



REC ULUSLARARASI
Aziziye Mah. Portakal Çiçeği Sok. No:33 Çankaya / ANKARA
Phone: +90 312 441 31 41 Fax: +90 312 442 58 16

İşin Adı : Mersin-Adana-Osmaniye-Gaziantep Yüksek Standartlı Demiryolu Hattı
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With Supply Of Electromechanical Systems

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1. PURPOSE

To determine the procedures and principles regarding the Occupational Health, Safety and Environment (HSE) training practices in the MAOG Project.

2. SCOPE

It covers the application principles and requirements of the minimum HSE training activities to be carried out in the MAOG Project.

The trainings carried out in the MAOG Project and generally offered by the OSGB are out of the scope of this document.

3. IMPROVEMENT

Persons who detect ambiguity and inconsistency in this document can report their requests and suggestions using the "User Feedback Form" in the Appendix.

4. REFERENCES

- OHSAS 45001 Occupational Health and Safety Management System
- ISO 14001:2015 Environmental Management System,
- Sustainability Department Environmental and Social Management Procedures
- HOL-YYG-PRO-002 Ronisans Training Procedure
- MAOG-RECU-GN-GNL-IS-GNL-PRG-0002-0 Hazard and Risk Management Procedure
- MAOG-RECU-GN-GNL-IS-GNL-PRG-0008-0 Work Permit Procedure
- MAOG-RECU-GN-GNL-IS-GNL-PRG-00011-0 Subcontractor Management Procedure

5. RESPONSIBILITIES

5.1. MAOG Project Management (Project Manager / Deputy Project Manager / Construction Site Supervisor)

MAOG Project Management is responsible for the implementation of this document in all work areas / activities and ensuring that the subcontractors it works with provide their employees with trainings in accordance with this document. MAOG Project Management is also responsible for;

- Based on this document in the creation of HSE training procedures,
- Establishing the necessary areas for training and providing equipment,
- Checking/following up that the trainings take place within the relevant document, and
- Providing necessary training resources.

5.2. MAOG Project HSE Manager / Manager / Supervisor

MAOG Project HSE Manager / Supervisor is responsible for the coordination and monitoring of the trainings defined in this document for all project employees. MAOG Project HSE Manager / Supervisor is also responsible for;

- Based on this document in the creation of HSE training procedures,
- The HSE unit is responsible for monitoring the efficiency of the trainings provided, periodically making training analyzes and recording these analyzes and presenting them to the Corporate HSE Management Department and Group Company HSE Coordinators when necessary.
- It is also responsible for determining the technical training needs of the employees, taking into account the specific requirements of the MAOG Project (creditor requirements, project contracts, etc.) and the scope of local HSE legislation.



5.3. Headquarter E&S Manager

Responsible for managing infrastructure and superstructure projects regarding environmental and social governance issues and member of the Executive E&S Committee on behalf of the REC.

5.4. Sub-contractors

In line with the scope of activity, Sub-Contractors are responsible for:

- Providing the necessary resources and equipment in order to contribute to the realization of the trainings within the scope of this document,
- Preparing the annual training plan,
- Having its employees ready on the training date (place and time) determined by the MAOG Project training officer,
- Having employees take induction HSE training and vocational qualification training programs required by the legislation, submitting documents and records to the HR and HSE Unit, which is their employer, and keeping training records of their own employees, independent of contractor records,
- presenting their training needs/plans in line with the content of this document in the “Mobilization/Pre-Work Start Meeting” defined in the Subcontractor Management Procedure of MAOG-RECU-GN-GNL-IS-GNL-PRG-00011-0.

5.5. Supervisor (Section Chiefs, Engineers, etc.) / Foreman

MAOG Project Supervisors / Foremen:

- Participating in the minimum trainings foreseen for them in the HSE Training subjects (Appendix B) and the HSE Training Plan (Appendix C),
- They are responsible for making the necessary arrangements for On-Site Interactive Trainings and completing these trainings within the time given as instructors.

