

TRAINING RECORD

Employee Name: _____	Job Title: _____
Date of Hire: _____	Department: _____

Training requirements for all employees include:
Company Orientation by HR
Business System Orientation including the Operating procedures, Quality Policy and Quality Objectives by the ISO Manager, and
Departmental Orientation including Work Instructions by the Department Manager

ADDITIONAL TRAINING REQUIRED	TRAINING SCHEDULE COMPLETION DATE

TRAINING ACTIVITY

DATE OF TRAINING	TYPE OF TRAINING	DATE TO ASSESS EFFECTIVENESS	MANAGER'S INITIALS & DATE OF ASSESSMENT
	Company Orientation		
	Business System Orientation – Business Manual & Operating Procedures (see attached list)		
	Department Orientation - Work Instructions (see attached list)		
	OJT (see attached list)		

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