

Training Attendance Record

HR RECORD
Executive summary

EMPLOYEE Tariro Dube	DEPARTMENT Facilities and Safety Operations	STATUS Acknowledgement required
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Document	TRN-FAC-2026-1110
Document date	2026-05-25
Employee ID	SAFE-TRAINEE-017
Manager	Facilities Compliance Lead
Effective date	2026-06-01
Site reference	NMC-HRE-FAC-01
Program	Facility safety and compliance assurance
Integration reference	EHS-TRN-FAC-2026-1110
Retention class	FACILITY-SAFETY-7Y

ENTERPRISE COMPLIANCE PACKET

PROGRAM Facility safety and compliance assurance	SCOPE Internal EHS, facility audit, maintenance readiness, and incident evidence review
RISK Low	SOURCE SYSTEM EHS/Facilities workflow
INTEGRATION REF EHS-TRN-FAC-2026-1110	RETENTION FACILITY-SAFETY-7Y
EVIDENCE REF TRN-EVD-1110	AUTHORITY Buyer EHS, legal, and statutory owners remain the compliance authority

CUSTODY AND ACKNOWLEDGEMENT

EMPLOYEE Tariro Dube	EMPLOYEE ID SAFE-TRAINEE-017
MANAGER Facilities Compliance Lead	STATUS Acknowledgement required

RECORD ENTRIES

Item	Description	Value	Notes
Training module	Facility incident reporting and evidence capture workflow	Completed	Attendance reconciled to buyer LMS

Site procedure	Emergency-route, PPE, and corrective-action escalation briefing	Completed	Supervisor acknowledgement required
Evidence boundary	Training attendance is rendered from buyer records	External authority	Teleza is not the LMS or HRIS

EMPLOYEE _____	MANAGER _____	HR _____
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ACKNOWLEDGEMENT RECORD

Use the signature row to confirm receipt, condition, responsibility, or witness acknowledgement depending on the selected HR or asset-control template. Teleza does not become the HRIS, training LMS, asset register, or legal acknowledgement authority.