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| **Nature of training** | **Ref no** | **Date** |
|  |  |  |
| **Names of employees being trained.** |
| **Core subjects** | **Training given/understood** |
| Action to take on discovering a fire | **[ ]**  |
| Raising the alarm | **[ ]**  |
| Calling the fire brigade | **[ ]**  |
| Location and use of portable fire-fighting equipment | **[ ]**  |
| Action to take on hearing the fire alarm | **[ ]**  |
| Escape route, opening escape doors and roll call procedure | **[ ]**  |
| Dealing with visitors | **[ ]**  |
| Stopping machines and processes, isolating power supplies | **[ ]**  |
| General information on fire | **[ ]**  |
| Fire prevention | **[ ]**  |
| Supplementary subjects |  |
| ▶ | [ ]  |
| ▶ | [ ]  |
| ▶ | [ ]  |
| ▶ | [ ]  |
| **Duration** | **Comments** |
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| **Comments/Feedback** |
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