

# **SEFYDLIAD ACHUB MYNYDD DYFFRYN OGWEN**



## **OGWEN VALLEY MOUNTAIN RESCUE ORGANISATION**

### **TRAINING LOG**

# **Search and Rescue Training Log Book**

# GENERAL

Version 2.01 - 24 November 2010

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## PERSONAL DETAILS

**Name:**

**Call Sign**

**Address:**

**Post Code:**

**Tel No:**

### Additional Information

Previous Rescue Team, Rescue Courses, Mountaineering Qualifications, First Aid Qualification etc.

**DATE**

**DETAILS**

DATE	DETAILS

Additional Information Continued

<b>DATE</b>	<b>DETAILS</b>

Introduction

The purpose of the logbook scheme is to provide a progressive and motivating training program for all team members. The need to train and maintain a level of preparation for SAR operations is vital to ensure that rescue teams have team members with the correct knowledge and skills to undertake operations that they may be requested participate in.

### Approach to the Log Book Scheme

OVMRO has to respond to a wide variety of calls, and the training undertaken by team members should reflect the nature of the work expected of them. As such this logbook is composed of several different sections.

<p><b>Core Skills</b></p> <p><b>Core Skills requirements can change make sure you know what they are.</b></p>	<p>Core skills are identified as being of most importance for team members to maintain a high level of competency in. Core skills may be drawn from level 1, level 2 and level 3 skills. A table of Core Skills is provided for team members to use as a guide to monitor their training. <b>These skills must be kept updated on an annual basis.</b></p>
<p><b>Level 1</b></p>	<p>Skills that a SAR team consider as important for the team members to have in order to carry out the roles of being a team member supporting other team members that have a higher level of training.</p>
<p><b>Level 2</b></p>	<p>These skills are associated with team members who are expected to lead or make decisions at the front end of search and rescue operations.</p>
<p><b>Level 3</b></p>	<p>These skills are the highest level of training available to team members who are expected to have an in depth understanding of methods and techniques that are required to run SAR operations or teach SAR skills.</p>
<p><b>Record of Attendance</b></p>	<p>The record of attendance section provides an opportunity for SAR team members to record (and make comments) about training events and rescues they have attended.</p>

Individual teams or regions will usually determine the exact content of the sections. The logbook must cater for trainee team members as well as full team members.

### Signatures

**The logbook sections may only be signed by designated Subject Matter Experts. A list of Subject Matter Experts will be decided annually by the relevant specialist groups and published on the website.**

### **Trainee members**

In the case of Trainee Members, attendance to skills training will not automatically be signed up as you are required to show retained knowledge, through personal training application. **All trainees must have completed and be current with mandatory training prior to their final hill day assessment.**

The logbook system relies on your personal motivation and honesty for success. View the sheets as a challenge and steps to becoming a more competent SAR team member. If you are still not sure how the logbook system works, please ask.



**Search and Rescue Training Log Book**

**TRAINING  
&  
SKILLS UPDATE**

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## TECHNICAL ROPE RESCUE (Level 1)

### Technical Rope Rescue (Operator)

These following skills are considered essential for operating in a technical rope rescue environment.

The nature of rescue work in remote locations means that members must be able to recognise, assess and use natural belay anchors such as trees, rocks etc., for rescue purposes. This is implicit in all tasks below where applicable.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate the following knots / hitches: Bowline Triple Bowline Interlocking Bowlines Figure of Eight Clove Hitch Double Fisherman's Tape Knot Triple Wrap Classic Prussic French Prussic Interlocking Triple Wrap Prussic to assist in high strength joint Purcell Prussic Italian Hitch Radium Release Hitch (RRH)	
Discuss the properties of low stretch kernmantle lowering ropes and dynamic climbing ropes; also identify them in the store.	
Understand what is meant by a rescue load (2 and 3 person).	
Demonstrate an awareness of the contents of the Technical Rescue Bag and identify it in the store.	
Understand how, why and who can call "STOP" during a technical rope rescue.	
Demonstrate an understanding of the calls that would be used in a technical rope rescue.	
Act as a main line lowering operator.	
Act as a safety line lowering operator.	
Correctly rig a belay rack and tie it off.	

