the primary project administrator of the ETP project. He will work with the Plant Manager and Document Control Assistant to schedule training, enroll trainees, and track training hours to complete the ETP project successfully.

**Computer Skills:** Training will be offered to all occupations on the Company's new ERP/CMM systems and Microsoft Excel (Intermediate/Advanced) application to improve operation productivity. Trainees will develop software navigation skills needed to perform their jobs more efficiently and gain the knowledge to program new company equipment. Training topics will include E2 Shop Tech (ERP system), Calypso (CMM system), and Microsoft Excel.

**Manufacturing Skills:** Training will be offered to all occupations on the design and fabrication of new products. Trainees will also receive cross-training in equipment operation, assembly, testing, inspection technologies, and packaging advancements for new products. Geometric Dimension and Tolerancing (GD&T) training will enable staff to accurately draw and manufacture prototypes. Training topics will include Geometric Dimensioning and Tolerancing and Programming of various software such as Part Maker, Surf CAM, Index Turning Machines, and Hurco Milling Machines.

**Continuous Improvement:** Training will be delivered to all occupations to advance quality management and assurance techniques. Training will focus on different ISO/AS courses from different industries to enable the Company to remain competitive and expand into new markets. Training topics include ISO 9001, ISO 13485, ISO 14001, and AS 9100.

## **Impact/Outcome**

Hammond Enterprise's goal is to enhance employee competencies that are vital to the long-term success of the organization by delivering quality products. Trainees will attain certifications in ISO 13485, ISO 14001 and AS9100 for Continuous Improvement to adapt and excel in new markets. Training will allow the Company to exhibit their best skills in various technologies and platforms to attain more customers.

## **RECOMMENDATION**

Staff recommends approval of this proposal.

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-60

Trainees may receive any of the following:

**COMPUTER SKILLS**

- Microsoft Excel (Intermediate/Advanced)
- ERP (Enterprise Resource Planning) - E2 Shop Tech
- Calypso - CMM Software

**CONTINUOUS IMPROVEMENT**

- ISO
  - 9001 - Quality Management Systems
  - 13485 - Medical Device Systems
  - 14001 - Environmental Management Systems
  - AS (Aerospace) 9100

**MANUFACTURING SKILLS**

- Programming
  - Part Maker Software
  - Surf CAM Software
  - Index Turning Machines
  - Hurco Milling Machines
- Geometric Dimensioning and Tolerancing (GD&T)

**CBT Hours**

0-15

**MANUFACTURING SKILLS**

- Geometric Dimensioning and Tolerancing (GD&T) (15 hours)

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery. CBT is capped at 50% of total training hours, per-trainee excluding OSHA 10/30, HAZWOPER or HAZMAT