

NOVA TRAINING SYSTEM

Start here — one page

There are five files. Here's who gets what.

File	Who gets it	When
NEW HIRE GUIDE - Your First Two Days	The new employee	Emailed with the offer , before day one
TRAINING BOOK - Day 1 and Day 2	The trainer (Supervisor / Crew Lead)	Printed, one per hire, in a binder
TRAINING BOOK - HDD Operator	The rig's assigned operator	Printed when somebody is being checked out on a drill
TRAINING TRACKER - New Hire Day 1-2	Adam	Photographed and sent to Adam at the end of each day
TRAINING TRACKER - HDD Operator	Adam	Updated as cards get signed

HOW IT RUNS

Both books work the same way. Numbered cards, run in order. Read the card, run the card, initial the card, turn the page.

A card with no initials didn't happen. It gets repeated. Nobody initials from memory at the end of the day.

Every training day ends with a circled verdict and a text to Adam by 5:00 PM. That's the whole reporting system — one text.

THE THREE RULES THAT DON'T BEND

1. **Watch -> do -> initial.** Nobody is signed off on something you only talked about.
2. **Nobody runs a machine alone on day one.** Every rig belongs to one operator, and only that man trains or signs anybody off on it. Solo operation takes three watched runs on three separate days.
3. **The trainer isn't available to a job site on a training day.** A short crew doesn't get to pull him. That's the trade, and Adam backs it.

WHAT TO PRINT WHEN SOMEBODY STARTS

- [] 1 × **TRAINING BOOK - Day 1 and Day 2** (put his name on the front)
- [] 1 × **NEW HIRE GUIDE** — emailed with the offer, not handed out on day one
- [] Tracker sheet — the last page of the book, or the spreadsheet

Add his name to the tracker before he shows up, not after.

WHAT STILL HAS TO BE FILLED IN BY A HUMAN

A book can't know these. The Supervisor or the rig operator writes them in once, and then they're the standard forever.

Where	What
Day 1-2 book, Card 11	Machine, unit number, and who it belongs to
HDD book, Card 4	The 4 things that red-tag that rig
HDD book, Card 5	Entry angle for the job
HDD book, Card 10	Minimum depth and separation
HDD book, Card 12	Mud mix ratio for the ground

Where	What
Both books	Confirm the tolerance zone is 24 inches — books say 24", it has to match our field manual exactly

IF SOMEONE NEW TAKES THIS OVER

Everything needed to run training is in this folder. No software, no logins, no explanation from Adam required.

Print the two books, follow the cards in order, text the verdict at 5:00 PM.

The Training - detail docs folder holds the long-form versions of all this. Nobody needs them to run the training — they're there for whoever writes the next version.

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