*The following training must be completed within the first week of employment.*

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area: \_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_

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| **Section** | **Description** | **Initials** | **Date** |

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| **Quality** | * Quality Manual - **#Q12-PR-100-001** * Current Good Manufacturing Practices:   English - **#Q12-PL-100-003**  Spanish - **#Q12-PL-100-004**   * Introduction to GMP - handout * Safety & Housekeeping -Audit Form - Manufacturing - **#Q13-FM-100-004** * Safety & Housekeeping - Audit Form - Repackaging - **#R12-FM-100-005** * Quarantine of Product - **#Q12-PR-100-012** * Nonconforming Material - **#Q12-PR-100-017** * Deviation Reporting - **#Q13-PR-100-024** * Safe Feed/Safe Food-Policy - **#Q13-PL-100-005** | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |
| **Safety** | * Safety First Handbook - **#S12-PR-200-001** * Safety Shoes/Glasses-Policy - **#S12-PL-200-002** * Reporting Accidents/Injuries - Procedure - **#S12-PR-200-002** * Blood Borne Pathogens (BBP) Spill Response Procedure **# S12-PR-200-006** * Do Not Reach, Do Not Touch - Procedure - **#S12-PR-200-007** * Overhead Work-Safety - Procedure - **#S12-PR-200-010** * Chemical Labeling Policy- **#S15-PL-200-004** * On-Site Visitor-Procedure - **#S12-PR-200-005** * Visitor Log / Safety Rules-Form - **#S12-PR-200-F005** * GHS/Hazard Communication - Power Point * Manufacturing Evacuation Procedure -**#S12-PR-200-003** * Repackaging Evacuation Procedure -**#S12-PR-200-067** * Hazard Hero Form | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |
| **To Be Collected** | * Employee Signature Policy - **#Q12-PL-100-002** * Safety & Housekeeping Policy:   Manufacturing - **#P12-PL-100-001**  Repackaging - **#R12-PL-100-001**   * Voices At Our House - **#Q13-PL-100-006** * Environmental Policy - #**Q13-PL-100-007** * Voluntary Respiratory Protection for Filtering Facepieces (Only) **Appendix D** **#S14-PG-200-006** * cGMP - “Do It Right The First Time Every Time” - Quiz * Safety Orientation Video “Don’t be a Zombie” – Quiz * GHS/Hazard Communication – Quiz | \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| **Miscellaneous** | * Inventory Removal - **#S12-PR-200-F014** * Plant Diagrams - Handout | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |

Quality / Safety Associate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_