

INSPECTION, TESTING, CERTIFICATION & REPORTING TRAINING POLICY

This Training Policy sets out the correct procedure when considering taking the Inspection, Testing, Certification & Reporting course.

- *Firstly you must discuss your requirements with your Contracts Manager and the Training Officer.*
- *Approval must be sought by a Director before the Training Officer will book the course for you, and a Training Agreement must be completed and signed.*
- *The company will fully fund the course for you but you are expected to carry out the training on an evening if possible. If suitable training cannot be sought in an evening you may request the time off and you will be paid for this.*
- *The company will NOT fund any re-sits, this will be at your own expense and in your own time.*
- *Achieving this qualification does not automatically mean you will be able to apply for Approved Electrician status. This will be dealt with on an individual basis, based on the requirements of the business at that time.*

Signed 

MARK RALTON – DIRECTOR

Signed 

TIM HIMSWORTH – FINANCE DIRECTOR

DATE: 15/12/22