



Revision: 0, January 4, 2000

TRAINING PROGRAM DATA FORM

Facility:	Process(es) Covered:
------------------	-----------------------------

1. List information pertaining to the Training Program procedure/policy as follows:

(Circle the correct response - Y for Yes and N for No)

Does a procedure/policy document specifying facility Training Program requirements exist: Y / N

Does procedure/policy require use of a matrix and/or calendar for scheduling training: Y / N

Does procedure/policy require use of a syllabus for identifying training topics: Y / N

Does procedure/policy require a method be used to verify employee has understood training: Y / N

Procedure/Policy Identification # (if one exists): _____

Actual Title of Procedure/Policy: _____

Current Effective Date or Revision Date/Number: _____; Number of Pages: _____

2. The following materials are to be made available for review during the audit/inspection:

- a. Training schedule matrix/calender;
- b. Listing of operating and other pertinent employees who must be trained;
- c. Training Topic syllabus;
- d. Training Topic files/records; and/or
- e. Employee training files/records;
- f. Training comprehension tests/questionnaires/evaluation forms/etc;
- g. Certificates of successful completion of training conducted by an outside party;
- h. Covered process(es) SOPs and other pertinent procedures/policies, such as Emergency Response Plan, Management of Change, etc.

3. Operating employees should be made available for interviews regarding training.