

SOP: User Eligibility and Training Confirmation

This SOP defines the process for **user eligibility and training confirmation**, including criteria for determining user eligibility, required training programs, verification of completed training, documentation of user qualifications, and methods for maintaining up-to-date training records. The goal is to ensure that all users meet predefined eligibility standards and have successfully completed necessary training before engaging in specific tasks or accessing certain systems or equipment, thereby enhancing overall safety, compliance, and operational efficiency.

1. Purpose

To define the procedures for verifying user eligibility and confirming completion of required training prior to participation in specified activities, use of equipment, or system access.

2. Scope

This SOP applies to all personnel seeking access to designated systems, equipment, or procedures requiring proof of eligibility and successful completion of training.

3. Responsibilities

- **Supervisors/Managers:** Ensure all assigned users meet eligibility requirements and complete necessary training.
- **Training Coordinator:** Schedule, track, and verify user trainings; maintain accurate training records.
- **Users:** Complete required training and provide necessary documentation as requested.

4. Procedure

1. **Eligibility Determination:**
 - Review user qualifications against job/role prerequisites (e.g., education, certifications, experience).
 - Complete eligibility checklist (see Appendix A).
2. **Training Requirements:**
 - Identify mandatory training(s) based on user role and regulatory requirements.
 - Provide training schedule and access to training materials.
3. **Verification of Training:**
 - Obtain proof of training completion (certificates, sign-off sheets, electronic records).
 - Ensure assessment results meet minimum performance standards.
4. **Documentation:**
 - Record user eligibility and training status in the central training database (see Section 5).
 - Retain supporting documents as per record retention policy.
5. **Ongoing Review:**
 - Conduct periodic audits of user training and eligibility records.
 - Identify and address gaps or expiring qualifications proactively.

5. Training Records Management

- Maintain a centralized, up-to-date log of all user training records.
- Records must include:
 - User name/ID
 - Role/Position
 - Training title
 - Date of completion
 - Expiration/renewal date (if applicable)
 - Verification method
- Ensure regular backups and access controls to protect data integrity and confidentiality.

User Name/ID	Role	Training Completed	Date	Expiration	Verified By
[Insert Name]	[Role]	[Training Title]	[Completion Date]	[Expiration]	[Verifier]

6. References

- Training Policy and Procedures Manual
- Record Retention Policy
- Regulatory/Compliance Guidelines

7. Appendix A: User Eligibility Checklist (Sample)

Criteria	Met (Yes/No)	Comments
Minimum education level		
Required certifications/licenses		
Background check completed		
Prerequisite training completed		

8. Revision History

Version	Date	Description	Author
1.0	[Date]	Initial SOP release	[Name]