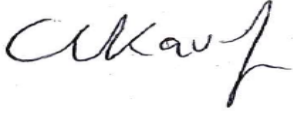
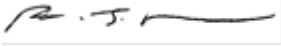


Loughborough University		Document Change Note		
The Centre for Biological Engineering				
Document Ref: HTA-QS-FORM/003	Version N ^o :	1.0	Issue Date:	

DCN No: CBE-HTA/DCN/0005

Document Reference(s):	Document Title:		Current Version No:1.0
HTA-RM-005	Training Record		
Reason for and overview of the change requested:	Addition of new SOP (SOP011 Freezer Maintenance and Manual Challenge of Alarms) Minor amendments to update document with latest version/name changes.		
Revision Category:	<input type="checkbox"/> All personnel performing this procedure/process must read this version & complete the necessary training <input checked="" type="checkbox"/> All personnel performing this procedure/process must read this version <input type="checkbox"/> No significant changes to document content – no requirement for personnel performing this procedure/process to read this version or complete training		
Systems effected by change:	None Updated training record to ensure all new staff read new SOP as part of training process.	Other Changes required to implement:	All current and new staff will be required to read the new SOP and be aware of responsibilities. This should be recorded in training files.
Date: 02/12/2019	Raised by: C.Kavanagh (DQM) 	Date: 14.01.2020	Approved by: R.Thomas (Person Designate)  K. Coopman (Designated Individual) 