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Create an anchor and rig a main line lower.	
Create an anchor and rig a safety line system (including forward tension and tandem prussic).	
Correctly pack a rope bag.	
Rig a stretcher for a horizontal lower with one jockey.	
Rig a stretcher for a vertical lower with one jockey.	
Rig a simple 3:1 pulley system made from the main line.	
Rig a simple 5:1 pulley system made from the main line.	
Rig a compound 9:1 pulley system made from the main line.	
Understand the principles behind edge transition and vectoring the ropes.	
Understand the principles of system construction, angles / forces.	
Understand when a system can change from twin rope to single rope operation.	
Understand the meaning of “Second Eyes / Fresh Eyes” at a belay station and its importance.	

<b>Date log page started</b>	
<b>Date of initial instruction</b>	
<b>Date log pages completed</b>	
<b>Verified by (TL or Training Officer)</b>	

## TECHNICAL ROPE RESCUE (Level 2)

### Technical Rope Rescue (Technician)

These following skills are considered essential for operating in a Technical Rope Rescue environment at Technician Level.

The nature of rescue work in remote locations means that members must be able to recognise and use natural belays such as trees, rocks etc., for Technical Rope Rescue purposes. This is implicit in all of the tasks below where applicable.

Technician level requires the completion of Technical Rope Rescue Levels 1 & 2, so a good understanding of the principles of Technical Rope Rescue and the equipment that is deployed.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
<b>PICK OFF RESCUE</b>	
Demonstrate an awareness of the equipment required to construct a pick off rescue.	
Demonstrate the following construction of anchor systems for the following types of pick off rescue. a) Abseil Pick Off b) Lowered Pick Off	
Rig the Jockey attachment point of a pick off rescue for each of the following. a) Abseil Pick Off b) Lowered Pick Off	
Construct a simple pulley system to act on the Main Line to assist in transferring a casualty's weight on to the rescue system.	
Construct the jockey attachment required to conduct a pick off rescue.	
<b>MULTI STAGE LOWER</b>	
Understand the issues associated with a multi stage stretcher lower (including route choice, equipment required).	
Understand what is meant by "J Hook or "Hooking"	

## TECHNICAL ROPE RESCUE (Level 2) Continued

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Be part of a team that conducts the following. a) Passes lowering control to another station. b) Receiving lowering control from above.	
<b>LONG STRETCHER LOWERS</b>	
Discuss the additional considerations required when undertaking a long lower (e.g. Definition, Equipment, Manpower etc.).	
Demonstrate passing a knot through the Safety Line system.	
Demonstrate passing a knot through the Main Line system.	
Demonstrate an awareness of the key considerations required before transferring to single line operation.	
Participate as a jockey on a lower angled single line lower.	
Discuss the additional considerations required when undertaking a long lower (e.g. Definition, Equipment, Manpower etc.).	

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## CASUALTY CARE (Level 1) continued

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
<b>SPLINTING &amp; BANDAGING</b>	
Demonstrate use of SAM Split for various injuries.	
Demonstrate use of VAC Splint.	
Demonstrate use of Pelvic SAM Splint.	
Demonstrate use of Cervical Collar.	
Demonstrate use of Vac Mat.	
Demonstrate use of Triangular Bandage.	
Observe use of Traction Splint.	
<b>MEDICAL EMERGENCIES</b>	
Attend tutorial on heart attack, diabetes, asthma and epilepsy.	
Attend tutorial on signs of death.	
<b>MEDICAL GASSES</b>	
Demonstrate assembly & safe use of Oxygen delivery system.	
Demonstrate assembly & safe use of Entonox delivery system.	
<b>BLS &amp; AED</b>	
Demonstrate use of Pocket Mask.	
Demonstrate BLS.	
Demonstrate safe use of AED.	
Demonstrate Recovery Position	
Discuss location and contents of Trauma Bag and Advance First Aid Kit.	
Discuss location and contents of the Drugs cupboard.	

