

# SOP: Training Documentation, Record-Keeping, and Reporting

This SOP defines the process for **training documentation, record-keeping, and reporting**, detailing the systematic approach to capturing training activities, maintaining accurate and up-to-date records, and generating comprehensive reports. The aim is to ensure compliance with organizational standards, facilitate audit readiness, support employee development, and enhance overall training program effectiveness through transparent and efficient documentation practices.

## 1. Purpose

To standardize the methods for documenting, storing, and reporting employee training activities, ensuring accuracy, consistency, and compliance.

## 2. Scope

This SOP applies to all employees, trainers, and managers involved in the planning, delivery, and oversight of training within the organization.

## 3. Definitions

- **Training Documentation:** Records pertaining to training activities, including attendance, completion, content, and feedback.
- **Record-Keeping:** The systematic storage and maintenance of training documents in physical or electronic form.
- **Reporting:** The process of compiling and sharing summaries of training records for review, compliance, or decision-making.

## 4. Responsibilities

Role	Responsibility
Training Coordinator	Maintains training documentation and records; generates training reports.
Trainers	Completes and submits training attendance sheets, assessments, and feedback forms.
Managers/Supervisors	Reviews and approves employee training records; ensures compliance within their teams.
HR/Compliance	Audits training records, supports report generation, and ensures adherence to regulatory requirements.

## 5. Procedure

1. **Training Documentation**
  - Document training sessions, including date, time, location, trainer, topic, objectives, and participant list.
  - Collect completed assessments, feedback forms, and sign-in sheets.
  - Ensure all documents are completed legibly and accurately.
2. **Record-Keeping**
  - Store training documents in a designated, secure location (physical or electronic system).
  - Organize records by year, department, and type of training.
  - Back up electronic files regularly.
  - Retain records for the required period as per company policy and applicable regulations.
3. **Reporting**
  - Prepare periodic training reports (monthly, quarterly, or annually) summarizing training activities, participation, and completion rates.
  - Include compliance status and highlight any outstanding training requirements.
  - Distribute reports to management and other stakeholders as needed.

## 6. Records

- Training attendance sheets
- Certificates of completion
- Training program outlines

- Employee feedback forms
- Training compliance reports

## 7. Review and Audit

- HR/Compliance conducts regular audits of training records to ensure accuracy and completeness.
- Non-conformities are documented and corrective actions tracked to resolution.

## 8. References

- Company Training Policy
- Regulatory Requirements for Training Documentation (e.g., OSHA, ISO standards)

## 9. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial Issue	Training Dept.