Training Record Form

No. : 20260128PP03

Training Subjects	Updated SOP Training				
Training Objectives	Ensure understanding of updated working procedures and responsibilities				
Evaluation Methods	☐ Written Examinations ☐ Job Practice Evaluation	☑ Oral Q&A ☐ Others：			
Time of Training	Jan-28-2026		Duration	4:40 PM - 5:00 PM PST	
Lecturer	Pham Phuoc		Place of Training	On-Site	

Sign-in Detail					
Employee No.	Name	Department	Employee No.	Name	Department
11963		PR			
11964		PR			
11965		QA			

Assessment Conclusion：
    3 participants attended in this training;   3 participants passed the evaluation assessment.

Recorded by/Date： Jan-28-2026

Employee Training Record

List each Document Separately

Document No.	Document Title	Rev.	Trainer (Print)
VM-QP-711	Release Control Procedure (VMA Site)	A1	Phuoc Pham
T-0001	Quality instruction for receiving materials	02	Phuoc Pham