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| Site | RAL | Employee Name | A Smith |
| Department | CSD | Employee Number | 123456 |
| Division | Estates | Line Manager | B Jones |

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|  | Training description | Provided by | Signature | Completed | Signature |
| 1 | Attended ‘AB Heating Systems’ ABHS 321 heating system maintenance training course, 2 days at AB Heating Systems site Birmingham. | AB Heating Systems | **See attached copy of course certificate** | 01/01/2016 | A Smith |
| 2 | On the job training and safety familiarisation with B Smith on R100 ABHS 321 heating system, B231, how to isolate and recommission system. | B Black | B Black | 01/03/2016 | A Smith |
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