

# Quality Control Process Training Checklist

Document for verifying completion of QC process training

Trainee Name:

Trainer Name:

Training Date:

Process Step	Description	Trained	Comments
1. Incoming Material Inspection	Check and verify quality of all incoming materials	<input type="checkbox"/>	<div></div>
2. In-Process Quality Control	Monitor processes for compliance with QC standards	<input type="checkbox"/>	<div></div>
3. Product Testing	Test finished products as per testing protocol	<input type="checkbox"/>	<div></div>
4. Defect Identification & Reporting	Identify and document product/process defects	<input type="checkbox"/>	<div></div>
5. Corrective Actions	Communicate and implement corrective actions	<input type="checkbox"/>	<div></div>
6. Record Keeping	Maintain accurate QC records and reports	<input type="checkbox"/>	<div></div>

Trainee Signature & Date

Trainer Signature & Date