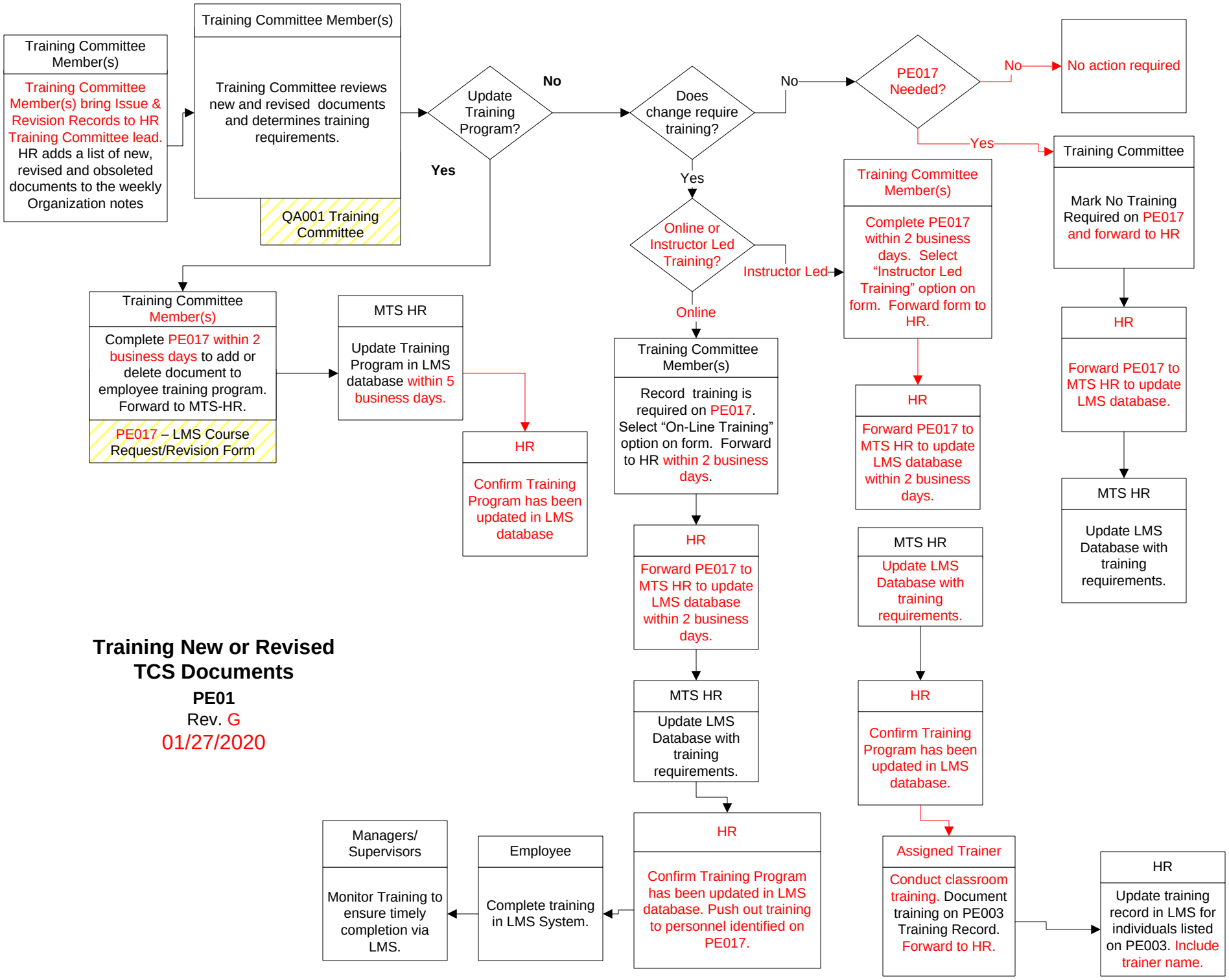
Training Committee Member(s)
Training Committee Member(s) bring Issue & Revision Records to HR Training Committee lead. HR adds a list of new, revised and obsoleted documents to the weekly Organization notes
Training Committee Member(s)
Training Committee reviews new and revised documents and determines training requirements.
QA001 Training Committee
Update Training Program?
No
Yes
Does change require training?
No
Yes
PE017 Needed?
No
No action required
Yes
Training Committee
Mark No Training Required on PE017 and forward to HR
HR
Forward PE017 to MTS HR to update LMS database.
MTS HR
Update LMS Database with training requirements.
Online or Instructor Led Training?
Instructor Led
Online
Training Committee Member(s)
Complete PE017 within 2 business days. Select "Instructor Led Training" option on form. Forward form to HR.
HR
Forward PE017 to MTS HR to update LMS database within 2 business days.
MTS HR
Update LMS Database with training requirements.
HR
Confirm Training Program has been updated in LMS database.
Assigned Trainer
Conduct classroom training. Document training on PE003 Training Record. Forward to HR.
HR
Update training record in LMS for individuals listed on PE003. Include trainer name.
Training Committee Member(s)
Record training is required on PE017. Select "On-Line Training" option on form. Forward to HR within 2 business days.
HR
Forward PE017 to MTS HR to update LMS database within 2 business days.
MTS HR
Update LMS Database with training requirements.
HR
Confirm Training Program has been updated in LMS database. Push out training to personnel identified on PE017.
Employee
Complete training in LMS System.
Managers/ Supervisors
Monitor Training to ensure timely completion via LMS.
Training Committee Member(s)
Complete PE017 within 2 business days to add or delete document to employee training program. Forward to MTS-HR.
PE017 – LMS Course Request/Revision Form
MTS HR
Update Training Program in LMS database within 5 business days.
HR
Confirm Training Program has been updated in LMS database
Training New or Revised TCS Documents
PE01
Rev. G
01/27/2020