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| **………………….GRAM PANCHAYAT**  **…………………..DISTRICT** | | | | | **Ref: ISO 9001: 2015**  **Doc. No. ISO/TR/02** | |
| **TRAINING PLAN 2023-24** | | | | | | |
| **S.NO** | **DATE** | **TRAINING SUBJECT** | **TRAINER** | **TIME OF TRAINING** | | **REMARKS** |
|  | 02.04.2023 | INDUCTION TRAINING ON ISO | SREERISHA.K  ISO DISTRICT CO-ORDINATOR,KILA | 10:00 AM- 01:00 PM | | ISO CONCEPTS, QMS PRINCIPLES DISCUSSED |
|  | 02.05.2023 | FRONT OFFICE MANAGEMENT | SREERISHA.K  ISO DISTRICT CO-ORDINATOR,KILA | 01:00 PM- 02:00 PM | | FRONT OFFICE CHECKLIST DISCUSSED |
|  | 02.06.2023 | RECORD MANAGEMENT | SREERISHA.K  ISO DISTRICT CO-ORDINATOR,KILA | 11:00 AM- 01:00 PM | | 5 “S” PRINCIPLES |
|  | 02.07.2023 | DOCUMENTATION | SREERISHA.K  ISO DISTRICT CO-ORDINATOR,KILA | 02:00 PM-04:00 PM | | QUALITY MANUAL , PROCEDURE MANUAL, ISO FILES |
|  | 02.08.2023 | TRAINING ON FIREXTINGUISHER | FIRE AND SAFETY TEAM | 10:00 AM- 11:00 AM | |  |
|  | 02.09.2023 | TRAINING ON ILGMS | Mr. SHINAJ K | 2:00 PM-04:00 PM | | ILGMS TOOL |
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| **PREPARED BY: APPROVED BY:** | | | | | | |