Individual Training Record

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| **Trainee Name** | **Competency description and Job title** |
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Refer to Procedure QP601: Training, awareness and competency

| Trained in: | Level of Proficiency (Awareness/Trained) | Date of Training | Signed: | Trainer Signed: |
| --- | --- | --- | --- | --- |
| Induction |  |  |  |  |
| Quality System |  |  |  |  |
| Good Manufacturing Practice |  |  |  |  |
| Site Access |  |  |  |  |
| Introduction to the Process |  |  |  |  |
| Personnel hygiene |  |  |  |  |
| Gowning requirements |  |  |  |  |
| Safety |  |  |  |  |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP601 | Training, awareness and competency |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.