# Employees Names:

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| **TOPIC COVERED** | **UNDERSTOOD** |
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| PTSG ON-LINE INDUCTION |  |
| HEALTH & SAFETY POLICY |  |
| GUARDIAN STAFF RULES |  |
| SAFE WORKING CODE OF PRACTICE |  |
| TECHNICAL INSTRUCTION MANUAL |  |
| DATABASE TRAINING |  |
| PPE ISSUED, CHECKED, RECEIVED, CORRECT USAGE UNDERSTOOD |  |
| PPE RECEIVED & SIGNED FOR |  |
| COPIES OF QUALIFICATION CERTIFICATES |  |
| COPIES OF ADDITIONAL TRAINING CERTIFICATES RECEIVED |  |
| COPY OF DRIVING LICENCE (BOTH PARTS WHERE APPLICABLE) RECEIVED |  |
| PASSPORT STYLE PHOTO TAKEN OF EMPLOYEE |  |
|  |  |
| I CONFIRM THAT I UNDERSTAND THE COMPANY REQUIREMENTS IN TERMS OF HEALTH & SAFETY, GENERAL PROCEDURES AND REPORTING. I HAVE BEEN ISSUED WITH PPE IN GOOD CONDITION AND UNDERSTAND HOW TO USE EQUIPMENT PROVIDED FOR SAFETY AND PROTECTION | DATE; |
| NAME………………………………………………… SIGNED…………………………………………………. |  |
| INDUCTION COMPLETED, PPE ISSUED AND COPIES OF SUPPORTING INFORMATION RECEIVED BY;  NAME…………………………………………………. SIGNED……………………………………………….  POSITION…………………………………………… | DATE; |