

SML-138 Rev. F EMPLOYEE TRAINING STATUS MATRIX

EMPLOYEE:
 POSITION:

HIRE DATE:

REQUIRED		CURRICULUM - QUALITY PROCEDURES MANUAL	TRAINER	Target Date	Date Complete		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-001, Policy, Employee Policy Manual	Marcos Estrella	A	10/6/2025		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-002, Policy, Quality Policies Manual	Marcos Estrella	A	10/6/2025		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	SML-003, Policy, Health & Safety Manual (TBD)		N/A			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-200, Process, Requirements for Process Procedures	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-201, Process, Document Control	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-202, Process, Test Equipment Repair & Calibration	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-203, Process, Incoming Inspection	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-204, Process, Calibration System	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-205, Process, Risk and Preventive Action	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-206, Process, Control of Monitoring & Measuring Devices	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-207, Process, Temperature & Relative Humidity	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-208, Process, Control of Nonconforming Product	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-209, Process, Corrective Action Process	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-210, Process, Handling, Storage, Packaging & Delivery		B			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-211, Process, Internal Quality Audits	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-212, Process, Personnel Training		B			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-213, Process, Estimation of Uncertainty Measurement		C			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-214, Process, Sales Procedure	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-215, Process, Purchasing	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-301, Work Instruction, Packaging for UPS Shipments	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-302, Work Instruction, Handling of ESD Sensitive Assemblies	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-303, Work Instruction, Control of Shelf Life Items	Denise Alvarez	B	11/1/2023		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-306, Employee Reimbursement	Marcos Estrella	B	10/6/2025		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-307, Return Material Authorization Process	Marcos Estrella	B	10/6/2025		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-308, Good Housekeeping for the lab	Marcos Estrella	B	10/6/2025		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-309, Due Diligence Intermediate Checks on SRMs/CRMs	Marcos Estrella	B	10/6/2025		
<input type="checkbox"/> YES	<input type="checkbox"/> NO						
<input type="checkbox"/> YES	<input type="checkbox"/> NO						

TARGET CODES: A: During Orientation, B: Within first 30 days, C: Within first 90 days, D: Within 1year, E: Within 5 years.

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EMPLOYEE: Elijah Garcia
 POSITION: Calibration Laboratory Manager

HIRE DATE: 10/6/2025

CALIBRATION REPAIR

REQUIRED		CURRICULUM - TEST EQUIPMENT 2	TRAINER	Target Date	Date Complete	Target Date	Date Complete
<input type="checkbox"/> YES	<input type="checkbox"/> NO						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Analog Volt / Current Meters	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Digital Volt / Current Meters	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Analog / Digital Wattmeters	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Pressure Gauges	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Pressure Indicators	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Timers / Counters	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Pressure Transducers	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Volt / Current Transducers	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Watt Transducers	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Temperature Indicators	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Temperature Controllers	Scott Thompson	D	11/1/2023	E	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Industrial Instruments, Pneumatic Controllers		D		E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Chart Recorders	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Tachometers	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Temperature Probes / Indicators	Scott Thompson	D	11/1/2023	E	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Industrial Instruments, PH Indicators		D		E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Humidity Indicators	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Current / Loop	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Voltage	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Temperature	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Resistance	Keith Lam	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Pressure	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Dry Block	Scott Thompson	D	11/1/2023	E	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Industrial Instruments, Calibrators: Multifunction	Scott Thompson	D	11/1/2023	E	

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