

Plenco Manufacturing Co-Op Observation Report

Topic	Owner	Approximate Time Allocation		Key Observations Noted/Task (Student Record)
Week 1				
Onboarding				
New Team Member Paperwork	HR	1	Hr	
Hazard Communication and Evacuation Training Videos/Quizzes	HR	2	Hrs	
Facility Tour	Mentor	2	Hrs	
Environmental, Health and Safety (EHS)				
Department Overview and Environmental/Regulatory	EHS	2	Hrs	
Safety Programs	EHS	2	Hrs	
Process Safety Management	EHS	1	Hr	
	Weekly Total	10	Hrs	
Week 2				
Environmental, Health and Safety (EHS)				
Incident Management, Medical Responders	EHS	1	Hr	
Safety Rep Program	EHS	1	Hr	
Training Programs	EHS	1	Hr	
SDS Development and CRC	EHS	1	Hr	
Security Programs	EHS	1	Hr	
Resin Research & Development (R&D)				
R&D Lab Overview	Resin R&D	1	Hr	
Benchtop Kettle	Resin R&D	2	Hrs	
Analytical Lab	Resin R&D	2	Hrs	
	Weekly Total	10	hrs	

Plenco Manufacturing Co-Op Observation Report

Topic	Owner	Approximate Time Allocation		Key Observations Noted/Task (Student Record)
Week 3				
Resin Manufacturing				
Novolac Reactor Production Equipment	Resin Mfg	2	Hrs	
Resol Reactor Production Equipment and Material Cooling	Resin Mfg	2	Hrs	
Belt Coolers Process and Packing	Resin Mfg	2	Hrs	
Resin Grinding Production Equipment Types and Packing System	Resin Mfg	4	Hrs	
	Weekly Total	10	Hrs	
Week 4				
Resin Quality Assurance (QA)				
Resin QA Lab - Final Product and Incoming Liquid Inspection	Resin QA	4	Hrs	
Compound Research & Development (R&D)				
Phenolic Compounding Process Overview	Compounds Lab	2	Hrs	
Introduction to Various Styles of Material Molding	Compounds Lab	1	Hr	
Molded Part Specimen Testing	Compounds Lab	2	Hrs	
Compounds Manufacturing				
Batch Recipe Mixing Operations	Compound Mfg	1	Hr	
	Weekly Total	10	Hrs	
Week 5				
Compounds Manufacturing				
Blender Operator	Compound Mfg	2	Hrs	
Compound Rolls Manufacturing Processing	Compound Mfg	2	Hrs	
Automatic Packing System Operation	Compound Mfg	2	Hrs	
Compound Extruder Manufacturing Processing	Compound Mfg	2	Hrs	
Materials Quality Assurance (QA)				
Materials QA - Incoming Material Inspection & In-Process/Final Product Testing	Materials QA	2	Hrs	
	Weekly Total	10	Hrs	

Plenco Manufacturing Co-Op Observation Report

Topic	Owner	Approximate Time Allocation		Key Observations Noted/Task (Student Record)
Week 6				
Materials Quality Assurance (QA)				
Materials QA - Incoming Material Inspection & In-Process/Final Product Testing	Materials QA	2	Hrs	
Bulk Molding Compound (BMC) Manufacturing				
Batch Recipe Mixing Operations	BMC Mfg	2	Hrs	
BMC Mixer	BMC Mfg	2	Hrs	
BMC Extruders and Packing	BMC Mfg	2	Hrs	
Product Change Over and Cleaning	BMC Mfg	2	Hrs	
	Weekly Total	10	Hrs	
Week 7				
BMC Quality Assurance (QA)				
BMC QA - Final Product Testing	BMC QA	2	Hrs	
Production & Inventory Control				
Sales Order Entry and Processing	Production & Inventory Control	1	Hr	
Inventory Control & Cycle Counting	Production & Inventory Control	1	Hr	
Molding Compounds Production Planning and Scheduling	Production & Inventory Control	2	Hrs	
Resin Cooking/Grinding Production Planning and Scheduling	Production & Inventory Control	2	Hrs	
Distribution				
Office - Paperwork Generation & Carrier Scheduling	Distribution	2	Hrs	
	Weekly Total	10	Hrs	

Plenco Manufacturing Co-Op Observation Report

Topic	Owner	Approximate Time Allocation		Key Observations Noted/Task (Student Record)
Week 8				
Distribution				
Picking/Putaway at Distribution Center	Distribution	3	Hrs	
Maintenance				
Mechanical Maintenance and Steam Boiler Operation	Mechanical	5	Hrs	
Industrial Electrical Maintenance	Electrical	2	Hrs	
	Weekly Total	10	Hrs	
Week 9				
Maintenance				
Electrical Technician	Electrical	3	Hrs	
Engineering				
Exposure to Various Engineering Disciplines (Mechanical, Electrical, Chemical, Industrial)	Engineering	5	Hrs	
Final Presentation & Exit Interview	Mentor	2	Hrs	
	Weekly Total	10	Hrs	
Approx. Total Hrs for this Co-Op		90	Hrs	