

# Standard Operating Procedure (SOP)

## Quality Control and Inspection Protocols for Trainees

This SOP details **quality control and inspection protocols for trainees**, covering standardized procedures to evaluate trainee performance, consistency in training outcomes, adherence to training guidelines, regular assessment schedules, documentation of inspection results, corrective actions for non-compliance, and continuous improvement strategies. The goal is to maintain high training standards, ensure competency, and support the development of skilled and qualified personnel.

### 1. Purpose

To establish consistent and effective protocols for quality control and inspection of trainees to ensure competency and alignment with training objectives.

### 2. Scope

This SOP applies to all training sessions, trainers, and trainees within the organization.

### 3. Responsibilities

- **Training Coordinator:** Oversees implementation of quality control and inspection procedures.
- **Trainers:** Conduct trainee assessments, report outcomes, and initiate corrective actions.
- **Trainees:** Participate in assessments and comply with all established training guidelines.

### 4. Standardized Procedures

1. **Performance Evaluation:**
  - Use standardized checklists and criteria for assessing skills and knowledge.
  - Compare actual trainee performance against set learning objectives.
2. **Consistency in Training Outcomes:**
  - All trainers follow identical procedures and materials.
  - Regular calibration meetings to align on assessment standards.
3. **Adherence to Guidelines:**
  - Ensure trainees comply with all safety and procedural guidelines.
  - Document any deviations for review.

### 5. Assessment Schedule

Assessment Type	Frequency	Responsible
Initial Skill Assessment	Upon training start	Trainer
Periodic Performance Reviews	Bi-weekly or as specified	Trainer
Summative Assessment	End of training	Trainer & Coordinator
Spot Inspections	Random	Coordinator

### 6. Documentation

- Record all assessment results in the trainee's individual folder.
- Use standardized evaluation forms and checklists.
- Maintain records for minimum of 3 years or as per policy.

### 7. Corrective Actions for Non-Compliance

1. Identify the area of non-compliance.
2. Issue a corrective action plan with clear steps and deadlines.
3. Schedule a follow-up assessment to ensure compliance.
4. Document the resolution or escalate as needed.

### 8. Continuous Improvement

- Regularly review and update training materials and assessment criteria.
- Analyze assessment data to identify trends and areas for improvement.
- Conduct feedback sessions with trainers and trainees post-training cycle.
- Document any changes to processes and communicate updates to all staff.

9. References

- Training Program Guidelines
- Assessment and Evaluation Policy
- Record Retention Policy

10. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-01	Initial release	Training Manager