



FIRE TRAINING RECORD

Name:		Department:		Start Date:	
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Type:	Target Date:	Instructor & Duration:	Date Completed:	Employee Signature:	Refresher Target Date:	Manager's Signature:
Induction fire training:						
Use of extinguishers:						
Testing of break glass points:						
Fire drills and evacuation:						
Fire safety auditing:						
Fire risk assessment:						

Notes:

- 1 Use the blank sections for specific training for the company.
- 2 The employee should only sign when the training has been completed.
- 3 This record should be retained on the employee's employment file.
- 4 Training should be specific to the premises.
- 5 Training should be reviewed at regular intervals with refresher training a feature.