

APPENDIX -- FORM 1B (Required)
TRAINING EXERCISE REVIEW AND COMPLETION (version 3/9/2002)
 Use for ISO 17025 Documentation and Bingo Card Entry

NAME:	PERFORMANCE LEVEL RATING Performance Level Rating (1) Acceptable, (2) Accepted with comment (3) Unacceptable For each factor rated other than "1", show on the front and/or back of this form: (A) Specific reason for the rating, (B) Corrective action taken or planned and (C) Analyst's comments	
EXERCISE (e.g. sample number, product, reference)		
	Performance Level Rating	COMMENTS
1. Assignment performed in a logical and orderly manner		
2. Good technical skills used, e.g. proper handling of equipment, samples, reagents and standards, correct transfer and dilution techniques, avoidance of sample contamination		
3. Method followed or deviations are reasonable and are recorded on worksheet.		
4. Raw data recorded only on the worksheet at the time obtained. It is identified immediately and completely.		
5. Samples, subsamples, solutions, reagents and media are identified.		
6. Correct equipment, glassware, solvents, media and reagents used.		
7. Security measures and safety precautions are taken.		

	Signature/date
TRAINEE: I verify that I have successfully completed the training identified above, and have completed a training sample pertaining to this analysis.	
TRAINER: I verify that the trainee has received the training identified in the objective, and has demonstrated the ability to independently perform this analysis	
SUPERVISOR: I certify that the trainee has received the training identified above and has demonstrated the ability to perform this analysis	