	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

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