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## **HELICOPTER SKILLS (Level 1)**

Team members are required to operate in and around helicopters. More frequently with Military SAR aircraft but on occasion team members will operate with civilian aircraft, such as Police and Air Ambulance. Ideally sections should be completed and signed off by members of the flight. On successful completion of this section members are authorised to operate independently with the aircraft.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Attend a basic safety and winching lecture / DVD (annually).	
Describe the basic actions required of a team member if the aircraft has to make an emergency landing with them embarked or on board. a) Into water. b) Onto the ground.	
Describe the significance of the yellow and black markings in the Sea King aircraft.	
Demonstrate an awareness of the rotor hazards.	
Demonstrate the correct operation of the seat harness in the Sea King. a) Standard passenger seat belt. b) Seat belt with multi point harness.	
Demonstrate safe approach over flat terrain towards the helicopter when rotors are running.	
Demonstrate basic strop, guarding the hook and hand signal practice.	
Demonstrate an awareness of the role of a team member when working with members of the public at an incident site. a) Foreign Object Damage (FOD) hazard. b) Group position during winch operations.	
Assist in loading the helicopter with a stretcher under supervision.	
Be winched into and out of the helicopter on flat ground.	
Be winched into and out of the helicopter from mountainous terrain.	

## HELICOPTER SKILLS (Level 1) continued

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate an awareness of the role team members must have when working with lights, flares and smoke around a helicopter whilst operating at night.	
Demonstrate knowledge of the basic signalling systems used, and expected by the helicopter crew.  a) Smoke. b) Hand.	
Demonstrate the preparation of stretchers (connections of slings, strops and testing the balance etc.) prior to winching into the helicopter.	
Understand the precautions to be used when working with the helicopter when personal equipment for snow and ice work is in use, (e.g. crampons and ice axes).	
What is the radio channel and call sign for “C Flight” on the OVMRO radio?	
Visit to “C” Flight, 22 Squadron RAF Valley.	

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## SWIFT WATER RESCUE (Level 1)

### Swift Water Rescue Levels

Awareness Level - Water hazards (river bed morphology), Site-specific awareness, Personal Protection Equipment to be worn in the “Hot Zone”, OVMRO water rescue equipment, Water rescue procedures.

First Responder Level - Throw bag rescues, Shallow water crossing, Defensive and aggressive swimming techniques.

Technician Level -Pre planning and incident management, Floodwater considerations, advanced water skills and rescues, Searching rivers and floods, boat based rescues.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
State three items of personal protection equipment (PPE) that would be worn / carried by personnel preparing to enter the water.	
Name a single item of non-mountain PPE used by a bank side searcher who is briefed not to enter the water.	
Describe what constitutes a grade 1 and grade 3 river.	
Describe what should be in place up and down stream to protect the rescue area, and why.	
Name three rivers in the OVMRO area of responsibility where a kayaker may experience water of Grade 3 or above.	
Name three common river hazards / features.	
Explain the definition of the “Hot Zone”	

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Search and Rescue Training Log Book

TRAINING &  
SKILLS UPDATE

ADDITIONAL  
BASIC SKILLS

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## TEAM TRANSPORT

Not all team members have driving licence and even some that do may not wish to drive the team vehicles. **However all team members should attend Vehicle Familiarization Training.**

For those who wish to driver the team vehicles they must cover the following.

Level 1 Completed vehicle familiarization and driver road assessment.

Level 2 Complete a defensive driving assessment.

Level 3 Complete the 4 x 4 theory and practical assessment.

Level 4 Complete Police response familiarization course.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Attend the Vehicle Familiarization Training.	
Read and sign the Driver Standing Orders.	
Licence check.	
Demonstrate a complete First Parade of the vehicles	
Carry out a vehicle inventory check.	
Have a practical working knowledge of how to fit snow chains.	

