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AC291 TRAINING PROGRAM Origination Date: (your mo/yr) Revision Level

Revision Date: (month and year)

Released By: (your issuing authority or CO#)

Abstract:

Abstract:
This document describes training program and requirements.

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> PROPRIETARY INFORMATION Page 1 of 10

Your Company Name

QMS-06 Training Program

Rev: Orig

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PROPRIETARY INFORMATION Page 2 of 10

Date Printed:

Form Rev: Orig

Your Company Name

QMS-06 Training Program

Rev: Orig

TABLE OF CONTENTS

	TABLE OF CONTENTS
1.0	PURPOSE
2.0	THEORY4
3.0	TRAINING PROCEDURE
4.0	CREDENTIAL REQUIREMENTS FOR SPECIAL INSPECTORS 8
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	CREDENTIAL REQUIREMENTS FOR SPECIAL INSPECTORS

Your Company Name

QMS-06 Training Program

Rev: Orig

1.0 PURPOSE

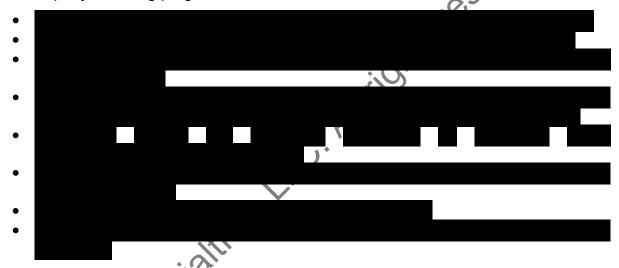
This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained and qualified. The Company intends to ensure adequate employee performance through

3.0 TRAINING PROCEDURE

The Company's training program:



3.1 Hiring

Employees are hired on their basis

against the requirements of the

QMS-05 Responsibilities and Authorities Procedure as well as competency requirements

for

adequacy.

Job descriptions detail

that could have an effect on

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo using the

PROPRIETARY INFORMATION		Earna Davy Onic
Page 4 of 10	Date Printed:	Form Rev: Orig

Page 5 of 10

Your Company Name

QMS-06 Training Program

Rev: Orig

Form Rev: Orig

Date Printed:

Training/Orientation/Induction Form, which Subjects covered during orientation/induction: On the Job Training 3.3 Once an employee has completed the induction period, they undergo professional positions. The Employee retains their onthe-job training status until who then issues a *Training* Certificate. The Company maintains an Inspector Certifications Matrix that reports PROPRIETARY INFORMATION

Your Company Name

QMS-06 Training Program

Rev: Orig

3.4 Additional Training

At the discretion of management, additional training may implemented to improve the nature of the training, date of training and the name of the employee. Continuation/Refresher Training 3.5 Management conducts periodic reviews at least once per year, which results in 3.6 Supervision/Monitoring of Inspectors The Company has a supervision/monitoring system for their inspectors that 3.6.1 includes onsite such as expired 3.6.2 The Company conducts a review of each inspector at a minimum frequency of review includes:

3.6.3 The Company monitors inspectors at least once during the first month of employment; thereafter, inspectors are monitored

- see the QMS-03 Quality Plan

for Monitoring Special Inspectors.

3.7 Inspector Requirements

The Company determines personnel performing inspections have appropriate:

PROPRIETARY INFORMATION		Form Rev: Orig
Page 6 of 10	Date Printed:	Form Rev: Orig

PROPRIETARY INFORMATION

Page 7 of 10

Your Company Name

QMS-06 Training Program

Rev: Orig

Form Rev: Orig

Date Printed:



Your Company Name

QMS-06 Training Program

The following are used as an

Rev: Orig

3.8 Records

The Company maintains a current listing of staff authorized to

4.0 CREDENTIAL REQUIREMENTS FOR SPECIAL INSPECTORS

Professional License: A professional engineering or architecture license issued by any of the State Licensing Boards within the U.S. (only applicable to a U.S. domiciled agency). Professional Credentials from other countries may be accepted on a case-by-case basis upon establishment of

Recognized Education: The following degreed programs are acceptable

Demonstratable Experience: To qualify as a Special Inspector based on experience, an Inspector needs to

acceptable means:

PROPRIETARY INFORMATION
Page 8 of 10

Date Printed:

Form Rev: Orig

Your Company Name

QMS-06 Training Program

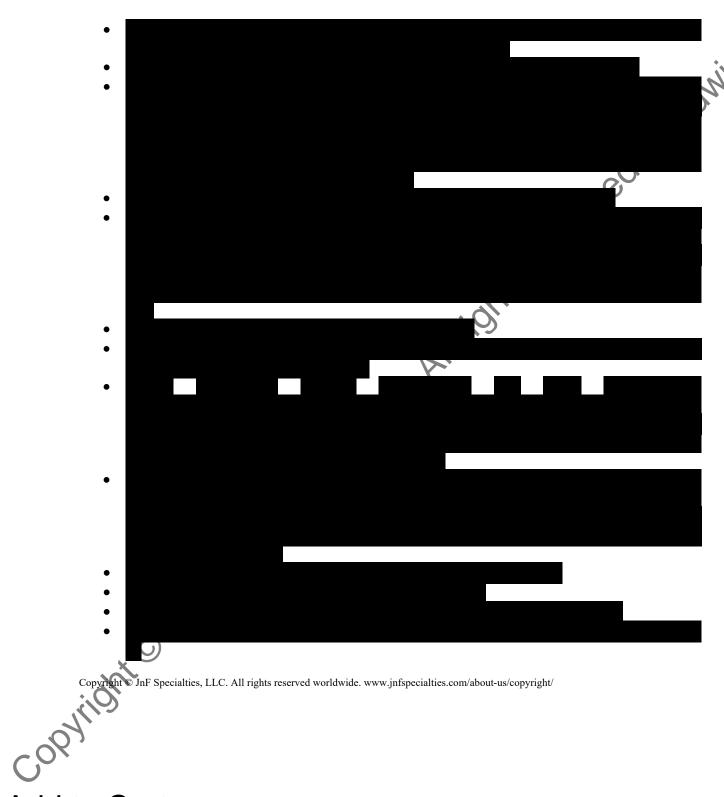
Rev: Orig

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Training and Certification	8,
In-house Training: Documented in-house training could	l be
each SIA management subject trequirements.	determined by compliance with AHJ/AA
Documentation shall include	
of the in-house training shall be	ormation. The documentation
IAS Recognized Certification/Training: Certifications fr training service and certification service providers (both IS otherwise) are recognized for special inspection, subject to AHJ/AA:	SO/IEC 17024 accredited and
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Your Company Name

QMS-06 Training Program

Rev: Orig



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PROPRIETARY INFORMATION		ıl	Forma Davy Onio
Page 10 of 10	Date Printed:		Form Rev: Orig