

Employee Training Register

Format No.	Document No.	Employee ID
Rev. No.	Year	Employee Name
Rev.Date.		Department

Type of Training	Certificate No.	Faculty	Date of Training	Subject of training	Frequency of Training	Faculty Sign.

Example Training - Details	
# OHSAS 18001 / ISO 14001 (EHS	# Leader / Manpower Management
# 5S & Housekeeping Training	# Product / Material Standards / Specifications
# Lean Manufacturing Training	# Computers / IT System Handling
# ISO 9001 / TS 16949 Training	# Regulatory / Statutory / Law / Rule
# MFCA / 3 R / Waste Management	# Quality Testing / Inspection
# Production / Process	# Data Collection / Data Analysis
# New Technology / Equipment / Machinery	