

ANNEX G
SUPPLIER AUDIT REPORT TEMPLATE

HRH Observer is to use this for to audit the Suppliers training to ensure training is of an acceptable standard. Observer is to rate according to a 5 point scale. Any ratings less than a 3 will require corrective action.

Course Objectives and Training Content

	1	2	3	4	5
	VERY POOR	POOR	SATISFACTORY	GOOD	VERY GOOD
8) To what extent were the course objectives achieved?					
9) Was the content relevant to future work application?					
10) Was the content presented in a clear and logical manner?					
11) The materials presented were in accordance with the approved training manuals					
12) Classes exercises, discussions and activities were available to facilitate the participants learning					
13) Relevant reading and reference materials were used to assist trainees in understanding the concepts, knowledge and skills covered					
14) Relevant cases and examples were used to aid understanding					

Training and Facilitation Skills

	1	2	3	4	5
	VERY POOR	POOR	SATISFACTORY	GOOD	VERY GOOD
15) The instructor was well prepared					
16) The instructor has good presentation skills					

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17) The instructor has managed the learning environment well					
18) The instructor has demonstrated expert knowledge of relevant subject matter					
19) Facilitated trainees learning using exercises, discussion and other activities					
20) Able to answer trainees' questions					
21) Used relevant tools and equipment					
22) Audio and visual training materials have been used effectively					

Practical Training

	1	2	3	4	5
	VERY POOR	POOR	SATISFACTORY	GOOD	VERY GOOD
23) Arrangement of the training					
24) Instructor facilitation of the training					
25) Instructor able to observe and provide feedback after the practice and in accordance to procedure and work instruction					

Additional comments, feedback – record any observations/comments from the assessment

Feedback from Trainer

Trainer Signature:		Observer Signature:	
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Corrective actions required:

Name:		Signature:		Date:	
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