

FO 05-03

Issue No. 1

Rev. No. 0



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DCWD CALIBRATION LABORATORY

OJT/COACHING ATTENDANCE & ASSESSMENT RECORD

Part One				Part Two			
Name	Topic	Target Schedule	Signature	Actual Date Conducted	Rating	Trainer Name and Signature	Remarks/Justification

Legend:

CWOS – Capable without supervision.

CWS – Capable with supervision.

F – Failed. Needs further instructional and hands on training on the same topic / skill.

Prepared by:

Checked by:

Approved by:

Technical Manager / Laboratory Supervisor

Quality Manager

Laboratory Executive Director