

Record Sheet 17

Training

This may be used as an individual training record for each staff member of the AD facility who is involved with digested materials. Training should cover all aspects of the Quality Management System (QMS) and the Hazard & Critical Control Point (HACCP) plan. The records should include formal training, competence standards achieved and awareness sessions.

Employee name _____

Date	Training Topic or Procedure	Training delivered by	Comments	Qualification / Certificate achieved, if applicable	Trainee sign	Trainer sign