

## **LABORATORY / TECHNICAL STAFF**

This section of the QM contains the following information:

1. Position description(s) for each technical operational position shown on the organizational chart.
2. A brief biographical sketch of the person currently employed for each technical operational position shown on the organizational chart.
3. A description of the method(s) used to ensure all personnel are trained to perform tests conducted by this laboratory in accordance with standard procedures.
4. A description of the method(s) used to evaluate the competency of each staff member to perform tests conducted by this laboratory, to ensure all testing is performed in accordance with standard procedures.
5. A form summarizing and recording training and evaluation activities undertaken to comply with the procedures described in items (3) and (4).

**Technician Name:**

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**Position Title:**

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Job Description:

Supervision Exercised:

Duties Performed:

**Qualifications**

Education:

Certifications:

Experience:

This form revised on: \_\_\_\_\_ By: \_\_\_\_\_