

Training record

Introduction

This form can be used to create an induction and training programme for staff who are new to their job. Please complete the form as fully and accurately as you can.

Staff details

Name of organisation	Johnston Systems Ltd
Employee name	Peter Kennedy
Employee job title	Apprentice electrician
Start date	08-08-2017
Manager name	Kevin Barkley

Training record - First day

Topics

Fire and emergency procedures	X
First aid arrangements	X
Welfare facilities e.g. toilets	X
Designated supervisor	X
Other	X

Other

reporting/clock in system
emergency alarms
PPE

Date completed	08-08-2017
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Training record - First week

Topics

Health and safety policy	X
Risk assessments	X
Accident reporting procedure	X
Provided with Personal Protective Equipment (PPE)	
Made aware of any special procedures	
Further training needs identified (enter below)	X

Date completed	14-08-2017
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Trained by	Kevin Barkley
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Further training needs

Training topic	Date completed	Trained by
Johnstons supplier process (card system)	23-08-2017	M Hall
customer satisfaction survey process	06-09-2017	M Hall

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