



INDUCTION TRAINING RECORD

ACE/HR/F/35

Rev. No: 00

Eff. Date: 01-01-2021

Name of Employee:

Birendras

Deptt:

Quality

Date of Joining:

03/05/22

Designation

Final Inspector

Training Given by:

Ankit Gupta

S.No.	Induction Training	Time		Points to be covered	Remarks
		From	To		
1	Quality Policy & Quality Objectives	9:00	9:15	Training about Company's Quality Policy & objectives.	
2	Job Responsibilities	9:15	9:45	Training about his Job responsibilities, like, defects, visual inspection.	
3	Safety	9:45	10:00	Training of his safe work environment-	
4	FIFO	10:00	10:15	Training about FIFO (First In & First Out)	
5	5's'	10:15	10:30	Training about only 1's, 2's & 3's	
6	Material Handling	10:30	11:00	Train for Material Handling to improve Quality of products	

Birendras

Signature of Candidate

Signature of HR Head