

General Laboratory Training Checklist

Trainee: _____

Start Date: _____

Topic	Date	Resource	Trainee Initials	Trainer Initials
Introduction to Qualtrax		Qualtrax		
Organizational Chart		Qualtrax		
Location of and Introduction to Division Quality Manual, Safety Manual and General SOPs		Qualtrax / General Training Power point		
Introduction of the role of the DSS in the criminal justice system		General Training Power point		
Introduction to Ethics SOP GL-5 Review of ANAB Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists.		Qualtrax / General Training Power point		
Introduction to General Safety topics (fire alarms and evacuation routes)		Walk-through and Discussion; GL-2		
Introduction to Professional Development SOP GL-15, QARS SOP GL-9 & Security SOP GL-3		Qualtrax / General Training Power point		
General Forensic Science Topics		To be completed through Qualtrax*		
Level 1 Collect Security Awareness		To be completed through Qualtrax*		
Legal Proceedings and Applicable rulings (general)		To be completed through Qualtrax*		
Other Topics:				

*To be completed independently

By initialing the various topics the trainer and trainee agree that they have reviewed the topic.

General Laboratory Training Completed (date returned):

Date: _____ Primary Trainer: _____