

Instruction for Use

SPONSOR TEAM TRAINING LOG

Template	
Purpose	To record all training completed by Sponsor team that is not otherwise documented by a training completion certificate
Use	This document may only be used by persons present in the Sponsor Delegation Log. Please use template 5a to document the site staff training
Details	This tracking log should provide a comprehensive list of all training completed by Sponsor team that is not documented by other written means, such as a completion certificate
Best Practice Recommendations	<ul style="list-style-type: none"> Record training in the log as it is completed, to ensure completeness and accuracy of the data. This log does not need to include training that is documented by a completion certificate or other written documentation. Use one line by person and by date, i.e. if the same person was trained on two documents on the same date, they can be recorded in the same line. If the date is not the same, this should be recorded in a different line. In the numbered table at the bottom of the page, please enter the documents versions and names after the number (use one number for each document covered by the training). For the "Trained-on" section**, please enter in the table the corresponding numbers. In case of Face-to-Face training, please enter the initials of the trainer, in case of self-training please add NA. The Sponsor team members listed on each line should sign to verify that the training has been completed. Number each page and maintain this log in the TMF. Store pages in reverse chronological order, with the newest pages of the log placed at the front of the section.