

ISOXpress - Licensed to: AQA Company, Inc.

Select Module: **Training** Log Out User: Dave Lubinski Exit Setups

Training Competency Personnel

Training Programs

Report	ID	Training Program	Rev	Date	Category
Add New	TR-PRD-006	Forklift Operator Training	A	7/30/2008	Equipment
Edit	TR-PRD-007	Shrink Wrapping Operation	A	8/6/2008	Process Control
Delete	TR-QLT-001	ISO 9001 In Our Company	A	7/30/2008	General Awareness
Print List					

The **Training Module** has three tabs: **Training**, **Competency** and **Personnel**.

The **Training Tab** is used to define your training programs, and establish records of the actual training events implementing these programs.

Under the **Competency Tab** you define your competency certification programs and establish personnel certification records for particular competencies.

The **Personnel Tab** is used to establish a list of all personnel who could either be trained or certified to any competency. In practice, the list will include all personnel working in the company.

Training events for program: TR-QLT-001 - ISO 9001 In Our Company

Report	Date	By	Venue	Trainees
Add New	8/11/2008	Dave Lubinski	Company HQ	5
Edit	8/4/2008	Dave Lubinski	Company HQ	4
Delete				

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TRAINING TAB

Training Competency Personnel

Training Programs

Report	ID	Training Program	Rev	Date	Category
Add New	TR-PRD-006	Forklift Operator Training	A	7/30/2008	Equipment Operator
Edit	TR-PRD-007	Shrink Wrapping Operation	A	8/6/2008	Process Operator
Delete	TR-QLT-001	ISO 9001 In Our Company	A	7/30/2008	General Awareness
Print List					

The **Training Tab** is used to define your training programs and establish records of the actual training events implementing these programs.

Use the **sidebar menu** to add, edit, or delete training programs and training events.

Read more about the sidebar menu in tutorial [Navigation And Common Features - General Navigation](#).

Use the **Setups** menu to:

- Set up training categories and
- Departments (or functional/operational units) in your company.

Training events for program: TR-QLT-001 - ISO 9001 In Our Company

Report	Date	By	Venue	Trainees
Add New	8/11/2008	Dave Lubinski	Company HQ	5
Edit	8/4/2008	Dave Lubinski	Company HQ	4
Delete				

Personnel trained to program: TR-QLT-001 - ISO 9001 In Our Company

Open Record	Prsnl ID	Name (Last, First)	Date
	ID-01-01-01	Bolton, Michael	8/4/2008
	ID-01-01-02	Buchberg, Heather	8/4/2008
	ID-01-02-03	Cameron, Ashley	8/4/2008
	ID-01-02-04	Chase, Mathiew	8/4/2008
	ID-01-02-07	Dubois, Aimee	8/11/2008

ISO **TRAINING TAB** Company, Inc.

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Training Competency Personnel

Training Programs

Report	ID	Training Program	Rev	Date	Category
Add New	TR-PRD-006	Forklift Operator Training	A	7/30/2008	Equipment Operator
Edit	TR-PRD-007	Shrink Wrapping Operation	A	8/6/2008	Process Operator
Delete	TR-QLT-001	ISO 9001 In Our Company	A	7/30/2008	General Awareness

When you select (click on) a training program...

Training events for program: TR-QLT-001 - ISO 9001 In Our Company

Report	Date	By	Venue	Trainees
Add New	8/11/2008	Dave Lubinski	Company HQ	5
Edit	8/4/2008	Dave Lubinski	Company HQ	4

...the middle table will display the training events for the selected program and...

Personnel trained to program: TR-QLT-001 - ISO 9001 In Our Company

Open Record	Prsnl ID	Name (Last, First)	Date
	ID-01-01-01	Bolton, Michael	8/4/2008
	ID-01-01-02	Buchberg, Heather	8/4/2008
	ID-01-02-03	Cameron, Ashley	8/4/2008
	ID-01-02-04	Chase, Mathiew	8/4/2008
	ID-01-02-07	Dubois, Aimee	8/11/2008

...the bottom table will display all personnel who completed this training program.

ISO **TRAINING TAB** Company, Inc.

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Training Competency Personnel

Training Programs

Report	ID	Training Program	Rev	Date	Category
Add New	TR-PRD-006	Forklift Operator Training	A	7/30/2008	Equipment Operator
Edit	TR-PRD-007	Shrink Wrapping Operation	A	8/6/2008	Process Operator
Delete	TR-QLT-001	ISO 9001 In Our Company	A	7/30/2008	General Awareness

The training program record includes description and objectives of training and how the training is provided. You can also attach documents with the actual training materials.

