

Form 12 Trainee Sign-in Records

(Full name of training unit)

○○○○○○○○○○(Category) ○○○ Session of Safety and Health Education and Training Class

Training Site Address:

Classroom:

Classroom No. ○○

Course Name:

Class Time:

Hour: Minute, Month Date, Year

Trainee No.	1	2	3	4	5	6	7
Student Name							
Signature							
Trainee No.	8	9	10	11	12	13	14
Student Name							
Signature							
Trainee No.	22	23	24	25	26	27	28
Student Name							
Signature							
Trainee No.	36	37	38	39	40	41	42
Student Name							
Signature							
Trainee No.	50	51	52	53	54	55	56
Student Name							
Signature							
Trainee No.	57	58	59	60	Number of Attendees	Signature of Lecturer	
Student Name					Persons		
Signature					Number of Absence	Signature of Counselor	
					Persons		

Notes:

1. The counselor shall be present during the daily sign-in of trainees and shall correct any individuals signing in on behalf of others. In case where any trainee is late for the class exceeding 15 minutes, it shall be deemed as absence.
2. Red pen or pencil shall not be used for signing in. The sign-in records shall not be altered arbitrarily; otherwise, it is considered as invalid.
3. To apply for leave, trainees shall fill out leave application form in advance. For sick leave, relevant supporting documents shall be supplemented subsequently.
4. The counselor shall take roll call 20 minutes after the start of the first session of the class.