

SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>FSC Chain of Custody Manual.</i>	Date: <i>14th August 2018</i>
Location: JMS FACTORY	Start Time: 10.30am
Duration (Minutes) 30 MINUTES	End Time: 11.00am
Presenters name: <i>J. Gould</i>	Presenters Signature: <i>J. Gould</i>

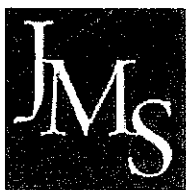
Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CHIMES (SAMUEL)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
DYETT (JOE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
			2303798

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	



SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 85. Wildlife Conservation	Date: 9th August '18
Location: JMS FACTORY	Start Time: 10.30am
Duration (Minutes) 30 MINUTES	End Time: 11.00am
Presenters name: Steve Wright	Presenters Signature: [Signature]

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	[Signature]
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	[Signature]
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	[Signature]
DYETT (JOE)	JMS SPECIALIST JOINERY LIMITED	[Signature]
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	[Signature]
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	[Signature]
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	[Signature]
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	[Signature]
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	[Signature]
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	[Signature]
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	[Signature]
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	[Signature]
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	[Signature]
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	[Signature]
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	[Signature]
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	[Signature]
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	[Signature]
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	[Signature]

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 83 Pigeons & Psittacosis	Date: 7th August 18
Location: JMS FACTORY	Start Time: 10.30am
Duration (Minutes) 30 MINUTES	End Time: 11.00am
Presenters name: John Gould	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
DYETT (JOE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 71 Environmental Issues for Carpenters	Date: 16 th August 2018
Location: JMS FACTORY	Start Time: 10.30am
Duration (Minutes) 30 MINUTES	End Time: 11.00am
Presenters name: Steve Wignall	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CHIMES (SAMUEL)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
DYETT (JOE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 70. ISO 14001 Environmental Management System	Date: 14 th August 2018
Location: JMS FACTORY	Start Time: 10.30am
Duration (Minutes) 30 MINUTES	End Time: 11.00am
Presenters name: John Gould	Presenters Signature: J. Gould

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CHIMES (SAMUEL)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
DYETT (JOE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
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BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

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WEEKLY PLANT RETURN AND PLANT SAFETY CHECK

SITE: WALKERS COURT

COMPILED & CHECKED BY: S. SIMONOVIC

WEEK ENDING:
26/08/18

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

Plant Item	I.D. No.	On Site Date	Off Site Date	Test Expiry Date	Condition of items/ other comments
BOSH JIGSAW	1256	07/08/18		07/11/18	
BOSH HAMMER DRILL	941	07/08/18		07/11/18	
BOSCH PISTOL DRILL	972	07/08/18		07/11/18	
MAKITA SKILL SAW	293	07/08/18		07/11/18	
DUST CONTROL EXTRACTOR	1241	07/08/18		07/11/18	
110V EXTENSION LEAD	1254	07/08/18		07/11/18	
MAKITA ¼ ROUTER	332	13/08/18		10/11/18	
MAKITA PLANER	906	13/08/18		10/11/18	
110V SPLITTER BOX	246	13/08/18		10/11/18	
110V EXTENSION LEAD	76	13/08/18		10/11/18	
TOOL BOX	7A	13/08/18		N/A	

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Portable Electrical Tools	Date: 21/08/18
Location: Wembley W03	Start Time: 11:00
Duration (Minutes): 30min.	End Time: 11:30
Presenters name: A. Kulsinskis	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
H. GORASIA	R.C.L	
S.L. KIRANI	R.C.L	
M. DANDY	RCL	
R. Rama	RCL	

