

## **INTERNAL INSPECTOR INITIAL TRAINING RECORD**

Name of the Internal Inspector : \_\_\_\_\_

Scheme Covered :

Reviewed contents standard as applicable ☐

Discussed about the organization structure of Group ☐

Discussed the importance of capturing and documenting objective evidence. ☐

Discussed about the Inspection process and use of inspection check list ☐

Discussed the use of Group reporting structure ☐

Reviewed the use of Nonconformance Reports ☐

Discussed the classification of non-conformance ☐

Discussed opening and closing meetings ☐

*Importance of Impartiality and non-discriminatory approach* ☐

Discussed the structure and preparation of Inspection report ☐

Other:

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Internal Inspector \_\_\_\_\_ Date: \_\_\_\_\_

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

**Note:** Initial Training is provided after the qualification of the inspector using the Inspector Qualification Matrix

Date

Place

Document Version