**A. Standard Operating Procedures, Manuals and Corporate Policies**

| **Document ID** | **Document Name (including version and date)** | **Training Method**(Read / Face-to face) | **Date of Training** (dd/mmm/yyyy) | **Signature**  |
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**B. Regulations, Directives or Guidances**

| **Document Name (including version and date)** | **Training Method**(Read / Face-to face) | **Date of Training** (dd/mmm/yyyy) | **Signature**  |
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**C. External Courses or Seminars or Computer Courses**

| **Course/Seminar Name** | **Training Organisation** | **Date(s) of Course/ Seminar** | **Date Completed** (dd/mmm/yyyy) | **Signature**  |
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| **I hereby confirm that the above training record is correct:** |
| **Signature:**  | **Date:** |
| **Print Name:**  |  |