



HSE Training Record Form

Basic Identification

Item	Content to be Filled
Document No.	CLADDING-HSE-PD-48
Training Theme	(Business scenarios shall be specified, e.g., ① Special Training on Emergency Handling of Hazardous Chemical Warehousing Leakage ② Annual Refresher Training on Forklift Loading and Unloading Operation Safety ③ Three-Level Safety Education for New Employees on Fall Prevention in High-Altitude Installation Operations ④ Special Operation Training on Hot Work Permit Management)
Training Time	____ year ____ month ____ day, from ____ hour ____ minute to ____ hour ____ minute Total Duration: ____ hours (Theory: ____ hours + Practical Operation: ____ hours)
Training Venue	(Shall be associated with business areas, e.g., ① Theory: Company's 3rd Floor Meeting Room ② Practical Operation: Training Field of Warehouse Area 1 / Practical Operation Area of Equipment Maintenance Workshop)

I. Basic Training Information

Item	Content to be Filled (Shall be in Line with Business Scenarios)
Training Type	<input type="checkbox"/> Three-Level Safety Education for New Employees (including post risk training) <input type="checkbox"/> Annual Refresher Training (e.g., forklift drivers / dangerous goods managers) <input type="checkbox"/> Special Training (e.g.,

	leakage / fire handling) <input type="checkbox"/> Special Operation Training (hot work / high-altitude work) <input type="checkbox"/> Contractor Training <input type="checkbox"/> Others: _____
Training Method	<input type="checkbox"/> Concentrated Lectures (Theory) <input type="checkbox"/> On-Site Practical Operation (e.g., fire extinguisher use / forklift operation) <input type="checkbox"/> Online Learning (regulatory publicity and interpretation) <input type="checkbox"/> Emergency Drill (e.g., simulated leakage handling) <input type="checkbox"/> Others: _____
Organizing Department	<input type="checkbox"/> Quality, Safety and Environmental Protection Department <input type="checkbox"/> Business Supervision Department (Equipment Department / Transportation Department / Warehousing Department) <input type="checkbox"/> Human Resources Department <input type="checkbox"/> External Cooperative Organization (Name: _____)
Training Instructor	Name: _____ Position / Qualification: (e.g., HSE Engineer, Registered Safety Engineer, Forklift Training Instructor, Emergency Rescue Expert) Contact Information: _____
Training Objectives	(Shall be quantifiable and associated with business, e.g., ① 100% of trainees master the "protection - plugging - collection" process for hydraulic oil leakage in the warehouse area ② Over 85% of forklift drivers can standardize the implementation of the "one-check, two-look, three-operate" loading and unloading process ③ All employees are familiar with 3 core risks of their posts (e.g., hazardous chemical leakage, suspended load falling) and corresponding prevention and control measures)
Training Basis	① "Work Safety Law of the People's Republic of China", "Special Equipment Safety Law", "Regulations on the Safety Management of Hazardous Chemicals" ② "Company HSE Overall Emergency Response Plan for Emergencies (V3.0)", "HSE On-Site Emergency Response Card (V2.0)" ③ Post Safety Operation Procedures (e.g., "Forklift Loading and Unloading Operation Procedures", "Hazardous Chemical Warehousing Management Procedures")
Assessment Method	<input type="checkbox"/> Written Test (Full Score: 100, Pass Score: 80) <input type="checkbox"/> Practical Operation (Qualified if movements are standardized and processes are correct) <input type="checkbox"/> Interview (Risk Identification /

Handling Q&A) Comprehensive Evaluation (Theory + Practical Operation) Others: _____

II. Training Content Record (Associated with Business Scenarios and HSE Documents)

Serial No.	Training Content (Detailed Business Association)	Class Hours (Minutes)	Teaching Method	Remarks (Teaching Aids / Reference Materials)
1	HSE Laws, Regulations and Company Systems (Focus: Business-Related Clauses, e.g., Forklift Management in "Special Equipment Safety Law", Hazardous Chemical Storage Regulations)		<input type="checkbox"/> Lecture <input type="checkbox"/> Case Study (Illegal Penalty Cases)	Teaching Aids: Selected Handbook of Laws and Regulations, Company "HSE Responsibility System", "Work Permit Management Measures"
2	Risk Identification and Hidden Danger Investigation (Business Scenario Risks: - Warehouse Area: Hydraulic Oil / Acetylene Leakage, Fire Risk - Loading and Unloading Area: Forklift Collision, Suspended Load Falling Risk - Maintenance Area: Electric		<input type="checkbox"/> Lecture <input type="checkbox"/> Practical Operation (On-Site Risk Point Identification)	Teaching Aids: Schematic Diagram of Risk Points in Warehouse Area / Loading and Unloading Area, Template of Hidden Danger Investigation Record Form

