

REDACTED

Your Logo

Your Company Name

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AC291

# TRAINING PROGRAM

Origination Date: (your mo/yr)

Revision Level: (Orig, A, B, C, etc)

Revision Date: (month and year)

Released By: (your issuing authority or CO#)

**Abstract:**

This document describes training program and requirements.

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### REVISION LOG

Issue	Date	Comment	Author
Orig			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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<b>Your Logo</b>	Your Company Name	QMS-06 Training Program
		Rev: Orig

## TABLE OF CONTENTS

1.0	PURPOSE .....	4
2.0	THEORY .....	4
3.0	TRAINING PROCEDURE .....	4
4.0	CREDENTIAL REQUIREMENTS FOR SPECIAL INSPECTORS .....	8

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<b>Your Logo</b>	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:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

### 3.1 Hiring

Employees are hired on their basis [Redacted] against the requirements of the **QMS-05 Responsibilities and Authorities Procedure** as well as competency requirements [Redacted] for adequacy.

Job descriptions detail [Redacted] that could have an effect on [Redacted]

### 3.2 Initial Indoctrination and Orientation

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

**Training/Orientation/Induction Form**, which [redacted]

Subjects covered during orientation/induction:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.3 On the Job Training

Once an employee has completed the induction period, they undergo [redacted] [redacted] [redacted] professional positions. The Employee retains their on-the-job training status until [redacted] [redacted] who then issues a **Training Certificate**. The Company maintains an **Inspector Certifications Matrix** that reports [redacted]

Your Logo	Your Company Name	QMS-06 Training Program
		Rev: Orig

### 3.4 Additional Training

At the discretion of management, additional training may [redacted] be implemented to improve [redacted] the nature of the training, date of training and the name of the employee.

### 3.5 Continuation/Refresher Training

Management conducts periodic reviews [redacted] at least once per year, which results in [redacted]

### 3.6 Supervision/Monitoring of Inspectors

3.6.1 The Company has a supervision/monitoring system for their inspectors that [redacted] includes onsite [redacted] such as expired [redacted].

3.6.2 The Company conducts a review of each inspector at a minimum frequency of [redacted] review includes:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.6.3 The Company monitors inspectors at least once during the first month of employment; thereafter, inspectors are monitored [redacted] - see the **QMS-03 Quality Plan for Monitoring Special Inspectors.**

### 3.7 Inspector Requirements

The Company determines personnel performing inspections have appropriate:

<b>Your Logo</b>	Your Company Name	QMS-06 Training Program
		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Including Relevant knowledge of:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

When applicable, inspection personnel have:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Employees may be appointed / authorized to:

- [Redacted]
- [Redacted]
- [Redacted]

The Company addresses the following details:

- [Redacted]
- App [Redacted]

<b>Your Logo</b>	Your Company Name	QMS-06 Training Program
		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3.8 Records

The Company maintains a current listing of staff authorized to [Redacted]

**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 [Redacted]

Recognized Education: The following degreed programs are acceptable [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

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

[Redacted] The following are used as an acceptable means:



<b>Your Logo</b>	Your Company Name	QMS-06 Training Program
		Rev: Orig

- [Redacted]
- [Redacted]

**Training and Certification**

In-house Training: Documented in-house training could be [Redacted] determined by each SIA management [Redacted] subject to compliance with AHJ/AA requirements.

Documentation shall include [Redacted] and other necessary information. The documentation of the in-house training shall be [Redacted]

IAS Recognized Certification/Training: Certifications from the following third-party training service and certification service providers (both ISO/IEC 17024 accredited and otherwise) are recognized for special inspection, subject to approval from the respective AHJ/AA:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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		Rev: Orig



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