

1.0 Scope

This Work Instruction defines the actions to be taken for ensuring the standardization of documenting employee training record for preventive action and continuous improvement.

2.0 Purpose

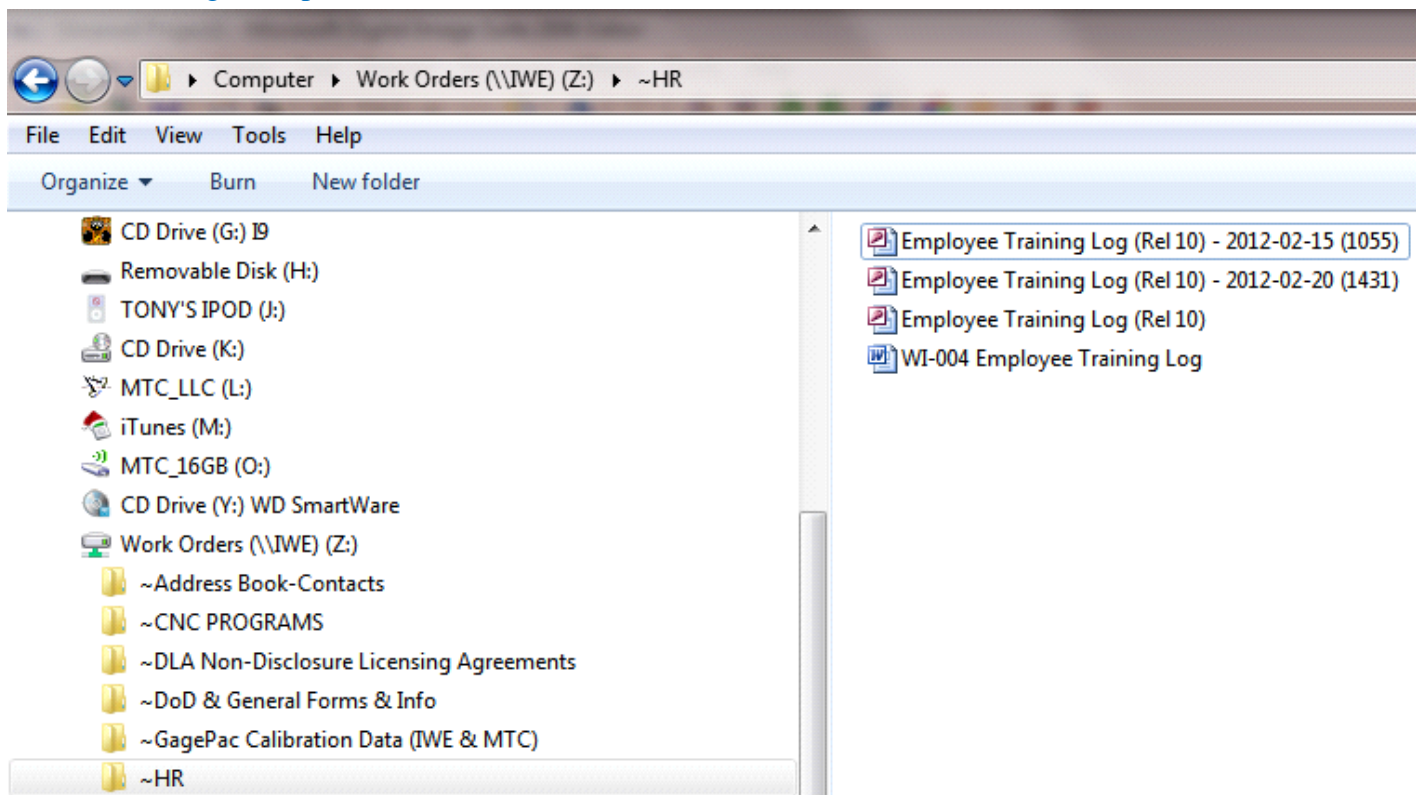
As soon as we're notified of a training need or requirement, we first start with collecting key training materials and any related information and setting up the training syllabus to include:

- Purpose and/or need for the training
- Identification the employees to train including the trainer.
- If required, all materials required to meet training objective.
- Identifying responsibility tasks and sequencing through to final employee record updating