Section chiefs, engineers and other related responsibilities are defined in the document under the Supervisor title. Supervisor (Section Chiefs, Engineers, etc.) / Foremen are also responsible for:

- providing on-site interactive trainings.

5.6. Responsibilities of the MAOG Project HSE Training Unit (or Instructors)

The MAOG Project HSE Training Unit (or Instructors) is responsible for the complete implementation and follow-up of the Project / Enterprise HSE Training Plan to be created based on the content of this document. MAOG Project HSE Training Unit (or Instructors) is also responsible for ;

- Creating the HSE training procedure, annual training plan and training materials specific to the MAOG Project in accordance with the HSE training requirements,
- Making regular field visits to observe the worksite dynamics and training effectiveness and recording them,
- By planning On-Site Interactive Trainings and On-the-Job Talks, to follow their effectiveness and implementation, to accompany them in the field when necessary,
- Reviewing the training materials during the process and updating them in accordance with the current study areas and the dynamics of the MAOG Project,
- Creating a database for the trainings carried out in the MAOG Project,
- Conducting training needs analysis periodically, in close coordination with the section chiefs / supervisors,
- Updating the MAOG Project training plan as necessary or at least annually,



- entering their training activities on the HSE Portal (or their own registration system).

5.7. HR / Personnel Affairs, Training, Quality, Accrual Departments and Units

Responsible for recording the competency-based special trainings (vocational trainings, technical trainings, scaffolding erection and dismantling, etc.) provided by third parties or in-house in the MAOG Project by entering the employee personal system. In order for the records of these trainings to be shared with the Holding Talent Department and entered into the system, they must be shared with the HSE Department at 3-month intervals. General information about the training records is given under the heading 7.7 Records.

5.8. All Employees

- They are responsible for using the information obtained by participating in all Occupational Health, Safety and Environment trainings defined for them in their duties and complying with the specified rules.
- Employees are expected to participate in the training evaluation at the end of (and before) training, to provide feedback on the training content and effectiveness, and to inform the Instructor in cases where the training material and content are not understood.

5.9. PIU (Project Implementation Unit)

- **PIU Physics Engineer** who is responsible for supervising health and safety for the Project.
- **PIU Department Manager (Superstructure / Civil Engineer)** will be responsible for overseeing the implementation of all health, safety and social measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.

5.10. Executive Environmental and Social Management Committee

- **Executive E&S Committee Project Manager (Department Head / Branch Manager /Head of Department)** will be ultimately responsible for overseeing the activities undertaken by the AYGM/TCDD specialists (listed below), overseeing the implementation of mitigation measures and management procedures specified within the disclosure package of the Project, and overseeing the preparation and implementation of a CESMP, which will be based on this ESMP
- **Executive E&S Committee Environmental, Health and Safety, and Social (EHSS) Manager (Specialist / Engineer)** will be responsible for overseeing all matters that relate to environment, health, safety and social aspects of the Project. Also, s/he will be appointed to be responsible for supporting the implementation of the SEP, by conducting regular consultation with affected communities on any concern regarding the Project. CLOs will also have responsibility for disseminating the Project disclosure package as described in the SEP. They will also conduct regular inspections of records relating to grievances received and their resolution. S/He will report regularly to AYGM PIU.

Further technical staff may be required during the course of the Project, who will be assigned internally by the AYGM, either by means of permanent or temporary basis until the completion of relevant tasks under the Project whilst they undertake their current responsibilities.



6. DEFINITIONS AND ABBREVIATIONS

EN: European Norms

TNA: Training Needs Assessment

ITA: JHA Job Hazard Analysis

TBT: Toolbox Talk

HSE: Occupational Health and Safety and Environment

PPE: Personal Protective Equipment

OSHA: Occupational Safety And Health Administration

JHSU: Joint Health and Safety Unit

TRIC: Safety Task Analysis Risk Reduction Talk/Task Risk Identification Card

OJT: On-The-Job Training

Training: The systematic development of the behavior, knowledge and skills required for the adequate performance of a task or job.

