

# INDIVIDUAL INSTRUCTION RECORD

FORMAT NO.: \_\_\_\_\_

NAME OF TRAINEE: \_\_\_\_\_

TRAINED BY: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

SUBJECT FOR TRAINING: \_\_\_\_\_ REQUIRED TRAINING FOR: \_\_\_\_\_

USED INSTRUCTION NOTES: \_\_\_\_\_

TRAINING LOCATION: \_\_\_\_\_ ON JOB \_\_\_\_\_ IN-HOUSE \_\_\_\_\_

DATE OF INSTRUCTION GIVEN: \_\_\_\_\_ MACHINE / EQUIPMENT USED IF ANY: \_\_\_\_\_

## INSTRUCTION NOTES FOR SUBJECTIVE TRAINING

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

INSTRUCTIONS – EFFECTIVENESS VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## OBSERVED FOLLOWING POINTS:

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_
- VI. \_\_\_\_\_
- VII. \_\_\_\_\_

TRAINEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OBSERVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TRAINER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_