

Training Report

Course: Arc flash Safety

Date Printed: 3/5/2007 3:14:58 PM

Course Details

Course Name: Arc flash Safety

Description: Electrical injury prevention through the use of PPE according to NFPA 70E.

Trainer: Bill Trainer

Location: Training room 4

Date Created: 01/12/2007

Added By: CIRSMA Administrator

Provided By: ABC Company

Retrain in: 0 Months

Notes: Sample Training Course 4

Human Resources Assigned to Course

1

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Course Taken on: 12/12/2006

Successfully Completed: YES

Grade:

Human Resource Retraining Schedule

Retrain Date: 12/12/2006

1

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Successfully Completed: YES

Grade:

Training Report

Course: Introduction to Health and Safety

Date Printed: 3/5/2007 3:14:58 PM

Course Details

Course Name: Introduction to Health and Safety

Description: This is an introductory course intended to make new employees aware of the internal responsibility as it pertains to occupational health and safety.

Trainer: Bill Trainer

Location: Training room 1

Date Created: 01/12/2007

Added By: CIRSMA Administrator

Provided By: ABC Company

Retrain in: 3 Years

Notes: Sample Training Course 1

Human Resources Assigned to Course

1

Name: Bill Smith

Resource Administrator: ABC Company

Department: Part production

Position: Machine Operator

Course Taken on: 01/12/2007

Successfully Completed: YES

Grade:

2

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Course Taken on:

Successfully Completed: NO

Grade:

Human Resource Retraining Schedule

Retrain Date: 1/12/2010

1

Name: Bill Smith

Resource Administrator: ABC Company

Department: Part production

Position: Machine Operator

Successfully Completed: YES

Grade:

Training Report

Course: Introduction to Health and Safety

Date Printed: 3/5/2007 3:14:58 PM

Human Resource Retraining Schedule

Retrain Date: ASAP (User has not attended a course)

1

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Successfully Completed: NO

Grade: _____

Training Report

Course: Lock-out / Tag-out

Date Printed: 3/5/2007 3:14:58 PM

Course Details

Course Name: Lock-out / Tag-out

Description: Basic Lock-out / Tag-out training that includes an overview of the lock-out procedures, control of locks and keys, and control of hazardous energy.

Trainer: Bill Trainer

Location: Training room 2

Date Created: 01/12/2007

Added By: CIRSMA Administrator

Provided By: ABC Company

Retrain in: 2 Years

Notes: Sample Training Course 2

Human Resources Assigned to Course

1

Name: Bill Smith

Resource Administrator: ABC Company

Department: Part production

Position: Machine Operator

Course Taken on: 01/12/2007

Successfully Completed: YES

Grade: Passed

2

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Course Taken on: 01/12/2007

Successfully Completed: YES

Grade: Passed

Human Resource Retraining Schedule

Retrain Date: 1/12/2009 1:19:29 PM

1

Name: Bill Smith

Resource Administrator: ABC Company

Department: Part production

Position: Machine Operator

Successfully Completed: YES

Grade: Passed

Training Report

Course: Lock-out / Tag-out

Date Printed: 3/5/2007 3:14:58 PM

Human Resource Retraining Schedule

Retrain Date: 1/12/2009 1:19:49 PM

1

Name: John Doe

Resource Administrator: ABC Company

Department: Automotive Plastics

Position: Machine Setup Technician

Successfully Completed: YES

Grade: Passed