Project: MAOG (Mersin-Adana-Osmaniye-Gaziantep) High Standard Railway Project

Project Management: It represents the manager and/or his subordinates responsible for the entire MAOG Project, depending on the established organizational structure of the Project/Enterprise. (In the MAOG Project; the most organizationally authorized person or his/her representative)

Sub-Contractor: They are natural or legal persons or institutions and organizations without legal personality that undertake the construction and/or execution of part or all of the work/service with a contract in the MAOG Project, which the Holding and Group Companies undertake to construct and/or operate.

Responsible Manager/Supervisor: The manager/supervisor responsible for the construction of the work subject to the MAOG Project. If the construction of the work subject to the MAOG Project is under the management of the subcontractor, the Holding and/or Group Company Manager/Supervisor responsible for the subcontractor, MAOG Project Section and Section Chiefs, Site Chief or Project Manager.

Portal: Ronesans HSE Management Portal(<http://rsafe.ronesans.com>).

7. IMPLEMENTATION

7.1. Training Types

7.1.1. Employment Orientation Training

Each employee who starts work in the MAOG Project has to attend the induction orientation training, which includes the following topics.

- Policies related to HSE (eg zero tolerance, life-saving rules etc.)
- Project Scope and General Work Schedule.
- Project HSE Organization.
- HSE Roles and Responsibilities.
- Accident – Incident Investigation and Reporting
- Safety Procedure
- Safety Guidelines
- Project Site Specific Hazards
- Safe Working Practices Followed at the Project Site
- Safe Working on Line,
- Process Safety Management,
- Traffic Control
- Project HSE Rules and Procedures
- Personal Protective Equipment
- Work Permit Systems
- Organization and Hygiene in the Work Area
- Fall Protection Systems
- Scaffolding Erection/Dismantling
- Use of Ladders,
- Confined Spaces,
- Safe Operations at Height,
- Hazardous Wastes,
- Excavations, Trench/Pit
- Cranes / Material Handling,
- Use, Transport and Storage of Compressed Gas Cylinders,
- Energy Isolation (LOTO Lockout-Tagout)
- Project Employee Health and First Aid Arrangements
- Fire Protection and Prevention
- Emergency Procedure
- Environmental Awareness and Environmental Protection
- Waste Separation and Recycling



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Apart from the Basic HSE Trainings, the induction orientation training to be provided by the MAOG project Instructors is planned as a minimum of 2 hours, taking into account that the OSGB trainings are also given. This training is independent and separate from the legal compulsory training content provided by the OSGB company serving in the MAOG Project. This period can be increased according to the content and scope of the training, but not less.

Trainings can be organized by MAOG Project HSE Instructors or assigned Instructors depending on the work site and workgroups. General training topics; **Annex B** Training Topics and **Annex C** Training Plan, which show the target audience, minimum training period and training completion times, have been prepared as a procedural annex. MAOG Project's own training plans have been created according to the needs of the project, taking into account the training contents given in **ANNEX C**.

7.1.3. Supervisor / Foreman Training

Each supervisor receives HSE orientation training during the foreman, employment or transfer processes from projects. This training outlines the supervisor's / foreman's duties and responsibilities in relation to HSE and defines how to manage field HSE responsibilities.

Supervisor / Foreman HSE Orientation training is expected to be completed within 1 month from the date of employment by the field manager and MAOG Project HSE Managers / Chiefs or as online training.

As a minimum, the following administrative topics should be added to supervisor orientation trainings:

- Risk Assessment / Analysis
- Work Permit System, Work Hazard Analysis (ITA), TRIC Card Applications and Control Process
- HSE Performance Management
- HSE Meeting Briefing
- HSE Leadership
- Toolbox Talks (TBT)
- First aid and medical treatment process
- Accident - Incident Investigation and Reporting
- Violation of Field Safety Rules and its Results

Foremen orientation trainings should include at least the following managerial subjects:

- What is Toolbox (TBT) and how can it be provided
- Permit to Work System / JHA
- TRIC & STARRT Card Applications and Controlling Process
- Near Miss Reporting

7.1.4. Visitors Training

Anyone visiting the MAOG Project sites for inspection or surveillance purposes must attend the HSE visitor training. Those who have not received the basic information training are not allowed to enter the field. This training covers the following topics as a minimum.

