Appendix 1 – Training Program for year 20xx

Training name	[illegible]	Group of Users	Training Period	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[job title]
[name]

[signature]

Commented [170251]: If organization uses electronic databases, then this Appendix can be stored in a database.

[illegible]

Commented [170252]: Dates and times of the training period in order to know exactly when they were performed.

Commented [170253]: Insert the name of the person or organization which delivers the training.

Commented [170254]: This can be financial resources, human [illegible]

Commented [170255]: Laboratory manager, quality manager or a trained and qualified employee.

Only necessary if document is in paper form.

©2018 This template may be used by clients of Advisera Expert Solutions Ltd. www.advisera.com in accordance with the License Agreement.