Koehler Paper Group Organization	**Proof of Training, Instructions and Information**	**KMS**

Document type: form | **0 9** 0 1 4 9

Relevant standard: Ch Q/E 7.2 Competence, 7.3 Awareness; A+G 4.4.2; E 4.5.2 Skills, training and awareness, ISMS 7.2 Competence

☐ **Training** ☐ **Instruciton** ☐ **Information** ☐ **E-Instruction (contractors only)**

Topic: _____

The signatory has understood and accepted the content in relation to the aforementioned topic *and will implement it.*

Date of training/instruction	Department/ contractor	Last name (in block letters)	First name (in block letters)	Signature

Instructor confirmation:	**Full name:**	**Signature:**

Note:

E-instruction: only applies to contractors. Not relevant for in-house employees!

Instructor confirmation is not required in this instance, as there is no instructor --> system-based instruction!

Definitions:

By **"training,"** we mean moderated events with documentary evidence.

By **"instructions,"** we mean workplace-related instructions with documentary proof thereof.

By **"information,"** we mean matters that employees have been made aware of/familiarized with. (no evidence required)