

# Procedure Training P6.2 Rev. I

**Approved By:** Keith Gibson, President

**Purpose:** To document training procedures.

**Scope:** All employees that directly affect the quality system.

**Authority:** The President or Quality Manager has the authority to change or modify this procedure.

## Reference Documents and Records

- Policy Element 6.2 Human resources
- Training Needs Form (Q-TRNGND-01)
- Training Records (electronic)
- Quality Records Procedure P4.2.4

## Change History

Date	Change	Rev	By
12/10/96	Rewrite to conform to ISO standard	B	MO
12/10/96	Added Introduction Training requirements for new employee.	C	MO
03/19/97	Rewrote training procedure	D	MO
05/08/2001	Modified Paragraph 4 to better explain use of the training needs form and when used.	E	MO
4/15/02	Modified paragraph 1 include quality policy and ISO 9000, corrected typo and added Managers & Executive to resp. for para. 3	F	MO
10/29/2002	Updated to the ISO 9001:2000 requirements and flowcharted. Added competency requirement and that actions taken when employees are not competent must be effective.	G	MO
10/9/03	Updated responsibilities of the data entry to reflect current practice. Added use of transfer form for existing employees	H	MO
9/1/04	Added use of the training checklist (Training Needs Form) as part of the training record	I	MO

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