

## Record Sheet 17 (example)

### Training

This may be used as an individual training record for each staff member of the AD facility who is involved with digested materials. Training should cover all aspects of the Quality Management System (QMS) and the Hazard & Critical Control Point (HACCP) plan. The records should include formal training, competence standards achieved and awareness sessions.

Employee name Kevin Patterson

Date	Training Topic or Procedure	Training delivered by	Comments	Qualification / Certificate achieved, if applicable	Trainee sign	Trainer sign
15/3/2009	Gas Safety Awareness	Southern Training		Gas Safety Awareness – more detail, i.e. is this a certificate?	KP	JO
21/5/2009	Confined Space Working	Southern Training	Expires 21/5/2012	Confined Space Working	KP	TL
6/6/2009	Fire Safety Awareness	H&S Trainers		n/a	KP	LS