



ABELIAN UK

PRACTICAL TRAINING RECORD SHEET

Contract Name and Location:			
Employee's Name:			
Employment Start Date:		Date of Starting Training:	Date of Completion:

Note: Training to be completed 40 days from employee start date.

Note: Each box must be initialled or recorded N/A if the task is not required by contract specification. Once all the training tasks are completed both Trainer and Operatives sign at bottom of the form.

Skills & Methods	Requirements	Trainer initial	Operative Initial
Vacuum and suction cleaning.	To BICSc COPC Stage 1 standard		
Dust, damp wiping, washing, polishing and spray cleaning	To BICSc COPC Stage 1 standard		
Single solution mopping.	To BICSc COPC Stage 1 standard		
Mop sweeping.	To BICSc COPC Stage 1 standard		
Washroom cleaning.	To BICSc COPC Stage 1 standard		
Buffing.	To BICSc COPC Stage 1 standard		
Window cleaning.	To BICSc COPC Stage 1 standard		
Wall washing.	To BICSc COPC Stage 1 standard		
Lifts and stairs	To BICSc COPC Stage 1 standard		
Litter picking	To BICSc COPC Stage 1 standard		
Body fluid spillage	To BICSc COPC Stage 1 standard		
Graffiti removal	To BICSc COPC Stage 1 standard		
Strip and seal	To BICSc COPC Stage 1 standard		

Machines of all Types & Power Supply	Requirements	Trainer initial	Operative Initial
Scrubber dryers, buffers, sweepers	They understand machine use, PAT labels attached. The cleaning of the machines after use.		
Pressure washers and steam cleaners	Dangers of using different types of machines that may be for cleaning or groundwork.		
Danger do not use labeling. PAT labels	They understand when these labels are fitted to machines they must not be used.		
Care & storage of equipment & machines.	Machines stored clean and in tidy manner, where Client machines are used they comply also with contract conditions. Abuse of machines is not acceptable.		

Chemicals	Requirements	Trainer initial	Operative Initial
Chemical competency.	The safe use of chemicals.		
Chemical dilution and hazards.	The method and process of diluting chemicals.		
Personal Protective Equipment (P.P.E.) and use of Warning Signs.	The purpose of PPE, when issued it must be used, when the PPE is defective it is replaced. Knows how and when to put out wet floor/cleaning in progress signs		
Chemical storage facilities.	Method of storing chemicals and tidy manner.		

Store Room	Requirements	Trainer initial	Operative Initial
Issuing of Consumables	Method of issue at the contract site.		
Cleanliness	Good house keeping within the storage area of materials , products and machines.		
Health & Safety i.e. lighting, shelving facilities.	They are made aware of hazards to be reported that can occur in storage areas.		

Health & Safety	Requirements	Trainer initial	Operative Initial
Site Induction	Understand client premises rules and procedures and emergency evacuation procedure		
Control of Substances Hazardous to Health COSHH	They understand the Company COSHH assessments and the importance of the detailed information and where they are located.		
Risk Assessments	They understand the details on the risk assessments for the tasks they are to perform.		
Manual Handling	Understand principles of safe lifting techniques and be able to demonstrate them		

Print Name of Trainer:	Signature:
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I fully understand all aspects of my practical training	Signature of Operative:
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