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| **QMS Management System** | **Training Record & Plan** | **QMS 054** |
| **Date: 01/02/2025** |
| **Version: 1** |
|  | **Page 1 of** |

**Individual Training Record & Plan**

**Name: ...................…...............… PIN: …......... Date of Employment: ..................**

| **Description of Training Given** | **Date** | **Signed By Trainee** | **Signed By Trainer** | **Training**  **Verified**  **Sign/Date** |
| --- | --- | --- | --- | --- |
| **Section 1: Mandatory Induction Training** | | | | |
| Introduction to Company, Aims and Objectives Management Structure, Supervisors, Etc. |  |  |  |  |
| Discuss the Quality Policy, Health & Safety Policy and Mission Statement and Environmental Policy |  |  |  |  |
| Read and sign to confirm awareness of Employee Handbook and Employee Safety Handbook |  |  |  |  |
| Issue Code of Conduct |  |  |  |  |
| Issue Contract OF Employment inc. Terms and Conditions |  |  |  |  |
| Issue and Discuss Holiday Request Process |  |  |  |  |
| Discuss Health and Safety requirements on Site |  |  |  |  |
| Discuss and Issue Job Description document |  |  |  |  |
| Discuss Client & Consumer Impact and Satisfaction requirement when carrying out duties as a Security Officer |  |  |  |  |

| **Section 3: Further Development & Training Plan – record of toolbox talks** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Course / Type of Training** | **Provider** | **Date** | **Date Refresher** | **Pass or Fail** | **Cert No** | **Acknowledge training** |
| Supervisor Training |  |  |  |  |  |  |
| First Aid Training 1 day on-line |  |  |  |  |  |  |
| Health and Safety Training | In-house induction |  |  |  |  |  |
| Fire Warden |  |  |  |  |  |  |
| Manual Handling – **toolbox talk**  Plus power point | In-house induction |  |  |  |  |  |
| Equality Training – **toolbox talk** plus power point | In-house induction |  |  |  |  |  |
| Environmental Awareness – toolbox talk plus power point | **In-house induction** |  |  |  |  |  |