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SOP Title	SOP No.	Version No.	Effective date
Personnel Training Program	QA.SOP-005	00	YYYY/MM/DD

## PERSONNEL TRAINING PROGRAM

<b>Written by:</b>	[Name]	<b>Signature/Date</b>	[YYYY/MM/DD]
<b>Approved by:</b>	[Name]	<b>Signature/Date</b>	[YYYY/MM/DD]

### 1. Purpose

- 1.1. This procedure describes the training program for facility personnel, which is designed to ensure that tasks are completed efficiently, consistently and in adherence with quality and regulatory standards.

### 2. Scope

- 2.1. This procedure applies to the training requirements for permanent and temporary personnel of all departments.

### 3. Responsibilities

- 3.1. **All Personnel:** To participate in all required training as assigned by management and as outlined in this procedure.
- 3.2. **Quality Assurance Person(QAP)/Production Manager :** To ensure that all new and current employees are trained as required, and to ensure that the training program is appropriate for each role at the facility.

### 4. Acronyms and Definitions

- 4.1. **Training program :** A planned sequence of activities designed to equip employees with the knowledge and skills required to be competent in their role.

### 5. Supporting Records

- 5.1. FORM.QA-005A: Job Training Plan
- 5.2. FORM.QA-005B: Basic Training Form
- 5.3. FORM.QA-005C: Technical Training Form

### 6. Procedure

**SOP TO BE CONTINUED...**