

Training Document

QA-F-002 ab 1/26/12

Title: Training documentation

Training: Content and Handling of Standard Operating Procedures (SOP) # SOP-II-A-001Date: 11/15/2011

ab 11/28/11

Training:

Performed by: Andrea Burgon  Date: 11/15/11

Attendees:

Roger Kaspar



Robyn Hickerson



Tycho Speaker



Manny Flores



Maria Fernanda Lara



Brandon Seegmiller

**1.0 PURPOSE**

The purpose of this document is to verify that TransDerm employees have been trained on the following: [1] how to write Standard Operating Procedures (SOPs); [2] the process for performing biennial reviews; and [3] how to make revisions to SOPs.