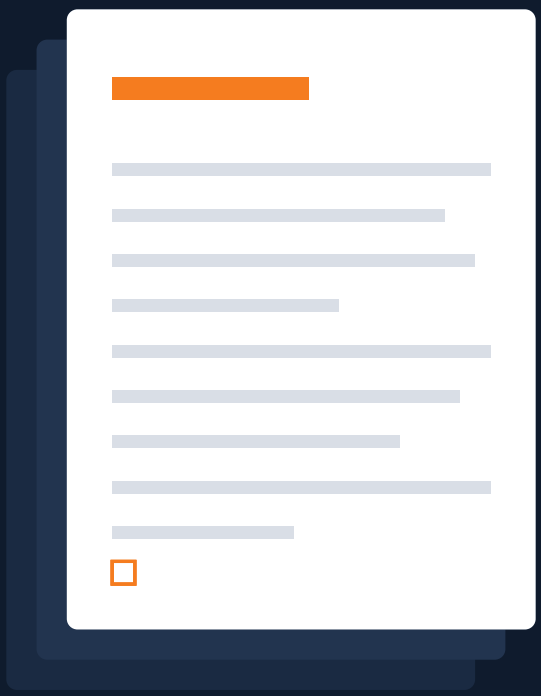
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FREE TEMPLATE

QUALITY & COMPLIANCE

Training Record

Tracks competency, training and certifications to meet ISO competency requirements.

PRIMARY FOCUS

Competency and certification tracking

BEST FOR

Meeting ISO competency requirements

About this template

Training Records prove that people are competent for their roles (ISO 9001 clause 7.2). Use the competency matrix to see gaps at a glance, the individual record for each employee, and the session log as evidence for each training delivered.

Detail	
Primary focus	Competency and certification tracking
Best for	Meeting ISO competency requirements

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Department		**Record owner**	
Last updated			

01 Competency Matrix

GUIDANCE *Rate each person per skill: 0 = not trained, 1 = in training, 2 = competent, 3 = can train others.*

Employee	[Skill / SOP 1]	[Skill 2]	[Skill 3]	[Skill 4]	[Skill 5]

02 Individual Training Record

Employee name		**Employee ID**	
Role		**Start date**	
Manager		**Department**	

Date	Training / course	Provider	Result	Expiry	Evidence

03 Training Session Log

Topic		**Trainer**	
Date		**Duration**	
Materials ref.			

Attendee	Role	Signature	Assessed competent?

04 Effectiveness Review

GUIDANCE *ISO requires you to evaluate whether training worked.*

Method	
Result	
Reviewed by	
Date	

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