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REPORT NO. RPT-20261022-017

GENERATED 2026-10-22 09:30

Course completion report

COURSE

Cleanroom entry and exit procedure SOP-QA-017 revision C

COMPANY

Sample Technology Co., Ltd.

PERIOD

2026-10-01 to 2026-10-21

PASS MARK

80

Assigned	Completed	Late	Average score
8	6	1	91.7

#	NAME	EMPLOYEE NO.	DEPARTMENT	STATUS	COMPLETED ON	SCORE
1	M. Chen	A10231	Packaging	Done	2026-10-03	96
2	H. Lin	A10244	Packaging	Done	2026-10-05	88
3	T. Wang	A10258	Quality assurance	Done	2026-10-06	92
4	Y. Chang	A10302	Production 1	Done	2026-10-08	100
5	F. Lee	A10315	Production 1	In progress		
6	J. Huang	A10327	Production 2	Done	2026-10-12	84
7	C. Wu	A10336	Production 2	Late		
8	A. Liu	A10349	Warehouse	Done	2026-10-15	90
Total	8 assigned, 6 completed, completion rate 75%, average score 91.7					

This report can serve as documented information on competence under ISO 9001:2015 clause 7.2. The score is the first passing quiz result.

PREPARED BY

REVIEWED BY

APPROVED BY

This is a sample document. Names, employee numbers and data are fictional.