

[organization name]

**Appendix 2 – Training Record**

**Commented [AES1]:** Use this document to track the employees' training.

Employee name:	Anna Jackson															
Duties and related awareness and job position aspects:	Purchase Manager															
Employee Assessment Sheet																
Training name	Date	Status	Test results		Performance monitoring											
			Pass	Fail	1 month				3 months				12 months			
					W	I	S	Strongly agree	W	I	S	Strongly agree	W	I	S	Strongly agree
ISO 13485 awareness course	From January 5 to January 9, 2023	Completed	/	/												
QMS internal audit course	From April 3 to April 6, 2023	Completed	/	/												

[organization name]

---

Total:																	
Effectiveness [%]:																	

Legend:

X in "Passed" box – Trainee passed the final test

X in "Failed" box – Trainee failed the test

/ - The training didn't have final test

0 - "No improvement," trainee had no direct improvement in areas covered by training

1 - "Improvement," trainee had direct improvement in areas covered by training

2 - "Significant improvement," trainee had direct significant improvement in areas covered by training

[job title]

[name]

\_\_\_\_\_

[signature]

**Commented [AES2]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.