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## SEARCH SKILLS (LEVEL 1)

All team members require the basic knowledge of search skills for the time that we become operational. Within OVMRO these skills are rarely used, but as long as each team member has the basic knowledge, as a collective we should be able to carry out the task if requested.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Understand the basic principles of search organisation.	
Understand the principles of breaking the search area into workable segments.	
Understand the principles of observation and clue hunting during the search.	
Understand and demonstrate the principles of Critical Separation and Sweep Width.	
Understand what information will be required during the party debrief session.	
Understand the principles behind and demonstrate the "Rain Dance".	
Understand the requirement for a pre search brief and de brief.	
Participate in a search operation or major search exercise.	
Demonstrate the knowledge of where to find the Search Box in OVMRO Base.	

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## SEARCH MANAGEMENT OVERVIEW

The role of the Team Leader in running a search is usually different to that of running a rescue. The Search Management Overhead Team usually carries out the majority of the organisational work, and it is important that the Team Leader understands and supports the roles, actions and information flow.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Understand the usual run of events associated with a search incident.	
Complete a Lost Person's Questionnaire.	
Complete a Search Urgency Assessment.	
Understand the use of the Lost Persons Behaviour Data	
Understand the methods in which "Search Resources" can be applied, and their capabilities. a) Manpower. b) Dogs. c) Helicopters (civilian & military). d) Specialist Units (diver, trackers etc.).	
Understand the range of initial actions that are available. a) Hasty Search. b) Containment. c) Investigation.	
Understand the principles of search management theory and key terms. a) Initial Planning Point. b) Last Known Position. c) Point Last Seen. d) POA, POD, & POS.	
Understand the functional roles in a typical Search Management Team.	
Understand the role of the Team Leader when dealing with a missing aircraft.	
Understand the role of the Team Leader when dealing with a person missing in water.	

**SEARCH MANAGEMENT OVERVIEW (continued)**

<b>Date log page started</b>	
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## FATAL INCIDENT / DIFICULT TO ACCESS ACCIDENT SITES (Level 1 & 2)

**Level 1** - Team members assist in supporting Level 2 or the Police, dealing with the investigation of serious or fatal incident where it is difficult to access the site.

**Level 2 - Attend** the North Wales Police / North Wales Mountain Rescue Association Fatal Incident Protocol Course.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate an understanding of the role of OVMRO when supporting the Police in accordance with the NWP / NWMRA Fatal Incident Protocol (2003).	
Understand the general principles of the Protocol. a) Initial actions. b) Secure / Preserve the scene. c) Collect witness names / accounts. d) Forensic recovery. e) Integrity of the evidence and evidence chain.	
Understand the role of OVMRO team members dealing with the initial actions at a potential crime scene. a) Preservation of life. b) Preservation of scene. c) Common pathways. d) Area cordon. e) Secure evidence. f) Identify victims. g) Identify suspects.	
Demonstrate an understanding of the role of the team in supporting the Coroner with his / her duties.	
Understand what is meant by the term “Trace Evidence”.	
Assist in packing an evidence bag and completing an evidence label.	

**FIP DESIRABLE:** (Complete with brief details after training or an incident)

<b>Assist with the recovery of forensic evidence in a training a environment.</b>	<b>Name / Signature Date completed</b>
A. DATE	
B. DATE	
C. DATE	
Assist at a Fatal Incident Scene.	
Assist at a Fatal Incident Scene.	
Assist at a Fatal Incident Scene.	
Assist at a Fatal Incident Scene.	

**FATAL INCIDENT / DIFICULT TO ACCESS ACCIDENT SITES (Level 2)**

North Wales Police / North Wales Mountain Rescue Association	
<b><u>FATAL INCIDENT PROTOCOL COURSE</u></b>	
<b>Held at</b> _____	
<b>Date</b> _____	
<b>Verified</b> _____ (TL or Training Officer)	

<b>Date log page started</b>	
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## BASE OPERATOR / DUTY (Level 1)