- Security and Emergency Procedures
- Existing Site Hazards, Restricted Areas
- Mandatory PPE and Field Traffic Rules and Regulations

This training is 15 - 30 minutes for the visitor who will visit the red zones where the use of PPE is mandatory in the MAOG Project sites/areas, together with any project employee. Visitors to the site must be accompanied by an authorized project employee during the visit. Those who will visit the green zone should only read and sign the "HSE Visitor Safety Card".

At the end of the training, the "Visitor HSE Training Participation Form" prepared by the project/enterprises is signed by all visitors.

Private / legal persons who will carry out any construction, project or renovation activities on the MAOG Project sites are subject to HSE Orientation Training regardless of the planned duration of the work.

7.1.5. Material and Equipment Supplier Trainings

Persons who bring materials to the MAOG Project area by vehicle; After receiving a short training on the driving safety rules and site layout at the security entry point/gate, the site rules containing the "Safe Driving" instruction must be signed and taken to the field. Other control steps (vehicle ID card, maintenance records control, etc.) related to entering the MAOG Project area with a vehicle are also applied specifically to the project.

Among these rules, the use of seat belts, compliance with the field speed rules by taking into account the weather conditions, in-field traffic practices (junction points, pedestrian crossings, traffic markers, delivery point transportation route, etc.) should be included as a minimum. This information is recorded by the security personnel or another employee assigned to his place.

Supplier officials / officers who do not comply with the minimum safety rules communicated to them within the MAOG Project area are prevented from re-entering the field and/or are taken to the MAOG Project in a controlled manner after additional information training.

Accompanying the Supplier Authorities in the field by the relevant department/unit responsables is evaluated by the MAOG Project Management. If it is deemed necessary, the personnel are prohibited from entering the field alone and walking around the field or in the establishment, and it is ensured that they are accompanied.

7.1.6. Operator / Driver Trainings

The user / operator / driver trainings for the all types of vehicles, heavy construction equipment, (Loader-Wheel Loader, Excavator, Truck, Forklift, Roller, Grader, Construction Site Lorries, Telescopic Carriers, Drillers, Compactors, Mobile Cranes etc.) operated in MAOG Project working areas should be given before beginning to work by considering the dangers and risks of the equipment.

The MAOG Project is responsible for applying these criteria in the recruitment process by defining the minimum criteria defined below in the selection of operators within the scope of the project requirements. These are;

- The health conditions of the Operator / Driver / Users do not interfere with the execution of the work, there is a health report of fitness for work;
- Certificate of Professional Competence;
- Minimum experience and competence criteria
- Pre-employment competency control process;
- They should request "Professional Operator Training" or "Professional Operator Certification" apart from their vocational training, by evaluating the hazards and risks of the equipment / vehicle to be used in the MAOG Project, and the characteristics of the working environment. Operators, users and drivers are allowed to work in the MAOG Project after they have fully completed the training and processes defined for them. MAOG Project Management is responsible for the correct planning and effective management of all these processes.

7.2. Planning of the Training

7.2.1. Creating Training Plans

Regarding the training content and practice, training plans shall be created and implemented by taking into account the requirements in the sample Appendix B and Appendix C provided in Article 7.1.

New training programs / presentations or changes to existing programs should be made according to training needs analysis. In the MAOG Project, monthly technical training needs are determined according to the work program and risk control needs. The need for systemic and managerial talent

training twice a year is determined by the Project Management and presented to the Group Company's HSE Department and is included in the target trainings.

***As a part of this training document, HSE leadership trainings are planned to be attended by Ronesans project managers and relevant department/department managers.*

7.2.2. Training Hall

In the MAOG Project, the required area and logistics support for classroom and field training is determined by the project management at the planning stage and completed within the mobilization process.

It is recommended that training classes be planned with a maximum of 25 (or less) classes per instructor. In cases where the number of participants exceeds 30, a second instructor is assigned and training is given in two separate groups.

