Logo

Description automatically generatedEnergy 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.

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.

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| Date | Name | Signature | Communicated by |
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