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|  | IMS Doc Ref No: | 1162 |
| | Process Objective: | To ensure sufficient training and awareness is provided to enable projects teams to undertake tasks safely and proficiently |
| | Process Owner: | Group SHEQ Director |


Onsite Training Attendance Record

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| Project: | | Project No: | |
| TRAINING PROVIDED: <i>✓ - tick as appropriate</i> | H&S Toolbox Talk | <input checked="" type="checkbox"/> | Environmental Toolbox |
| | H&S Video or Training | <input type="checkbox"/> | Quality Toolbox Talk |
| | Company Internal Training | <input type="checkbox"/> | Other (please state below): |
| TOPIC / TITLE: | Health & Safety Reboot 2026 POWRA & Safety Briefing | | DURATION: 15-30 Minutes |
| DELIVERED BY <i>(Block capitals):</i> | | | DATE: 5 th – 9 th January 2026 |

Signature of the person delivering talk/training or showing the video:

Please complete this attendance record to confirm that you have had the above-mentioned Internal Training, Toolbox Talk, and/or seen the video provided, and agree to adhere to the instructions given.

| No | NAME OF COMPANY (BLOCK CAPITALS) | EMPLOYEE'S NAME (BLOCK CAPITALS) | EMPLOYEE'S SIGNATURE | JOB DESCRIPTION (OP = Operative S = Supervisor M = Manager) |
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