

Training Matrix - QA

| LN | Document, topic, skill | QA Manager | Jane Swan | QA Lead | James Stark | Suzan Nelson | Inspectors | Sara Lee | Silvia Simms | Eric Patrick | Calibration | David Chu | Improvement | Rich Higher | | | | Experts |
|----|------------------------------------|------------|---------------------------|---------|-----------------------------|--------------|------------|----------|--------------|--------------|-------------|-----------|-------------|-------------|--|--|--|---------|
| 1 | Audit, Certified Lead Course | 3 | 3 | 2 | 3 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 2 | 2 | | | | 3 |
| 2 | Audit Procedure | 3 | 3 | 2 | 3 | 1 | 0 | 2 | 2 | 1 | 0 | 1 | 2 | 3 | | | | 3 |
| 3 | Calibration Database | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | | | | 1 |
| 4 | Calibration Procedure | 1 | 2 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 3 | 0 | 0 | | | | 1 |
| 5 | Documentation Management Procedure | 3 | 3 | 2 | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 1 | | | | 3 |
| 6 | Improvement process, 8D | 3 | 3 | 2 | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 3 | 1 | | | | 4 |
| 7 | Inspection Procedure | 1 | 1 | 2 | 1 | 2 | 0 | 3 | 2 | 2 | 0 | 1 | 0 | 0 | | | | 1 |
| 8 | NC-CAR Procedure | 3 | 3 | 2 | 3 | 2 | 0 | 2 | 2 | 2 | 0 | 2 | 0 | 3 | | | | 3 |
| 9 | Quality Objectives | 3 | 3 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 3 | | | | 2 |
| 10 | Quality Policy | 3 | 3 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | | | | 2 |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | Individual plan v. achievement: | 24 | 25 | 14 | 20 | 14 | 0 | 11 | 13 | 9 | 0 | 14 | 9 | 14 | | | | |

J. Swan

| LN | Document, topic, skill | Trainer | Due | Compl. | Diff. | Hours | Level |
|----|------------------------------------|------------|---------|---------------|-------|-------|-------|
| 1 | Audit, Certified Lead Course | 1Registrar | 1/22/23 | 2/22/23 | -31 | 40 | 3 |
| 2 | Audit Procedure | M. Lin | 5/28/22 | 4/28/22 | 30 | 5 | 2 |
| 3 | Calibration Database | M. Lin | 5/28/22 | 5/8/22 | 20 | 1 | 1 |
| 4 | Calibration Procedure | M. Lin | 5/28/22 | 1/17/22 | 131 | 2 | 2 |
| 5 | Documentation Management Procedure | M. Lin | 5/28/22 | 5/28/22 | 0 | 1 | 2 |
| 6 | Improvement process, 8D | M. Lin | 5/28/22 | 6/5/22 | -8 | 1 | 3 |
| 7 | Inspection Procedure | Self | 5/28/22 | 5/28/22 | 0 | 1 | 1 |
| 8 | NC-CAR Procedure | M. Lin | 5/28/22 | 5/28/22 | 0 | 3 | 3 |
| 10 | Quality Objectives | Self | 5/28/22 | 4/28/22 | 30 | 1 | 3 |
| 11 | Quality Policy | Self | 5/28/22 | 5/28/22 | 0 | 1 | 3 |
| 12 | Enter topic | | | | | | |
| | | | | Time, hours: | | 56 | |
| | | | | On time avg.: | 17 | | |
| | | | | Level avg.: | | | 2.3 |
| | | | | Level total: | | | 23 |