

SML-138 Rev. F EMPLOYEE TRAINING STATUS MATRIX

EMPLOYEE: Keith Lam
 POSITION: Technician

HIRE DATE: 2/17/2004

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	JP Shannon	A	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-002, Policy, Quality Policies Manual	JP Shannon	A	2/17/2004		
<input type="checkbox"/> YES	<input 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	RJ Smith	B	12/16/2013		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-201, Process, Document Control	RJ Smith	B	12/16/2013		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-202, Process, Test Equipment Repair & Calibration	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-203, Process, Incoming Inspection	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-204, Process, Calibration System	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-205, Process, Out of Tolerance Test Equipment	RJ Smith	B	11/13/2013		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-206, Process, Control of Monitoring & Measuring Devices	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-207, Process, Temperature & Relative Humidity	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-208, Process, Control of Nonconforming Product	JP Shannon	B	10/28/2013		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-209, Process, Corrective Action Process	RJ Smith	B	11/7/2013		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-210, Process, Handling, Storage, Packaging & Delivery	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-211, Process, Internal Quality Audits	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-212, Process, Personnel Training	JP Shannon	B	2/13/2014		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-213, Process, Estimation of Uncertainty Measurement	RJ Smith	C	1/3/2014		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-214, Process, Sales Procedure	RJ Smith	B	1/13/2014		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-215, Process, Purchasing	RJ Smith	B	11/5/2013		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	SML-301, Work Instruction, Packaging for UPS Shipments		B			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-302, Work Instruction, Handling of ESD Sensitive Assemblies	JP Shannon	B	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-303, Work Instruction, Control of Shelf Life Items	JP Shannon	B	2/17/2004		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	SML-306, Employee Reimbursement		B			
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	SML-307, Return Material Authorization Process		B			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-308, Good Housekeeping for the lab		B			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SML-309, Due Diligence Intermediate Checks on SRMs/CRMs		B			
<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.

SML-138 Rev. F EMPLOYEE TRAINING STATUS MATRIX

EMPLOYEE: Keith Lam		HIRE DATE: 6/19/1905							
POSITION: Technician		CALIBRATION REPAIR							
REQUIRED		CURRICULUM - TEST EQUIPMENT 2		TRAINER		Target Date	Date Complete	Target Date	Date Complete
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Analog Volt / Current Meters	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Digital Volt / Current Meters	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Analog / Digital Wattmeters	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Pressure Gauges	JP Shannon	D	3/1/2004	E	4/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Pressure Indicators	JP Shannon	D	3/1/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Timers / Counters	JP Shannon	D	2/17/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Pressure Transducers	JP Shannon	D	3/1/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Volt / Current Transducers	JP Shannon	D	2/17/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Watt Transducers	JP Shannon	D	3/1/2004	E	4/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Temperature Indicators	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Temperature Controllers	JP Shannon	D	2/17/2004	E	3/1/2004		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Industrial Instruments, Pneumatic Controllers		D		E			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Chart Recorders	JP Shannon	D	3/1/2004	E	4/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Tachometers	JP Shannon	D	3/1/2004	E	4/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Temperature Probes / Indicators	JP Shannon	D	2/17/2004	E	2/1/2004		
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Industrial Instruments, PH Indicators		D		E			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Humidity Indicators	JP Shannon	D	2/17/2004	E			
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Current / Loop	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Voltage	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Temperature	JP Shannon	D	2/17/2004	E	2/17/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Resistance	JP Shannon	D	2/17/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Pressure	JP Shannon	D	3/1/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Dry Block	JP Shannon	D	2/17/2004	E	3/1/2004		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Industrial Instruments, Calibrators: Multifunction	JP Shannon	D	2/17/2004	E	3/1/2004		

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