

  	CONTRACTOR TRAINING ROOM RULES	Instruction No.	IN-250-HSE-05- App-01
		Revision	06
		Date	15.3.2021
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SN	Rules
1.	All training request shall be submitted through HSSE Training portal with all required information, those online enrollment with incomplete data may be rejected, and training will not be conducted.
2.	All training request should be submitted by QAPCO CFP or the person assigned by the CFP. However, the CFP has the accountability of the training
3.	All training requests, except urgent training, must be registered at least a day in advance. Urgent and delayed request will only be considered with HSEQ Management's approval.
4.	All scheduled training will be conducted according to the training calendar publishing by the HSE Training section. Non-scheduled training and weekend training will only be conducted with prior approval from HSEQ Management.
5.	Training confirmation is subject to the seat availability and priority of the job. If the request was unsuccessful, a new request shall be submitted through the portal. Training confirmation is the discretion of training department.
6.	Trainees must reach the training center on time and those reporting 15 minutes later than the commencement time will not be allowed to sit in the class.
7.	Safety street visit is mandatory for the crew worker and lead executor training.
8.	Any malpractices in the training room will be subject to disciplinary action by the HSEQ management. Copying/discussing answers, removing assessment paper form the training room, inappropriate behaviors, damaging equipment, taking photographs of slides/assessment paper, violating instructions, inappropriate dress code are some of the major malpractices that may be escalated to the management.
9.	Department manager's approval is required for mobile phone access to the allowed area.
10.	Safety Card must be renewed within the validity period by attending respective refresher courses, if the validity expires, a new course shall be attended.
11.	Mobile phones shall be kept in silent mode during the training, food and beverages are not allowed in the class room.
12.	All trainees' details including photographs to be submitted on or before the training day, delayed submitting of data often result in delayed printing of cards, in such situations training dept will not be responsible for any delay occurred.
13.	In case the enrolled trainee unable to attend the session, a new enrollment needs to be submitted.
14.	In case of lost or damaged card, a notification needs to be sent to HSSE Dept and Security dept. A duplicate card will be issued accordingly.
15.	15. The pass mark for each course is set to 80% of total marks, candidates scoring more than or equal to 70% and less than 80% will be given one more chance to re-take the assessment. Should he/she fail in the second attempt must re-attend the full course regardless of percentages of marks scored. Candidate scoring less than 70% in the first attempt will have to re-attend the full course. If a candidate fails the assessment three times in a row, will only be allowed to re-appear for the course after a period of three months.