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
4	30min	2 hours	2453745

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

**SITE: Wembley Block
W03**

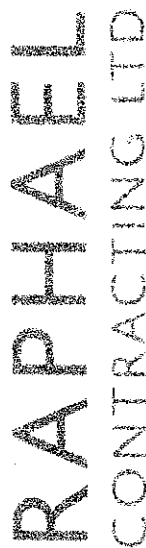
COMPILED & CHECKED BY: A. Kulsinskas

WEEK ENDING 26/08/18

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

Plant Item	I.D. No.	On Site Date	Off Site Date	Test Expiry Date	Condition of items/ other comments
Toolbox	1340	04/05/2018		N/A	Condition good
Toolbox	1026	05/03/2018		N/A	Condition good
Toolbox	1A	05/03/2018		N/A	Condition good
Toolbox	16A	01/08/2018		N/A	Condition good
Toolbox	29A	01/08/2018		N/A	Condition good
110v Lead	235	04/05/2018		22/09/2018	Condition good
110v Lead	1320	04/05/2018		22/09/2018	Condition good
110v Lead	1317	04/05/2018		22/09/2018	Condition good
110v Lead	269	04/05/2018		22/09/2018	Condition good
110v Lead	276	04/05/2018		22/09/2018	Condition good
110v Lead	1247	05/03/2018		22/09/2018	Condition good
110v Lead	1248	05/03/2018		22/09/2018	Condition good
110v Lead	932	05/03/2018		22/09/2018	Condition good
110v Lead	268	01/08/2018		02/11/2018	Condition good
110v Lead	1356	01/08/2018		02/11/2018	Condition good
110v Splitter Box	643	04/05/2018		22/09/2018	Condition good
110v Splitter Box	265	05/03/2018		22/09/2018	Condition good
110v Task Light	1304	04/05/2018		22/09/2018	Condition good
110v Task Light	1305	05/03/2018		22/09/2018	Condition good
Dust Control Extractor	1303	04/05/2018		22/09/2018	Condition good
Dust Control Extractor	1265	05/03/2018		22/09/2018	Sent to repair Harrow Tools
Dust Control Extractor	1243	01/08/2018		02/11/2018	Condition good
Dust Control Extractor	1242	01/08/2018		02/11/2018	Sent to repair Harrow Tools
Dust Control Extractor	1264	21/08/2018		21/11/2018	New to site
Dust Control Extractor	1243?	21/08/2018		21/11/2018	New to site
Makita Router ½	67	05/04/2018		22/09/2018	Condition good
Makita Router ¼	1353	04/07/2018		28/12/18	Condition very good
Makita Router ¼	63	05/03/2018		22/09/2018	In for repair
Makita Router ¼	959	06/08/2018		07/11/18	Condition good
Dewalt Router ¼	1357	06/08/2018		03/02/19	Condition very good
Dewalt Router ¼	1026	05/03/2018		22/09/2018	Condition good
Dewalt Router ¼	782	01/08/2018		02/11/2018	Condition good
2nd Fix Paslode Gun	529	05/03/2018		N/A	Condition good
2nd Fix Paslode Gun	991	23/07/2018		N/A	Condition good
2nd Fix Paslode Gun	169	04/05/2018		N/A	Condition good

2 nd Fix Paslode Gun	1336	15/08/2018		N/A	New to site
Makita Chopsaw	1025	05/03/2018		22/09/2018	Condition good
Makita Chopsaw	940	01/08/2018		02/11/2018	Condition good
Bosch Jigsaw	48	05/04/2018		22/09/2018	Condition good
Makita Jigsaw	1275	05/03/2018		22/09/2018	Condition good
Jigsaw	1276	04/05/2018		22/09/2018	Condition good
Bosch Skillsaw	790	05/04/2018		22/09/2018	Condition good
Makita Skillsaw	1043	04/05/2018		22/09/2018	Condition good
Makita Skillsaw	706	05/03/2018		22/09/2018	Condition good
Bosch Planer	905	05/03/2018		22/09/2018	Condition good
Makita Planer	942	04/05/2018		22/09/2018	Condition good
Makita Planer	912	05/03/2018		22/09/2018	Condition good
Makita Sds	361	04/05/2018		22/09/2018	Condition good
Makita Hammer Drill	913	05/03/2018		22/09/2018	Condition good
Bosch Pistol Drill	651N	05/03/2018		22/09/2018	Condition good
Multi Tool	1280	04/05/2018		22/09/2018	Condition good
Makita Biscuit cutter	936	05/04/2018		22/09/2018	Condition good
A Frame		04/05/2018		N/A	Condition good
Hop-Up	RCL	15/08/2018		N/A	Condition good



