

# SOP: Documentation and Record-Keeping of Training Activities

This SOP establishes standardized procedures for the **documentation and record-keeping of training activities**, ensuring accurate tracking of training sessions, participant attendance, training content, and evaluation results. It aims to maintain comprehensive and organized records to support compliance, facilitate audits, and promote continuous improvement in training programs.

## 1. Purpose

To define the process for documenting and maintaining records of all training activities, ensuring thorough, accurate, and accessible information regarding training events, attendance, content, and assessments.

## 2. Scope

This SOP applies to all training activities conducted within the organization, including onboarding, compliance, technical, safety, and ongoing professional development training for employees, contractors, and temporary staff.

## 3. Responsibilities

- **HR/Training Department:** Oversee all training documentation and record-keeping processes.
- **Trainers:** Complete and submit accurate documentation for each session.
- **Supervisors/Managers:** Ensure employees participate and records are complete and accurate.
- **Employees:** Attend required trainings and provide any necessary acknowledgement or signatures.

## 4. Procedure

1. **Training Session Planning**
  - Prepare **Training Session Plan**, including objectives, agenda, materials, and attendee list.
2. **Documentation During Training**
  - Use a **standardized attendance sheet** to record participants.
  - Retain copies of any handouts, presentation slides, or training materials used.
3. **Post-Training Documentation**
  - Complete a **Training Summary Report** documenting attendance, topics covered, trainer(s), date, and results.
  - Log assessment results and participant feedback (e.g., tests, quizzes, surveys).
  - Obtain participant signatures where required.
4. **Record Submission & Storage**
  - Submit documents to the designated training records custodian within 2 business days.
  - Store all training records securely, physically or digitally, as per organizational policy.
  - Retain records for the period required by regulations or internal policy (e.g., 5 years).
5. **Access & Auditing**
  - Make records available for review by management, auditors, or regulatory bodies as needed.
  - Restrict access to authorized personnel only.

## 5. Documentation and Forms

Document/Form Name	Description	Retention Period	Responsible Person
Training Session Plan	Outline of session content and schedule	5 years	Trainer
Attendance Sheet	List of all attendees with signatures	5 years	Trainer/HR
Training Materials	Handouts, slides, supporting documents	5 years	Trainer
Training Summary Report	Document summarizing session and outcomes	5 years	Trainer/HR

Assessment Records	Test results, feedback forms	5 years	Trainer/HR
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## 6. Review and Continuous Improvement

- The HR/Training Department will review records and SOP effectiveness annually.
- Identify opportunities for improvement and update procedures accordingly.

## 7. References

- Company Record Management Policy
- Employee Handbook
- Applicable regulatory requirements (e.g., OSHA, ISO, etc.)

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP issued	HR Department