3.0 Process and Documentation

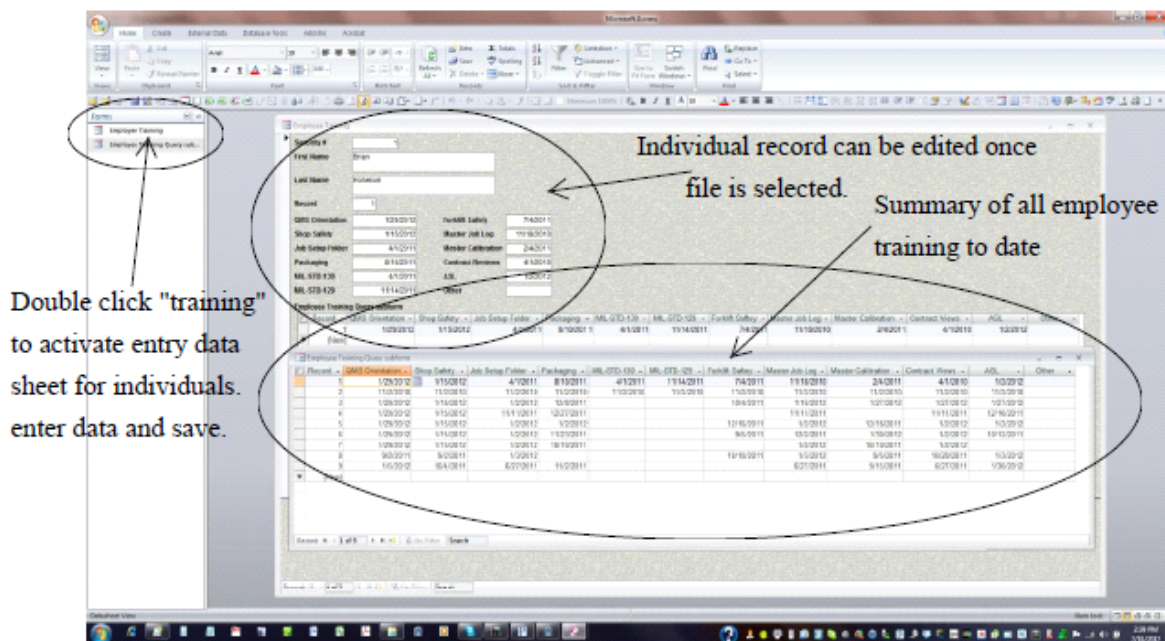
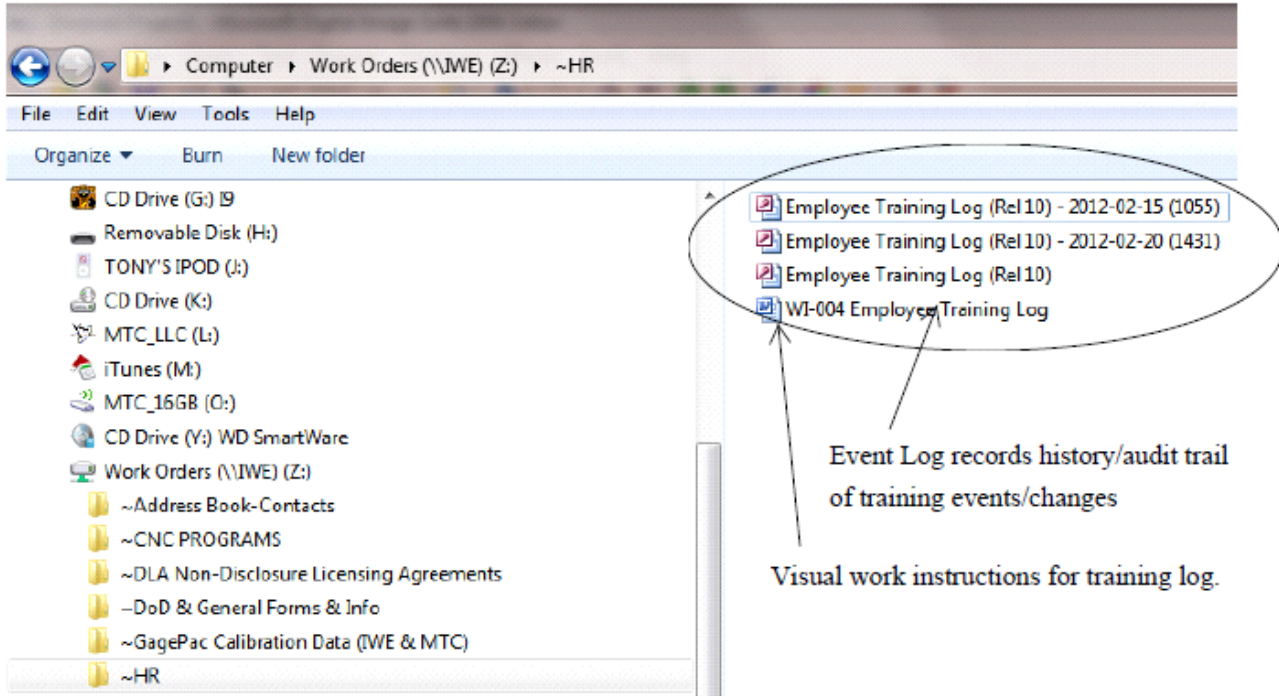
The master employee training log is located in the online HR folder as shown below.

QA/Engineering Manager, Project Manager or designee shall maintain all employee training activities and records including audit procedures as defined in QAP 18.0.



When a training activity is accomplished or and employees training record has been update, an automatic date-stamped backup copy of the prior training record is created for audit trail purposes as shown below.

Specific record editing details are shown as noted within the bottom half of the following figure.



4.0 Related Documents

QAM, Section 3.2

QAP 18.0

Employee Training Log

QA Audit form QA 005