

# Documenting Personnel Training

January 1

# 2013

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This procedure describes the process for documenting personnel training for [COMPANY NAME].

Quality  
Assurance  
Procedure

[COMPANY NAME]  
Documenting Personnel Training

[DATE]

Revision0

# Quality Assurance Plan Procedure

## Documenting Personnel Training

Revision 0

Approvals:

\_\_\_\_\_  
[COMPANY NAME] President

\_\_\_\_\_  
Date

\_\_\_\_\_  
[COMPANY NAME] Project Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
[COMPANY NAME] Quality Assurance Representative

\_\_\_\_\_  
Date

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