



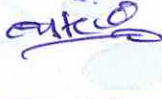




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 RWANDA FDA Rwanda Food and Drugs Authority	Title: Maintaining Training Records	Revision Number : 0
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1.0 Purpose

This standard operating procedure (SOP) provides the guidance and describes the process for maintaining training records.

2.0 Scope

This training procedure is used to ensure that training has taken place with each employee for procedures and methods that the employee performs. The procedure is applied to on-the-job, in-house, and new-hire training. The training is verified and recorded. The training procedure is applicable to new employees, for the introduction of new procedures and methods, for retraining of employees, and for reverification of employees' performance and progress.

3.0 Definitions and Abbreviations

SOP: Standard Operating Procedure

HR: Human Resource

DAHR: Director of Administration and Human Resource

Rwanda FDA: Rwanda Food and Drugs Authority

4.0 Responsibility

Director of Administration and HR, HR Officer in collaboration with directorate of planning shall coordinate as follow:

- Implementation of training procedure.
- Allocation of resources for identified training within the budgetary constraints.
- Evaluation, training and growth of the technical and quality related skills of employees by establishing training schedule and rotation for all new employees, and by ensuring personnel receive training and demonstrate competence.
- Maintenance of employee's training database.
- Proper supervision of trainees from the starting to completion of training.
- Ensure training records are complete.
- Monitoring of employee performance to identify the need for retraining or additional continuing education.
- Identification of training needs resulting from new or revised procedures and processes.
- Authorization of personnel to perform specific Rwanda FDA activities.
- Ensure and record the progress of employees' competency.
- To have relevant knowledge of the technology, methods and procedures used, purpose of each test, and an understanding of the significance of deviations found.

Quality System Manager (QSM):

Ensures training is conducted and recorded for quality management system policies and procedures.

Staff:

- Complete the required training within the specified timeframe.
- Become and stay knowledgeable in procedures and methods performed, NOTE: Employees are responsible for self-training, through current literature reading , technical papers, and publishing technical articles;
- Ensure that all Rwanda FDA mandated training, i.e. annual ethics, computer security, etc., is completed and certificate submitted to local training coordinator.
- Read and comply with standards, regulations, policies, procedures, and work instructions

5.0 Procedure

The following procedure should be used for maintaining training database:

Creation of Training Record File

All members of staff should have their own training record file. An individual's line manager responsible for ensuring a training record file is established for a new member of staff.

The responsibility of the set up and maintenance of a training record file containing the items as stated in section 4.2 lies with the individual.

Content of a Staff Training Record

An individual's training record should contain the following:

- Current and any previous job description and job descriptions which are relevant to the current post. It is important to add the dates of these positions if they are not noted in the curriculum Vitae (CV).
- Current CV which demonstrates education, training, qualifications and experience to date.
- Training record logs, both current and previous training record logs. These should list all training that the individual has undertaken which shows that they are able to undertake the responsibilities delegated to them in a study. (See appendix 1)
- Certificates of course attendance and agenda of courses/meetings. These may be by photocopies or originals.
- Details of any relevant training conducted prior to appointment, which may not be listed in the current CV.

Updating of Training Record File

It is responsibility of individual members of staff to maintain their own training record file on an ongoing basis. The staff member's manager should annually review the training to ensure the completeness and to identify possible future training needs. Individuals should ensure the availability of their training record file for audits and inspections.

Archiving of Training Record File

When an individual member of staff leaves their employment, they can take their training record file with them. A copy of the training record file should be taken and archived by the HR Officer with the date of leaving added to the CV. The copies should be kept for 5 years or as stipulated by protocol and/or sponsor agreement with the archived documents.

6.0 Distribution

- Director General
- Deputy Director General
- Chief Finance Officer
- Head of Departments
- Division Managers
- Directors of Unit

7.0 Reference

Prime Minister's Order N°151/03 Of 10/06/2016 Determining Modalities For Conducting Training Of Public Servants

8.0 Safety Precautions

NA

9.0 Appendix

Staff Training Log

Name:

Position:

Training Session	Training Provider	Date	Review Date

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