	Shock, Mechanical Injury Risk)			
3	Emergency Management and Emergency Handling (Scenario-Specific Handling: - Leakage: Absorbent Cotton / Sandbag Blocking (Oil / Acid-Base) - Fire: Fire Extinguisher Use ("Lift, Pull, Squeeze, Sweep") - Electric Shock: Power Cut / Insulated Separation)		<input type="checkbox"/> Lecture <input type="checkbox"/> Drill (Simulated Handling)	Teaching Aids: Fire Extinguishers, Absorbent Cotton, Simulated Oil Drum (with Leakage Port), Excerpts from "HSE On-Site Emergency Response Card"
4	Occupational Health and Labor Protection (Business Protection: - Hazardous Chemical Scenario: Anti- Static Clothing / Gas Mask Wearing - High- Altitude Scenario: Safety Belt Hanging - Maintenance Scenario: Insulated Glove Use)		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration (Wearing Practical Operation)	Teaching Aids: Anti-Static Clothing, Gas Masks, Safety Belts, Insulated Gloves, Instruction Manuals for Protective Equipment
5	Accident Case Analysis and Warning		<input type="checkbox"/> Case Study <input type="checkbox"/> Discussion	Teaching Aids: Case Videos, Accident Scene

	(Business-Related Cases: - Forklift Collision with Materials Case, Hazardous Chemical Leakage Pollution Case, High-Altitude Falling Case)		(Hazard Avoidance Measures)	Photos, Case Analysis Reports
6	Special Skill Training (By Business Type) (e.g., "One-Check, Two-Look, Three-Operate" for Forklift Loading and Unloading, "Dual-Person, Dual-Lock" for Hazardous Chemical Warehousing, "Three No-Hot-Work" for Hot Work)		<input type="checkbox"/> Practical Operation <input type="checkbox"/> Demonstration (Standard Movements)	Teaching Aids: Forklift Training Equipment, Hazardous Chemical Storage Racks, Simulated Tools for Hot Work (Welding Torch / Fire Blanket)
7	Other Contents (e.g., Contractor Safety Management, Emergency Contact)			Reference Materials: Emergency Contact List (Internal: 119/120, External: 119/120)

III. Training Attendance Sheet (Associated with Posts and Assessment)

Serial No.	Department (e.g., Warehouse Department / Transportation Department /	Name	Post (Clear Business Role)	Signature	Check -In Time	Assessment Result (Theory / Practical Operation)	Remarks (Absence / Make-Up Exam)
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	Equipment Department)						
1			(e.g., Dangerous Goods Manager, Forklift Driver, Maintenance Technician, Installer)				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Statistics	Scheduled Attendance: _____ persons Actual Attendance: _____ persons Attendance:						Absent Personnel: (Reason: _____), Make-Up Exam Time:

ce Rate: _____ %							_____ year _____ month _____ day
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IV. Training Assessment Record (Including Handling of Unqualified Personnel)

Serial No.	Name	Department	Post	Theoretical Score (Score / Pass Line: 80)	Practical Operation Score (Qualified / Unqualified)	Comprehensive Evaluation (Qualified / Unqualified)	Certificate No. (If Any)	Remarks (Handling Measures)
1								
2								
3								
4								
5								
Statistics	Total Assessment Personnel: _____ persons Qualified _____ persons Unqualified _____ persons Pass							Handling of Unqualified Personnel: <input type="checkbox"/> Make-Up Exam within 3 Days <input type="checkbox"/> Re-participate in the Next

	Rate: _____ %							Training Session <input type="checkbox"/> Suspend Work Until Qualified in Assessment (Names: _____)
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V. Training Effect Evaluation (Quantitative Rating + Business Improvement)

(I) Training Content Evaluation (Summary of Trainees' Feedback)

Evaluation Item	Excellent (%)	Good (%)	Average (%)	Poor (%)	Improvement Suggestions (Associated with Business Needs)
Targeted Nature of Training Content					(e.g., "Increase the duration of forklift loading and unloading practical operation" "Supplement details of hazardous chemical leakage handling")
Integrity of Training Materials					(e.g., "Need to provide post risk point handbook" "Practical operation steps")

					need to be in 图 文 version")
Rationality of Training Duration					(e.g., "Too long theoretical session, practical operation can be increased by 30 minutes")
Appropriateness of Training Methods					(e.g., "Suggest more on-site simulated drills" "Online learning can add case videos")

(II) Instructor Performance Evaluation

Evaluation Item	Excellent (%)	Good (%)	Average (%)	Poor (%)	Improvement Suggestions
Professional Knowledge Level (Business Relevance)					(e.g., "Need to be more familiar with forklift operation details" "Explanation of hazardous chemical regulations can be combined with company practice")
Teaching Expression Ability					(e.g., "Can slow down the speaking speed" "Need to repeat and emphasize key contents")

Classroom Interaction Effect					(e.g., "Ask more post-related questions" "Encourage trainees to share practical operation experience")
Question-Answering Ability					(e.g., "Need to respond to trainees' questions more timely" "Need to give examples to explain complex questions")

