

SOP For Qualification Panel:

1.

The screenshot shows the 'List of Trainer's' interface. Annotations include:

- a. Add new Trainer**: Points to the '+ Add new Trainer' button in the top right.
- d. Filter or search**: Points to the 'FILTERS' button and the search bar.
- b. 3 options**: Points to the 'Working Status' dropdown menu for Pankaj Sharma.
- c. view trainer's document**: Points to the 'View' icon in the 'Documents' column for Pankaj Sharma.
- c. download trainer's document**: Points to the download icon in the 'Documents' column for Pankaj Sharma.
- g. Send Mail**: Points to the 'Send Mail' icon in the 'Send Mail' column for Pankaj Sharma.
- f. Delete button**: Points to the delete icon in the 'Action' column for Pankaj Sharma.
- e. Edit button**: Points to the edit icon in the 'Action' column for Pankaj Sharma.

Trainer Name	E-Mail	Contact Number	Fr	Working Status	Documents	Send Mail	Insert Date	Action
Pankaj Sharma	Pankaj36509@gmail.com	971529870520		In Process	View			
Y SHARMA	udaysharmahrd@gmail.com	91-9958767431	INR	In Process	View		26-12-2024	
ona Nair				In Process	View		14-12-2024	
Ila Ottaro	tellah.ottaro@gmail.com	54721677031	Kenya	Active	View			
Almahafadi	nassar.almahfadi@gmail.com	967 777789982		Active	View			
mil Thomas	ethomas@gmail.com	02160 17373		Active	View		14-12-2024	

- Add new Trainer details by clicking on add button.
- In 'working status' column there are 3 options named as in process, active, and passive.
- In document Column there are also 2 options view and download trainer's document for upload option referred to 2nd point and in download with will automatically download trainer's document ZIP folder.
- Filter or search any batch according to your specifications.
- Edit button for editing details of trainer.
- Delete button for deleting trainer on permanent basis.
- 'Send mail' option is for sending mail to any trainer directly through the panel.

2.

The screenshot shows the 'Document Verification of Pankaj Sharma' form. Annotations include:

- a. uploading of some trainer**: Points to the 'Choose Files' button for 'Updated CV'.
- b. select standard**: Points to the 'Standards' dropdown menu.
- c. working status**: Points to the 'Support Tutor' dropdown menu.
- d. Select active and passive**: Points to the 'Active' dropdown menu.
- e. Delete option**: Points to the delete icon in the bottom right corner.

Standards: ISO 17025:2017 Internal Auditor

Support Tutor: Support Tutor

Active: Active

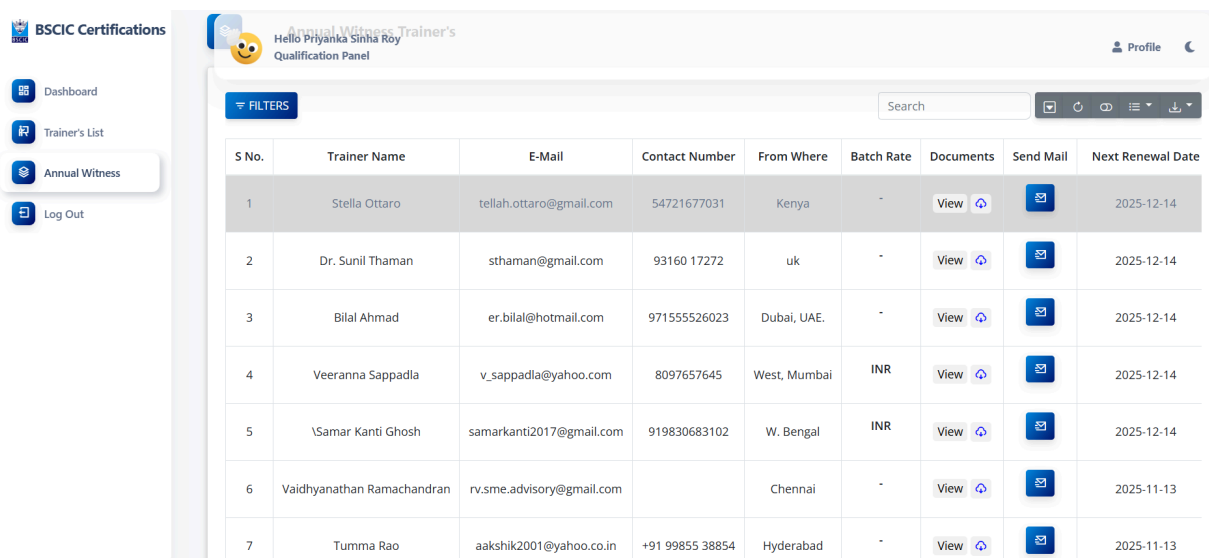
CLOSE

SOP For Qualification Panel:

- 1st column is for uploading of some trainer varification documents.
- And in 2nd column select standard for which trainer is listed.
- Trainer with working status of that particular standard listed as in process, Observer, support Tutor, and lead tutor and after selection of this.
- Select active and passive option for lead and support tutor.
- Delete option for deleting that standard from list
- All these documents or files are upload to that particular trainer folder if you want to download that, download from upload column of trainer list .

3.

- In annual witness the trainer's are listed those are listed for annual verification.
- This process is similar as 1st point.



S No.	Trainer Name	E-Mail	Contact Number	From Where	Batch Rate	Documents	Send Mail	Next Renewal Date
1	Stella Ottaro	tellah.ottaro@gmail.com	54721677031	Kenya	-	View	Send Mail	2025-12-14
2	Dr. Sunil Thaman	sthaman@gmail.com	93160 17272	uk	-	View	Send Mail	2025-12-14
3	Bilal Ahmad	er.bilal@hotmail.com	971555526023	Dubai, UAE.	-	View	Send Mail	2025-12-14
4	Veeranna Sappadla	v_sappadla@yahoo.com	8097657645	West, Mumbai	INR	View	Send Mail	2025-12-14
5	\Samar Kanti Ghosh	samarkanti2017@gmail.com	919830683102	W. Bengal	INR	View	Send Mail	2025-12-14
6	Vaidhyathan Ramachandran	rv.sme.advisory@gmail.com		Chennai	-	View	Send Mail	2025-11-13
7	Tumma Rao	aakshik2001@yahoo.co.in	+91 99855 38854	Hyderabad	-	View	Send Mail	2025-11-13

4.

- For profile option click on profile button.
- Change password through this you can change password of your panel.
- Upload signature is mandatory for all because in every document we need that signature.

