

Subcontractor Quality Assurance Training Requirements

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Subject: Quality Assurance Training Requirements

Dear [Subcontractor Name],

As part of our commitment to maintaining high standards of quality assurance on our projects, we are outlining the training requirements that all subcontractors must adhere to. These requirements ensure that all personnel involved in the project are equipped with the necessary skills and knowledge regarding quality management. Below are the training requirements:

Training Requirements

- Quality Management System Overview
- Inspection and Testing Procedures
- Document Control and Record Keeping
- Non-Conformance Management
- Continuous Improvement Practices

All subcontractor personnel are required to complete this training by [Insert Deadline]. Please submit proof of completion to [Insert Contact Information].

If you have any questions regarding the training requirements, please do not hesitate to contact us.

Thank you for your cooperation in ensuring the quality of our projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]