(III) Training Organization Evaluation

Evaluation Item	Excellent (%)	Good (%)	Average (%)	Poor (%)	Improvement Suggestions
Timeliness of Training Notification					(e.g., "Need to notify 3 days in advance to reserve preparation time" "Notification shall specify items to be brought by trainees")
Appropriateness of Training Venue (Business Matching)					(e.g., "Practical operation venue needs to be expanded to accommodate more trainees for training" "Warehouse area training field")

					needs to add simulated leakage points")
Integrity of Training Equipment					(e.g., "Some fire extinguishers have insufficient pressure and need to be checked in advance" "Forklift training equipment needs regular maintenance")
Satisfaction with Training Services					(e.g., "Need to provide drinking water" "Need to clean the venue after practical operation to ensure safety")

VI. Training Summary (Associated with Objectives and Business Improvement)

(I) Major Achievements (Compared with Training Objectives)

1. (e.g., "90% of trainees have mastered the hydraulic oil leakage handling process in the warehouse area, achieving the objective; the practical operation qualification rate of forklift drivers is 85%, basically achieving the objective")
2. (e.g., "All employees can accurately identify 3 core risks of their posts, and the risk identification ability has been significantly improved")
3. (e.g., "The proficiency in emergency equipment operation has been improved, and the standard rate of fire extinguisher use has increased from 60% before training to 95%")

(II) Existing Problems (Business-Related Shortcomings)

1. (e.g., "Some new employees are not proficient in wearing hazardous chemical protective equipment, and need to strengthen detailed guidance")
2. (e.g., "Insufficient props for simulated leakage scenarios, only 1 simulated oil drum, which affects the efficiency of group practical operation")

- (e.g., "In the assessment, it was found that a few personnel have a poor understanding of 'Three No-Hot-Work', and need targeted refresher training")

(III) Improvement Measures (In Line with Business Needs)

- Content Optimization: (e.g., "Add a special practical operation module for wearing hazardous chemical protective equipment, and increase the duration by 20 minutes")
- Resource Supplement: (e.g., "Purchase 5 simulated oil drums (with leakage ports) to meet the needs of group practical operation")
- Refresher Training Arrangement: (e.g., "For personnel with a poor understanding of 'Three No-Hot-Work', organize special refresher training within 1 week")
- Method Improvement: (e.g., "Adopt a mixed mode of 'theory + short video + on-site practical operation' for subsequent training to improve participation")

VII. Approval Confirmation (Clear Rights and Responsibilities)

Role	Name	Department	Signature	Date	Comments (If Any)
Training Supervisor (Organizing Department)					(e.g., "This training has been completed as planned, and the assessment materials are complete, suggesting archiving")
Reviewer of Quality, Safety and Environmental Protection Department					(e.g., "The training content meets the company's HSE management requirements, and the effect evaluation is true, agreeing to pass the review")

Approval by in-Charge Leader					(e.g., "Agree to the training summary and improvement measures; the effect of refresher training needs to be tracked subsequently to ensure business safety")
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VIII. Appendix List (Corresponding to Training Content)

Serial No.	Appendix Name	Number of Pages / Quantity	Remarks (Version / Purpose)
1	Training Courseware (PPT)		Version: _____ Purpose: Theoretical Teaching, Subsequent Review
2	Examination Papers / Practical Operation Scoring Forms	_____ copies of papers / _____ copies of scoring forms	Including answers and scoring standards, corresponding to theoretical / practical operation assessment
3	Trainees' Attendance Sheet (Paper Version)	1 copy	All trainees must sign by hand, serving as the basis for attendance
4	Training On-Site Photos / Video Records	_____ photos / _____ videos	Content: Theoretical Lectures, Practical Operation Training, Assessment Scenarios (Focus on Recording Standard Movements and Simulated Handling)

5	Trainees' Feedback Questionnaires	____ collected copies (____ valid copies)	Original questionnaires, serving as the basis for effect evaluation
6	Post Safety Operation Procedures / Excerpts of Laws and Regulations		Reference materials distributed during training for trainees' subsequent reference

Filling Instructions and Archiving Requirements

1. **Filling Standards:** All blank spaces shall be filled in by hand or printed; select items shall be marked with "√" in the "□"; training content and assessment results shall be true and accurate, strongly associated with business scenarios, and avoid general statements; signature parts shall be signed by the 本人 by hand, and no proxy signature is allowed.
2. **Time Requirements:** This record form and appendices shall be organized, filled in and approved within 3 working days after the completion of training.
3. **Archiving Management:** This record form and appendices shall be organized by the organizing department and submitted to the Quality, Safety and Environmental Protection Department for archiving; the retention period shall be no less than 3 years (records involving special operations and major emergency training shall be archived for a long term).
4. **Access Rights:** Internal HSE managers of the company and heads of departments to which trainees belong may apply for access; external units (e.g., government supervision departments) may access only with the approval of the company's in-charge leader.

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