Training events for program: TR-QLT-001 - ISO 9001 In Our Company

Report	Date	By	Venue
Add New	8/11/2008	Dave Lubinski	Company HQ
Edit	8/4/2008	Dave Lubinski	Company HQ

Once a training program is defined, you can create records of specific training events pertaining to the program. Training event records include the venue, name of the instructor, training dates, and the names of all personnel who participated in, and completed the training. You can also include attachments with sign-in sheets, etc.

Personnel trained to program: TR-QLT-001 - ISO 9001 In Our Company

Open Record	Prsnl ID	Name (Last, First)	Date
	ID-01-01-01	Bolton, Michael	8/4/2008
	ID-01-01-02	Buchberg, Heather	8/4/2008
	ID-01-02-03	Cameron, Ashley	8/4/2008
	ID-01-02-04	Chase, Mathiew	8/4/2008
	ID-01-02-07	Dubois, Aimee	8/11/2008

The bottom table displays the list of all personnel who completed the selected training program.

COMPETENCY TAB

Select Module: Training

Training Competency Personnel

Competency Certification Programs

Report	ID	Competency Certification Program	R...	Date	Department
Add New	CP-PRD-004	Shrink Wrapping Operator	A	7/30/2008	Shipping
Edit	CP-PRD-005	Buffing and Polishing Operator	A	8/11/2008	Production
Delete	CP-QCA-008	Internal Auditor of Quality Management System	A	8/26/2008	Quality Control

Personnel certified to program: CP-QCA-008 - Internal Auditor of Quality Management System

Report	Prsnl ID	Name (Last, First)	Date
Add New	ID-01-01-01	Bolton, Michael	9/9/2008
Edit	ID-01-02-04	Chase, Mathiew	8/26/2008

ISOXPRESS

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About

The **Competency Tab** is for defining your competency certification programs, and establishing personnel certification records for particular competencies.

The concept of certifying personnel to specific competencies is in response to the **ISO 9001 requirement** that only qualified personnel be assigned to carry out activities that may impact quality.

The **certification approach is practical**, because in many cases there is no formal evidence of qualifications, and a certification statement by a supervisor or manager is the only practical way to establish such evidence.

When you select (click on) a **competency certification program**,...

...the bottom table will display **all personnel** who are certified to the selected competency.

COMPETENCY TAB

Select Module: Training

Log Out User: Dave Lubinski

Exit Setups Admin Help

Training Competency Personnel

Competency Certification Programs

Report	ID	Competency Certification Program	R...	Date	Department
Add New	CP-PRD-004	Shrink Wrapping Operator	A	7/30/2008	Shipping
Edit	CP-PRD-005	Buffing and Polishing Operator	A	8/11/2008	Production
Delete	CP-QCA-008	Internal Auditor of Quality Management System	A	8/26/2008	Quality Control

Personnel certified to program: CP-QCA-008 - Internal Auditor of Quality Management System

Report	Prsnl ID	Name (Last, First)	Date
Add New	ID-01-01-01	Bolton, Michael	9/9/2008
Edit	ID-01-02-04	Chase, Mathiew	8/26/2008

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About

The **competency certification program** defines the processes, operations and/or skills covered by the competency.

The **competency certification record** identifies the certified personnel, the basis (justification) for the certification, and the name/function of the certifier.

PERSONNEL TAB

The Personnel Tab is used to establish a list of all personnel who could either be trained or certified to any competency. In practice, the list will include all personnel working in the company.

NOTE: These personnel records include information that pertains only to training and qualifications. No other information may be maintained in these records.

When you select (click on) an individual personnel record...

...the middle table will display the training programs completed by the individual and...

...the bottom table will display all the competencies (skills) to which this individual is certified.

Select Module: Training

Training Competency Personnel

Personnel

Report	ID	Name (Last, First)	Department	Status
Add New	ID-01-01-01	Bolton, Michael	Human Resources	Active
Edit	ID-01-01-02	Buchberg, Heather	Sales	Active
Delete	ID-01-02-03	Cameron, Ashley	Shipping	Active
Print List	ID-01-02-04	Chase, Mathew	Management	Active
	ID-01-02-06	Cuddy, Maria	Service	Inactive
	ID-01-02-07	Dubois, Aimee	Public Relations	
			Accounting	
			Production	
			Service	Active

Training completed by: ID-01-02-03 - Cameron, Ashley

Date	Trn. ID	Training Program
8/8/2008	TR-PRD-006	Forklift Operator Training
8/7/2008	TR-PRD-007	Shrink Wrapping Operation
8/4/2008	TR-QLT-001	ISO 9001 In Our Company

Competency certifications for: ID-01-02-03 - Cameron, Ashley

Date	Cmpt ID	Competency Certification Program
8/28/2008	CP-PRD-004	Shrink Wrapping Operator

End of Slide Show. Thank You for Watching

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