Customer site training checklist

Contact Person Name : _____

Contact Number   : _____

Training Address   : _____

Classroom name/No : _____

Classroom requirement checklist	Circle accordingly	
Room with natural daylight , good ventilation, Aircon / Fans and Window	✔ Yes	X NO
Usage of 1 Projector with screen or Television with HDMI cable	✔ Yes	X NO
Optional whiteboard with colour markers	✔ Yes	X NO
Room with tables and chairs	✔ Yes	X NO
Sufficient space to conduct practical session during bandaging + CPR + AED + choking training	✔ Yes	X NO
Photos of the provided classroom(s) ✓ Front view of classroom(s) ✓ Back view of classroom(s)	✔ Yes	X NO
Things to standby ✓ Extension cable ✓ Multi-plug	✔ Yes	X NO

Above Information will be submitted to authority for approval to conduct class at customer site.

***Failing to complete the form or class requirement does not meet and Training centre is not able to provide. Class will be conducted at Training Center venue.