

### 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 assigned by ADFL		
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: \_\_\_\_\_