

**Operator Exchange Form**

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| **General Information** | |
| Operator Name: |  |
| Operator Contact Info: |  |
| Certificate Number: |  |
| Name of Hosting Facility: |  |
| Visit Date: |  |
| Host Name(s): |  |
| Host Contact Info: |  |

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| **Preliminary Info (fill this out before visit)** | | | | | | |
| List at least three topics you hope to better understand. | | |  | | | |
| What are some issues you have struggled with at your own facility? | | |  | | | |
| How would you like to spend your time during this visit? | | |  | | | |
| What are you hoping to gain/learn from this experience? | | |  | | | |
| **Training Info (fill this out after visit)** | | | | | |
| Time in: | |  | | | |
| Time out: | |  | | | |
| How did you spend your time at the hosting facility? | |  | | | |
| What is the design flow of the facility? | |  | | | |
| Describe the process configuration (you may attach a process flow diagram) | |  | | | |
| List 3 examples of how the visiting facility differs from your own. | |  | | | |
| What process challenges has the visiting facility faced, and how were they dealt with? | |  | | | |
| List 3 things that you learned during your visit that you might be able to apply to your own process. | |  | | | |
| Are there any issues that are dealt with differently at your facility that could be useful to the visiting facility? | |  | | | |
| Do you have any suggestions about how this operator program could be improved in the future? | |  | | | |
| Would you or anyone at your facility be interested in hosting an operator to visit your facility? | |  | | | |
| Any other comments or notes. | |  | | | |
| Visiting Operator Signature: |  | | | Date: |
| Host Signature: |  | | | Date: |