All trainees are required to be mentored on their **First Base Duty** by a TL, Mentor, Training Officer or experienced team member. You will be briefed, trained and mentored through the content below on this **First Base Duty**. Not until your **Second Base Duty** will these sections be signed off after showing competence, it is the responsibility of the Trainee after your **First Base Duty** to make yourself more aware of what the duty entails and where you obtain certain items within base.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate how to draw the keys to open Base.	
Demonstrate opening Base and carrying out a security check.	
Demonstrate contacting the duty TL or Deputy TL at the start of the duty.	
Demonstrate setting up all radios as per the current communications plan.	
Demonstrate an understanding of the NWMRA Channel allocation.	
Demonstrate filling out the Ops board with relevant daily information.	
Explain and demonstrate how to fill out the Radio / Telephone operations log.	
Demonstrate checking all Ops room incident paperwork and where and how to obtain new copies.	
Demonstrate gathering and logging the relevant information and actions when receiving a notification from a non-Police source.	
Demonstrate gathering and logging the relevant information and actions when receiving a notification of an incident from a Police source.	
Demonstrate an understanding of actions required by the Base Operator during operations.	
Explain the action to be carried out if the mains electricity fails.	
Demonstrate activating the TL SMS with and without the computer.	
Demonstrate activating the Team SMS with and without the computer.	

**BASE OPERATOR / DUTY (Level 1) continued**

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate an understanding of the Incident Attendance Form.	
Explain where to obtain victuals for operational use.	
Demonstrate a First Parade service on a Team vehicle, and log the information in the relevant place.	
Demonstrate actions to be carried out at the end of operations.	
Demonstrate closing down Base at the end of the duty.	
Demonstrate returning the Base keys.	

<b>Date log page started</b>	
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<b>Date of 1<sup>st</sup> Base Duty</b>	
<b>Date of 2<sup>nd</sup> Base Duty</b>	
<b>Date log completed</b>	
<b>Verified by (TL or Training Officer)</b>	

## NAVIGATIONAL SKILLS (Level 1)

Navigation skills are important to SAR team members for various reasons. The ability to read and interpret a map and use a compass, are essential.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate an ability to read and interpret maps of the following scales. a) 1:50 000. b) 1: 25 000. c) 1: 10 000.	
Demonstrate how to accurately determine your location using resection and triangulation techniques.	
Explain why it is useful and demonstrate the technique of "Aiming Off".	
Demonstrate the use of timing and pacing to navigate over a variety of terrain.	
Demonstrate the capability to navigate accurately in poor visibility during the day.	
Demonstrate the capability to navigate accurately in poor visibility during the night.	
Demonstrate the capability to navigate accurately in winter conditions.	
Demonstrate the ability to maintain a navigation record suitable for debriefing the movements of a search party.	

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## **PYROTECHNICS & LIGHTING SYSTEM (Level 1)**

All OVMRO team members need to know how to safely and confidently use the Pyrotechnics. Although this is not part of mandatory training it is important that each team member has the knowledge of how and what to use. **IF YOU ARE UNSURE ASK, AND READ THE INSTRUCTIONS BEFORE USE.**

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Attend a basic instructional lecture on Pyrotechnic handling and safety.	
Demonstrate suitable selection and safe usage of all hand flares, smoke flares and parachute flares held by the team.	
Know where the flares are kept in base and be able to select the correct flare for the task.	
Explain what to do with used flare containers on return to base.	
Explain what action to take when a pyrotechnic you are using a misfires.	

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## COMMUNICATIONS (Level 1)

All OVMRO team members need to have a sound working knowledge of the radios they use and of the voice procedure used by the team.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Know how to assemble a hill set and turn it on.	
Identify the various Rescue Team Channel numbers in common use in North Wales and be able to change the hill set to one of them.	
Understand why within a group of operational team members, we generally monitor 62A and one of the Repeater channels with the remainder on 24B.	
Know how to operate the base radios and demonstrate accurate radio log transcription.	
Have a working knowledge of how to set up the generator on Mobile 3.	
Understand where the Communications Box is in base.	
Know how to operate the radios in all Oggi Mobiles.	
Understand the role of a link radio operator.	
Demonstrate and use consistently the NATO standard radio voice procedure.	
Demonstrate the ability to send and receive a message in the phonetic alphabet.	
Understand how to access the Tetra sets and the signing out procedure.	
Demonstrate turning on the Tetra set and using the password to activate the system.	

