Energy Briefing Communication Record

Energy Briefing **<Insert Reference>** has been communicated to the following personnel and the learning points discussed. By signing this record personnel are indicating that they understand the key learning points.

Date	Name	Signature	Communicated by

Copies of all training records shall be maintained by local management with a copy being sent to the local Human Resources (HR) Manager/Administrator. Records of all training should also be maintained by each employee in a CPD file or equivalent.