

[organization name]

Appendix 1 – Training Program

Training name	Training objectives	Group of users	Training period	Person who delivers the training	Resources needed
ISO 13485 awareness course	Trainees have understood the basic requirements of ISO 13485, their tasks and responsibilities	QMS implementation team	From January 5 to January 9, 2023	John Doe	Conference room, video projector
QMS internal audit course	Trainees are fully competent to conduct internal audit and successfully passed the final test	QMS implementation team	From April 3 to April 6, 2023	Jack Smith	Conference room, video projector

Commented [AES1]: If your organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [AES2]: Include the name of the employees or the group of employees that will participate in the training.

Commented [AES4]: Include the resources needed to hold the training.

This can be financial resources, human resources if training is delivered by more experienced employees of the organization, facilities if training is performed in house, etc.

Commented [AES3]: Include the name of the person who delivers the training; it can be one of the employees or a trainer that the organization has hired.

Commented [AES5]: These are just the examples of training that can be included in this list. Include all the other courses relevant to your organization.

[job title]

[name]

[signature]

Commented [AES6]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.