

SOP: Standardized Documentation and Record-Keeping for Training

This SOP establishes **standardized documentation and record-keeping for training**, ensuring consistent tracking of trainee progress, training sessions, attendance, assessment results, and certification status. It aims to maintain accurate, organized, and secure records to support compliance, facilitate audits, and enhance the effectiveness of training programs across the organization.

1. Purpose

To ensure that all training activities are documented consistently and that records are maintained securely and accurately for compliance, audit, and organizational improvement purposes.

2. Scope

This SOP applies to all employees, trainers, and departments involved in the delivery, management, or oversight of training within the organization.

3. Responsibilities

- **Training Coordinator:** Ensure implementation of documentation procedures; maintain and update records.
- **Trainers:** Complete required documentation for each session and submit attendance and outcome records.
- **HR/Compliance:** Audit training records and ensure retention in line with policy.
- **Trainees:** Confirm attendance and completion where required.

4. Procedure

1. **Training Registration**
 - All participants must be registered before training commences using the approved registration form or system.
2. **Attendance Recording**
 - Attendance must be recorded at each session, using electronic or paper-based attendance sheets (see template below).
3. **Assessment and Evaluation**
 - Assessment results should be documented immediately after completion of each training session.
4. **Certification Tracking**
 - Certification status and expiry (if applicable) must be tracked in a centralized system.
5. **Record Storage and Security**
 - All records are to be stored securely, either electronically with access controls or in locked filing cabinets.
6. **Retention and Disposal**
 - Records must be retained for a minimum of XX years (insert duration per your policy), then securely destroyed.

5. Documentation Templates

5.1 Training Attendance Sheet

Date	Training Title	Trainer(s)	Trainee Name	Department	Signature	Time In	Time Out
YYYY-MM-DD	Sample Training	Trainer Name	Trainee Name	Department			

5.2 Training Assessment Record

Trainee Name	Assessment Type	Date	Score/Result	Trainer/Evaluator	Pass/Fail
Trainee Name	Quiz/Practical/Other	YYYY-MM-DD	85%	Trainer Name	Pass

5.3 Training Certificate Log

Trainee Name	Training Title	Date Completed	Certificate Number	Expiry Date	Remarks
Trainee Name	Sample Training	YYYY-MM-DD	0001	YYYY-MM-DD	--

6. Review & Revisions

This SOP will be reviewed annually or as required to ensure continued relevance and compliance with organizational policies and regulations.

7. References

- Company Policy on Record Management
- Relevant Regulatory Guidelines
- Data Protection and Confidentiality Policies