



## TRAINING SHEET

TRAINING TOPIC :-	Material Handling Training		
SUB TOPIC :-	"		
OBJECTIVE :-	To supply defect free parts.		
DEPARTMENT :-	QA	LOCATION :-	Banjo Area
TRAINING DATE :-	31/07/24	TIME DURATION :-	20 Min
TRAINER :-	Anit		SIGNATURE :-

## POINTS :-

- 1) After operation material will be store in small bins & then it should be transfer to big bin safely. with ~~with~~ care.
- 2) After facing operation single - single part should be placed in a bin.
- 3) Bin Qty should not overflow.
- 4) Material should be handled with care.

## Attendance Sheet

S.NO	EMPLOYEE NAME	EMPLOYEE CODE/ DEPARTMENT	SIGNATURE	TRAINING EFFECTIVENESS
01	Suresh	015/Pro		
02	Ajeet	059/Pro	A	
03	Karan	068/Pro		
04	Rahul	121/Pro		
05	Jogendra	129/Pro		
06	Ramech	077/Pro		
07	Satendar	086/Pro		
08	Sandeep	096/Pro		
09	Ravi	138/Pro	Ravi	
10	Sunil	143/Pro		

## APPRAISAL FOR PERSONNEL :-

5-EXCELLENT, 4-VERY GOOD, 3-GOOD, 2-AVERAGE, 1-POOR

## REMARKS :-

PREPARED BY :-

APPROVED BY :-