Training matrix

Training status of every person against the current document revision

✓ Trained on current revision ▢ Still on an old revision ○ Not trained

#	PERSON	DEPARTMENT	SOP-QA-017 **Cleanroom entry** Current revision C	SOP-QC-004 **Incoming inspection** Current revision D	WI-5S-001 **5S on the shop floor** Current revision A	SOP-EHS-009 **Occupational safety** Current revision B
1	M. Chen A10231	Packaging	✓ C · 2026-10-03	✓ D · 2026-08-14	✓ A · 2026-05-20	✓ B · 2026-09-02
2	H. Lin A10244	Packaging	✓ C · 2026-10-05	○ Not trained	✓ A · 2026-05-20	✓ B · 2026-09-02
3	T. Wang A10258	Quality assurance	✓ C · 2026-10-06	✓ D · 2026-08-14	✓ A · 2026-05-21	✓ B · 2026-09-03
4	Y. Chang A10302	Production 1	✓ C · 2026-10-08	✓ D · 2026-08-15	✓ A · 2026-05-21	✓ B · 2026-09-03
5	F. Lee A10315	Production 1	**Still on rev B** B · 2026-03-11	✓ D · 2026-08-15	✓ A · 2026-05-22	✓ B · 2026-09-04
6	J. Huang A10327	Production 2	✓ C · 2026-10-12	✓ D · 2026-08-16	○ Not trained	✓ B · 2026-09-04
7	C. Wu A10336	Production 2	**Still on rev B** B · 2026-03-11	✓ D · 2026-08-16	✓ A · 2026-05-23	✓ B · 2026-09-05
8	A. Liu A10349	Warehouse	✓ C · 2026-10-15	○ Not trained	✓ A · 2026-05-23	✓ B · 2026-09-08

2 people are still on SOP-QA-017 revision B and must finish revision C training by 2026-11-15.

Matches ISO 13485:2016 clause 6.2 training records. When a document is revised, the system marks everyone not yet retrained as on the old revision.

Sample