

Explanation of the Stock QA Training request system:

When an Employee attempts to QA a product the product barcode is scanned into the Q.A. system.

If its the first time an employee has QA'ed this particular item the system will check if the user has read any relevant procedures.

If they have a link will appear asking the to request Training sign off,

Once they click this link, an Entry will appear in

Intrastats – Stock Box – Quality Control – 'Sign off training Link'
This can be done by Derek , Helen , Jonathan.

The user should now be able to QA the Item

A link will appear in the Admin Employee menu
-Training should be highlighted red for any outstanding entries

A Director can now sign off the Training and officially add to the training records.