Training Matrix

This form is used to identify the Standard Operating Procedures and Work Instructions to be included in an employee's training.

Quality Assurance WORK INSTRUCTIONS

Job Description	Inspection Planning	RMA	DMR form																							
Q.A. Inspector (Receiving)																										
Q.A. Inspector (Setup/Inprocess)																										
Q.A. Inspector (Raw Material)																										
Q.A. Manager																										

MANUFACTURING WORK INSTRUCTIONS

Job Description	WI-1	WI-2	WI-3																							
Machine Operator 1																										
Machine Operator 2																										
Machine Operator 3																										
Machinist																										
Lead / Setup																										
MFG Manager																										

OTHER REQUIRED TRAINING

Departments	SOP 01-01	SOP 02-01	SOP 03-01	SOP 05-01	SOP 06-01	SOP-07-01	SOP 08-01	SOP-09-01	SOP-10-01	SOP-10-02	SOP-10-03	SOP-11-01	SOP-12-01	SOP-13-01	SOP-14-01	SOP 15-01	SOP-16-01	SOP-17-01	SOP-18-01	SOP-20-01	Quality Manual
QA				x					x	x	x	x	x	x	x	x	x				
MFG				x		x	x	x	x				x	x		x	x				
Purchasing				x	x	x											x				
Sales			x	x		x											x				
Management	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ISO Manager	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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