

Document ID EM/FORMAT/03/V2.0 Document Version 02 Document Category Format Issue Date  
05/2026

## Format of Training Record

<b>Training Topic</b>			
<b>Trainer's Name</b>			
<b>Trainer's Designation</b>			
<b>Date (DD/MM/YYYY)</b>			
<b>Time (HH:MM) from</b>		<b>Time (HH:MM) to</b>	

<b>Sr. No.</b>	<b>Emp. ID</b>	<b>Trainee's Name</b>	<b>Trainee's Designation</b>	<b>Trainee's Department</b>	<b>Trainee's Signature</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Trainer's Signature</b>					

**Note:** In addition, other records such as pre and posttest report, feedback reports, training content, photos, videos etc., shall also be maintained.

[Disclaimer](#)

The content of the E-mitra is intended to serve as a sample and guide for better understanding the NABH Entry Level Standards. It is not prescribed by NABH as the exclusive or only way to meet the standards. Healthcare organizations are encouraged to adapt and modify the materials according to their own scope of services and operational needs. NABH is not liable for any misinterpretations or errors resulting from the unmodified use of this material, or for any non-compliance during assessments that may arise because of such actions.