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| OF0016 – Internal Quality Control Plan |

| Role/Position  *(As per Org chart)* | Name | Responsibilities | Qualifications  Competencies Required | Training Needs | Training Dates | Training/course Details | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| e.g. Manager | John Smith | * Management review * Resource distribution * Facilities management | Business Administration | QMS awareness training | 20/02.2016 | Introduction to ISO9001 – ISO9001 Training | Course also available 23.05.2016 |
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|  | Amendment Record | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |