# **Fawzooz AI - AI Training and Awareness Records**

Version: 1.0

Effective Date: [Date]

Document Owner: [e.g., Head of Human Resources / AI Governance Office]

Maintained By: [e.g., HR Department, Team Leads]

### 1. Purpose and Scope

This document provides the official log of all training and awareness activities conducted at Fawzooz AI related to the Artificial Intelligence Management System (AIMS).

The purpose of this record is to:

* Demonstrate that all relevant personnel have received appropriate training on their roles and responsibilities concerning the AIMS.
* Provide evidence of competence and awareness regarding our AI policies, procedures, and ethical principles.
* Fulfill the requirements for competence, awareness, and documented information as specified in ISO/IEC 42001:2023.

The scope of this record includes all formal and informal training sessions, workshops, e-learning modules, and awareness campaigns related to AI for all Fawzooz AI employees and relevant contractors.

### 2. Record Maintenance

* **Recording:** All training and awareness activities must be logged in this document upon completion.
* **Attendance:** Attendance for each session must be accurately recorded, creating a link between a training activity and the personnel who completed it.
* **Responsibility:** The organizer or lead for any training/awareness activity is responsible for ensuring the details are provided to the document owner for logging.
* **Review:** This record will be reviewed annually by the AI Governance Committee (AIGC) to assess the effectiveness of the training program and identify future needs.

### 3. Training and Awareness Activity Log

#### **Activity ID: [Unique Activity ID]**

| **Field** | **Description / Instructions** | **Entry** |
| --- | --- | --- |
| **Activity ID** | A unique identifier for the training activity (e.g., AI-TRN-001). |  |
| **Activity Title** | The official name of the training or awareness session. |  |
| **Activity Type** | The format of the activity (e.g., Instructor-Led Workshop, E-Learning Module, Webinar, Awareness Bulletin). |  |
| **Description & Objectives** | A brief summary of the topics covered and the learning objectives for the participants. |  |
| **Target Audience** | The specific roles or departments for whom this training is intended (e.g., All Employees, AI Developers, Clinical Staff). |  |
| **Date(s) of Activity** | The date or range of dates when the activity was conducted or made available. |  |
| **Facilitator / Provider** | The name of the internal or external person/organization that delivered the training. |  |
| **Materials Reference** | Links or reference IDs to the training materials used (e.g., slide decks, handouts, video recordings). |  |
| **Competence Assessed** | How competence was assessed (e.g., Completion Certificate, Quiz Score, Practical Assessment, Attendance Only). |  |
| **Link to Attendance Record** | A direct link or reference ID to the list of participants who completed the activity. |  |

### 4. Sample Entry

#### **Activity ID: AI-TRN-001**

| **Field** | **Entry** |
| --- | --- |
| **Activity ID** | AI-TRN-001 |
| **Activity Title** | Introduction to Responsible AI at Fawzooz AI |
| **Activity Type** | E-Learning Module (Mandatory) |
| **Description & Objectives** | An overview of the Fawzooz AI Policy, our core ethical principles (fairness, transparency, accountability), and every employee's role in upholding them. Objectives: Understand the AIMS, recognize potential AI risks, know how to report concerns. |
| **Target Audience** | All Employees (Annual Requirement) |
| **Date(s) of Activity** | Launched 2025-02-01 |
| **Facilitator / Provider** | Fawzooz AI Learning & Development |
| **Materials Reference** | LMS Course ID: FA-AIMS-101 |
| **Competence Assessed** | Quiz Score (80% minimum passing grade) |
| **Link to Attendance Record** | LMS Completion Report: FA-AIMS-101-2025 |

### 5. Individual Attendance Record (Referenced by Activity Log)

#### **Attendance Record ID: [Unique Record ID]**

| **Employee Name** | **Employee ID** | **Department** | **Completion Date** | **Assessment Result** |
| --- | --- | --- | --- | --- |
| [Name] | [ID] | [Dept] | [Date] | [e.g., 95% / Pass] |
| [Name] | [ID] | [Dept] | [Date] | [e.g., 85% / Pass] |
| ... | ... | ... | ... | ... |