Within the scope of local legislation and good practices, training halls should be planned as spacious spaces with a size and volume suitable for the number of employees who will participate in the training, where the employees can follow the training provided comfortably, free from noise and other external factors, and with appropriate comfort levels such as lighting and ventilation.

In technical and applied training, the necessary equipment is kept in the training area.

7.2.3. Instructors

Depending on the number of employees and the requirements of the project, at least one HSE Training Supervisor / Responsible is appointed in all Project / Enterprises with the required number and competence.

It is recommended to have at least one HSE Instructor for up to 1000 employees in the Project / Enterprises, and to employ 1 more instructor for every 1500 employees.

7.2.3.1. Instructor Qualifications

The instructors who will work in the Ronesans Holding MAOG Project are expected to have at least the following qualifications;

- Have at least 3 years of HSE Field / Operations experience and / or HSE training experience. Having managerial and coordination competence to manage the training department in large projects according to the project size,
- Having at least 1 locally valid HSE certificate, (The requirement for an internationally valid certificate is determined by the relevant Project / Enterprises)
- Being able to follow international HSE practices,
- Being able to follow national / regional HSE laws and regulations,
- Having a bachelor's / associate's degree,
- Having attended the training on "Training of instructors" (Able to Convey HSE Messages in Adult Learning Environments in a Clear Language)

7.2.3.2. Professional Development of Instructors

The HSE Department of the Group Company is responsible for monitoring the professional qualifications and development of all HSE instructors working in the MAOG Project.

Holding HSE Management Department guides the Project HSE instructors together with the Group Company HSE Coordinators so that they reach international standards and undertakes the task of coordinating with the MAOG Project Management when necessary.

7.2.3.3. Private Instructors

General HSE trainings are given by MAOG Project HSE Instructors, who are determined and appointed by the Group HSE Department within the scope of the MAOG Project. Support is received from third-party experts, project/business supervisors who are experts in their fields, and from competent project HSE instructors for trainings that will be needed within the scope of contractual requirements such as Electrical safety, fire fighting, first aid, etc.

7.3. Training Method (Alternative Training Methods)

Apart from in-class theoretical training, the following training methods are applied.

7.3.1. Toolbox Talks (TBT etc.)

Toolbox Talks is carried out on a team basis with the participation of minimum employees and Foremen / Supervisors at the beginning of each shift. Toolbox Talks take place in a minimum of 10-15 minutes, in the form of conveying the work done, environmental factors and the dangers that may be encountered in the field to the employees under general topics.

HSE personnel are responsible for archiving the recorded Toolbox Talks and auditing the conversations at regular intervals.

7.3.2. On – The – Job Training – (OJT)

OJT trainings are structurally different from on-the-job talks and include practical, visual examples of the work done at the workplace with the participation of HSE Supervisor, HSE Instructor, Foreman and Supervisors (Section chiefs, engineers, etc.). In general, OJT trainings are given by Foremen and/or Supervisors as they have practical application skills.

OJT trainings cover, but are not limited to, topics each of which is divided into sub-focal points to guide the instructor. The HSE team at individual sites selects OJT training topics according to the needs of their own sites and applies them to their work areas in accordance with the format specified in this document.

“Sample On-Site Interactive Training Guide Document” given in **APPENDIX E** can be used to conduct OJT trainings correctly and in accordance with its purpose.

7.3.3. HSE Campaigns

Ronesans Corporate HSE or Group Company HSE Management Department plans “Safety Campaigns” aimed at raising awareness and awareness through effective communication methods to be carried out at specified periods, taking into account the existing processes and plans in all Project(s) / Enterprise(s). In the campaign topic selections; Project and enterprises' general accident statistics, hazard and risk contents, opinions of MAOG Project HSE Departments etc. are taken into account.

During the implementation of the campaign processes, together with the Group Company's HSE Managers, the campaign is carried out effectively by using visual / graphical communication methods such as posters, graphics, tables, auxiliary tools and good practice examples in an appropriate order. MAOG Project Managers during the campaign:

- Since the process is shared with the target audience;
- Ensure that the set targets are achieved within the relevant timeframes, and
- Responsible for checking the effectiveness with feedback.

