

### **3. INTERNAL AUDITOR INITIAL TRAINING RECORD**

Organization Name: ABC

Standard: SA 8000

Name of the Auditor : \_\_\_\_\_

Scheme Covered :

Reviewed contents of SA 8000 standard ☐

Discussed about the use of applicable checklists ☐

Discussed about the organization structure of Company ☐

Discussed the importance of documenting objective evidence on checklists and non-conformances. ☐

Discussed about the assessment process. ☐

Discussed the use of company reporting/interpretation document ☐

Reviewed the use of Non conformance Reports / Applicable document ☐

Discussed the classification of Critical, Major and Minor non conformance ☐

Discussed opening and closing meetings ☐

Discussed the structure and preparation of NC report & Auditor report ☐

Other:

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Internal Auditor \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Date:

Place:

Document Version: