|  |  |
| --- | --- |
| Traveler Title | SRF Operation Department Training Traveler |
| Traveler Abstract | This Traveler is intended to document the Approved Training for individuals within the organization. It is to be completed by Authorized Managers and Supervisors that have verified the staff members are properly trained and understand the related documentation and safety protocols. This traveler can be used for Travelers, procedures or other training in the dropdown listing |
| Traveler ID | SRF-TRNG |
| Traveler Revision  | R1 |
| Traveler Author | John Fischer |
| Traveler Date | 28-Jul-20 |
| NCR Informative Emails |  |
| NCR Dispositioners |  |
| D3 Emails |  |
| Approval Names | J. Fischer | K. Davis | A. Reilly | J. Harris |
| Approval Signatures |  |  |  |  |
| Approval Dates |  |  |  |  |
| Approval Title | Author | Reviewer | SRF Dept Head | QA Representative |

|  |  |
| --- | --- |
| References | List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents. |
| Add Training Procedure Here |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Revision Note |  |
| R1 | Initial release of this Traveler. |

|  |  |  |
| --- | --- | --- |
| Step No. | Instructions | Data Input |
| **This traveler can be used for training in Travelers, Procedures or Other Compentency** |
| 1 | Trainee Name | [[SRFTrainee]] <<SRF>> |
| 2 | Training Start Date | [[StartDate]] <<TIMESTAMP>> |
| 3 | Project in which trainee will be trained | [[ProjectName]] <<TEXT>> |
| 4 | Project Comments | [[ProjectComment]] <<COMMENT>> |
| 5 | **Training Record (Complete only 1 section)** |
| 1. **Traveler Training**
2. Enter the Traveler ID

[[TravID should be auto populated when above ProjectName is selected]] <<NOTE>>1. Enter the Traveler Name

[[Auto populate the TravName when TravID is selected]] <<NOTE>>1. Enter the Traveler Revision Number

[[Auto populate with valid Revision numbers when about TravID is selected]] <<NOTE>>1. Enter the Traveler training description and/or sub-specialty
 | [[TravID]] <<TEXT>>[[TravName]] <<TEXT>>[[TravRev]] <<TEXT>>[[TravDescription]] <<COMMENT>> |
| 1. **Procedure Training**
2. Enter Procedure ID
3. Enter Procedure Name
4. Enter the Procedure Revision Number
5. Enter the Procedure training description and/or sub-specialty
 | [[ProcID]] <<TEXT>>[[ProcName]] <<TEXT>>[[ProcRev]] <<TEXT>>[[ProcDescription]] <<COMMENT>> |
| 1. **Other Training**
2. Enter the Other Training ID
3. Enter the Other Training Title
4. Enter the Other Training Revision Number
5. Enter the Other Training description
 | [[OtherID]] <<TEXT>>[[OtherName]] <<TEXT>>[[OtherRev]] <<TEXT>>[[OherDescription]] <<COMMENT>> |
| 6 | Authorized Manager or Supervisor confirms competency listed above has been achieved.[[How to populate list with appropriate manager names]] <<NOTE>> | [[CompencyMgr]] <<SRF>>[[CompencyDate]] <<TIMESTAMP>>[[CompencyComment]] <<COMMENT>> |
| 7 | Employee verification that Training has been given and it is understood.[[Verify that user logged in matches TraineeName above]] <<NOTE>> | [[TraineeSig]] <<SRF>>[[TraineeDate]] <<TIMESTAMP>> |
| 8 | Authorizing Individual can define a Training expiration date if needed here.[[If no date is entered, then default to 1 year]] <<NOTE>> | [[TrainExp]] <<TIMESTAMP>> |
| 9 | Authorizing Individual verifies Traveler is complete and closes it. This will the authentication of training record.[[Create a Mgr dropdown list based on which training is chosen]] <<NOTE>> | [[AuthorizedInd]] {{Mgr1,Mgr2,Mgr3}} <<HOLDPOINT>>[[EndDate]] <<TIMESTAMP>> |