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# TRAINING PROGRAM

Origination Date: (your origination date)

Document Identifier:	QMS-06 Training Program
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
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Abstract:

This document describes training program and requirements.

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### REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

### REVISION RECORD

Issue	Item	Reason for Change

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

## TABLE OF CONTENTS

1.0	PURPOSE .....	4
2.0	THEORY .....	4
3.0	TRAINING PROCEDURE .....	4
3.1	Hiring .....	4
3.2	Initial Indoctrination and Orientation .....	4
3.3	On the Job Training .....	5
3.4	Documented Training Program .....	5
3.5	Additional Training .....	6

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QMC#:		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 [REDACTED] those abilities.

## 3.0 TRAINING PROCEDURE

### 3.1 Hiring

Employees are hired on their basis [REDACTED] that include minimum qualification requirements [REDACTED] assessed by HR and management for adequacy.

Evidence of qualifications for the following key positions are retained and maintained:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation that is documented on the **Training Orientation Request Form**. This introduces the employee to [REDACTED] and **QMS-03 Safety** requirements.

PROPRIETARY INFORMATION Page 4 of 6	[REDACTED] Date Printed:	Form Rev: Orig
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<b>Your Logo</b>	Your Company Name	QMS-06 Training Program
QMC#:		Rev: Orig

### 3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo [redacted] specific to [redacted] OSHA 1926 project site safety plan, and [redacted]. The Company maintains a **Training Matrix** that [redacted] affect safety. Where appropriate, the results of inspections and tests on items shall [redacted].

### 3.4 Documented Training Program

3.4.1 Personnel responsible for functions that affect quality and safety receive initial and periodic documented training, including, but not limited to:

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

Personnel training is documented on the **Training Log**.

The Company regularly recertifies and updates NDT personnel according to **ANSI/ASNT CP-189 Standard for Qualification and Certification of Nondestructive Testing Personnel, or ASNT Recommended Practice No. SNTTC-1A Personnel Qualification and Certification in Nondestructive Testing**.

3.4.1.1 Training is specific [redacted] to welding procedure requirements, **AWS D1.5** endorsement for CWI's, [redacted] and blocking and bracing.

3.4.2 Personnel providing training [redacted] include the [redacted] documentation of successful completion [redacted].

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

### 3.5 Additional Training

At the discretion of management, training may [REDACTED]  
[REDACTED] be provided by a third party training provider but  
must [REDACTED]  
[REDACTED]

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