Appendix 1 – Training Program

Training name	Training Objectives	Group of users	Training Period	Person who attends the training	Resources needed

Commented [9A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [9A2]: E.g. QMS Internal audit course.

Commented [9A3]: E.g. trainees are fully competent to conduct internal audit and successfully passed the final test.

Commented [9A4]: E.g. QMS team or Management Representative.

Commented [9A5]: E.g. from 3rd March to 6th April 2016.

Commented [9A6]: This can be _____ of _____

[job title]
[name]

_____

[signature]