

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 Including 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		
Building Safety/Security Training		To be completed through Qualtrax*		
General Forensic Science Topics		To be completed through Qualtrax*		
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 as applicable

It is the responsibility of the trainee to complete any trainings assigned in Qualtrax and to return the completed form to the Quality Manager for signature of completion.

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: _____