<b>Date log page started</b>	
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## INFORMATION TECHNOLOGY (Level 1)

Although not part of mandatory training it is desirable that team members have a working knowledge of the IT used by OVMRO. Including storage of files, use of the webcam's especially the PTZ system and basic knowledge of software used by OVMRO.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate the use of the following software. a) Quo. b) MR Map.	
Demonstrate controlling the PTZ camera from the base computer.	
Explain the data shown on the weather station.	
Demonstrate converting Lat / Long to OSGB using the software on the base computer.	
Demonstrate an ability to log into the team manager system and carry out the following tasks. a) Check your Core Skills are in date. b) Add yourself to an event you wish to attend. c) Add an event, and add the attendees to that event after it has taken place. d) View your list of Training and Rescues you have attended. e) Swap base duties with another member.	
Demonstrate how to use the equipment upstairs to show a PowerPoint presentation with sound.	
Demonstrate printing a copy of an Incident Attendance Sheet from the Ops room PC.	
Explain the correct place to store electronic documents at base, and the basic file structure.	
Explain what action you would carry out if there was a failure in the IT equipment (e.g. a computer or webcam).	

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## **STRETCHER SKILLS (Level 1)**

Stretcher skills are a vital to all team members. Team members should be competent with the stretchers they are most likely to use and have an awareness of other types of stretchers that they may with when they are involved in multi-agency incidents.

<b>Skill/ Knowledge</b>	<b>Name / Signature Date completed</b>
Demonstrate the correct assembly and attachments of carry straps, ropes and foot loop to the Ogwen stretcher.	
Demonstrate the correct assembly and attachments of carry straps, ropes and foot loop to the Bell stretchers.	
Demonstrate the attachment of the Easy Risers to the Ogwen and Bell stretchers and how to check the balance of each stretcher prior to Helicopter winching.	
Demonstrate the method of securing a casualty to a stretcher for a long duration carry. (Think about comfort).	
Demonstrate and have the knowledge of why on occasion the stretcher is back roped during an operation.	
Explain how and why sledding is preformed and how the carry straps can be used to control speed on sloping terrain.	
Participate in a stretcher carry of at least 500m distance over mountainous terrain.	
Understand the assembly and usage of the following stretchers. a. Neil Robinson. b. Stokes. c. NHS Scoop.	

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<b>Verified by (TL or Training Officer)</b>	

## **ADDITIONAL SKILLS / TRAINING PAGE**

This page can be used for additional information for each of the areas covered in the Logbook, i.e. if you have carried out additional training in a particular area that is not covered by the Logbook. Or to keep a written record of specifics within an operation that are covered in any area of the Logbook.

This page has been produced once, however photocopying and putting your own heading on the page then inserting it into the Logbook under the relevant section may assist you.

**Subject Line:** \_\_\_\_\_

<b>Skill / Knowledge</b>	<b>Name / Signature Date completed</b>

# **NOTES**

**RECORD OF ATTENDANCE**

**CALLOUTS**

**DETAILS OF CALLOUTS ATTENDED**

<b>Date</b>	<b>Inc. #</b>	<b>Location</b>	<b>Brief Details</b>	<b>Winch</b>	<b>TRR</b>	<b>SWR</b>	<b>TL/PL Sign</b>

## **REVIEW PAGE**

The intension of this page is for TL's, Training Officer and Mentors to give a written statement after reviewing the Trainee Members Log Book on a quarterly basis, or if a written review is required after a Call Out. The Trainee Member is required to sign the end column; this will indicate that the Trainee Member understands the content of the review.

The reason for this page is to assist the Trainee Member through their training and to give the TL's, Training Officer and Mentors an overview of how the Trainee Member is progressing.

<b>Date</b>	<b>Comments</b>	<b>Reviewers name / sign</b>	<b>Trainees Signature</b>