Contract:	Wembley W03	Site Manager:	A. Kulsinskas	Date (w/c):	20.08.2018	Method statement (\$) (Title, Rev No. & Rev date)	General Carpentry and Joinery Rev. A 20/06/18
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Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	20.08.18	A. Kulsinskas		Router frames. Noise. Ear plugs.
Tuesday	21.08.18	A. Kulsinskas		Storage area. Fire protection.
Wednesday	22.08.18	A. Kulsinskas		Install door frames. Frames allocation.
Thursday	23.08.18	A. Kulsinskas		Install window boards. Dust. Masks. Extinction.
Friday	24.08.18	A. Kulsinskas		Delivery. MDF boards. Manual Handling.
Saturday				
Sunday				

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N/A

No

Yes

Before starting work, STOP, THINK and CHECK**If the answer to any question below is NO, do not start work until the issues are resolved****1. Method statements, risk assessments and permits**

Have you read and understood the method statement and risk assessment for the task?

Is everyone on your team briefed on the method statement for the task?

Have you carried out your weekly toolbox

talk? Please give title of toolbox talk:

Portable Electrical Tools

Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?

Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?

2. Place of work

Are you satisfied that your team has a safe place to work?

Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers

Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?

Are third parties and members of the public securely protected from falling materials?

Does your team know the safe access and egress routes to their places of work?

3. Task specific

Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?

Are you confident there are no health and safety risks in your work task(s)?

Are you certain that the operatives you are putting to work are competent for their assigned tasks?

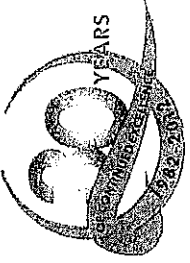
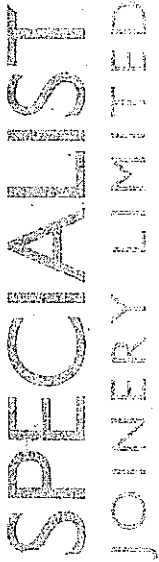
Are the team equipped with the correct PPE to carry out the task?

4. Variations

Have the team members changed? (if yes revise)

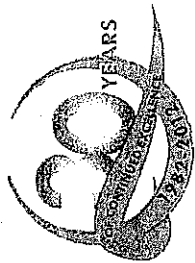
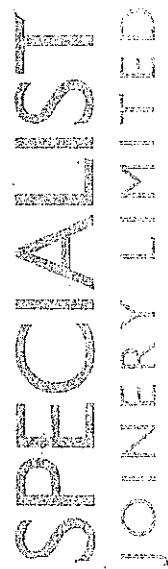
Has the task or working environment changed significantly to require a risk assessment and method statement (if yes, work to stop and new method statement to be produced)

Remember, as the supervisor YOU are responsible for the safety of YOUR team



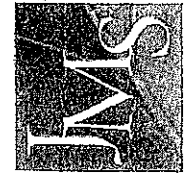
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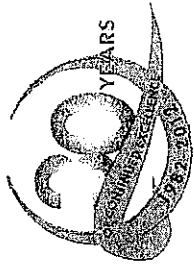


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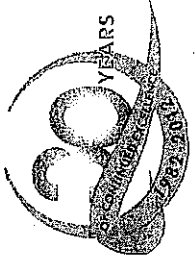
SPLENDOR



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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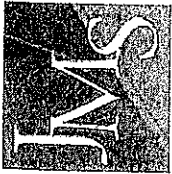


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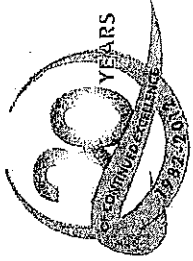
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SPECIALIST
JOINERY LIMITED



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

we 20.8.18

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
Nathan-W				/		/	/			/		20/8/18
T.Winterburn				/			/			/	T.Winterburn	20/8/18
Nathan-W				/			/			/		21/8/18
T.Winterburn				/			/			/	T.Winterburn	21/8/18
T.Winterburn				/		/	/			/		22.8.18
Nathan-W				/		/	/			/		22/8/18
Nathan-W				/			/			/		23/8/18
T.Winterburn				/			/			/	T.Winterburn	23/8/18