Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Training Control (S11)**	YES	YES BUT	NO
1. Is there any record of induction training conducted for new staff which cover the following: (i) The organisation structure (ii) The immediate organisation in which he/she will be working (iii) The work they are to perform (iv) The Quality System Procedures and other office and working instructions/manuals. 2. Are training needs being identified and met by external courses, seminars or professional institute activities or internal courses promoting technical awareness? 3. Have the appointed Internal Auditors attended and fulfilled the requirements of the formal internal audit course? 4. Are attendance of staff who attended course and seminars being recorded? 5. Are environmental training needs identified? 6. Are training evaluation completed with the Training Evaluation Record for internally and externally conducted training courses with a time duration of 8 hrs or more? 7. Are training materials catalogued and kept in the Company Library? 8. Has training plan been established?			
Comments: Auditor Signature: Date:			