

Appendix D: Training record keeping

You must keep a record of the training that you and your drivers undertake, and the best way to do this is with a **training register**, similar to this example:

Who was trained	Position title	Training title	Training date	Who provided the training	Training method <i>On the job, Theory or Practical</i>	Outcome <i>Competent or Not yet competent</i>	Name of recording officer