7.4. Measurement and Evaluation

All Ronesans personnel, including the contractors and suppliers, must be in compliance with the work to be performed before any work; In order for the job to be carried out safely, the necessary competency and competence training must be successfully completed. Trainings can have general, subject-specific and HSE training contents.

In HSE trainings that require orientation and competency measurement, performance evaluation and success level are measured by exams and recorded.

MAOG Project training departments/instructors should ensure that training performance is measured in training provided by third-party consulting firms or individuals.

Third-party technical training providers; lifting and slinging, scaffolding, EKED, MEWPs etc. In technical trainings, it can be evaluated by a foreman, supervisor or engineer who has the necessary knowledge and experience.

The checklists to be used in performance evaluation are prepared by the MAOG Project HSE instructors together with the foremen, supervisors and / or engineers of the relevant units. These measurement results are recorded and kept in the project HSE department until the end of the project.

The MAOG Project HSE department (if any, the HSE instructor) makes frequent visits to the MAOG Project site and evaluates the reflections of the training given in the field. Field observations, EIA forms, accident statistics are auxiliary documents that can be used for these assessments.

7.5. Records

In all trainings, participant records are recorded to include the following information. The Training Participation Form is provided by the instructor and/or MAOG Project HR Department before each training and is collected together with the training materials at the end of the training. The Training Participant Form should contain at least the following information. These are;

- Training Course Name
- Date of Training
- Venue / Location
- Training Duration
- A brief description of the training topic and training content
- Instructor's name and signature
- Names, duties and signature of the managers/employees who attended the training
 - Training evaluation results (copies of evaluation results in 3rd party trainings)
 - is preserved.)

Training records of each employee who received training on the MAOG Project are entered into the Ronesans Holding HSE Portal by the relevant MAOG Project HSE Department. In cases where Portal Access is not available, the name of each employee participating in the training, the training received and the training date, and the report by the Project / Operation HSE Department should be submitted to the Holding HSE Department. For reporting, at least the information in the **APPENDIX D** Sample HSE Training Monitoring Form must be reported. A Sample Training Registration Form or similar is expected to be used in **Appendix F**.

Training statistics are evaluated quarterly by MAOG Project HSE Managers / Chiefs and compared with current situation planning. The 3rd party training records carried out should be shared with the Corporate HSE Management Department on a monthly basis so that they can be entered into the Talent Management Department's registration system.



Competency-based special training (vocational trainings, technical trainings; scaffolding installation and dismantling, etc.) provided by third parties or in-company, in order to be shared with the Holding Talent Department and to be entered into the system, with the Corporate HSE Department at 3-month intervals, including the above-mentioned information. It also needs to be shared in the computer environment.

7.5.1. Training Card / Passport

The Training Card is a document created after the employee has completed the orientation training. This card is personal and cannot be exchanged for a different employee. All special training records attended by the employee are recorded on the training card by the authorized instructor after the training.

The training card is a tool that allows employees to check their competencies in the field activities, if needed.

7.6. Auditing Training Applications

Group Company HSE Coordinators and MAOG Project HSE Department audit the current training procedure and requirements through internal and external audits, and submit reports to the Project Management and the Corporate HSE Management Department at regular intervals.

The Corporate HSE Management Department performs compliance audits within the general audit programs to check that the training activities defined in this training procedure are implemented appropriately and effectively.

8. MONITORING, ASSURANCE AND VERIFICATION

Key success indicators (KPIs) of this procedure will be monitored, verified and evaluated by the relevant parties in accordance with their responsibilities set forth in the E&S Governance document, within the scope of the MAOG-RECU-GB-GNL-IS-PRG-0007-0 HSE Monitoring, Assurance and Verification Procedure.

9. RELATED FORMS

	APPENDIX C – Sample HSE Training Monitoring Form
APPENDIX A – Sample Training Topics	APPENDIX D – Sample On-Site Interactive Training Guide Document
APPENDIX B – Sample HSE General Training Plan	APPENDIX E – Sample Training Registration Form