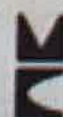


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Morgan
Advanced Materials

WHY DO I NEED TO COMPLETE A TRAINING REGISTER?

All Morgan sites have to submit an accurate record of training and the associated costs to Morgan Advanced Materials plc head office in Windsor on a monthly basis. Whilst it is relatively easy to get the information concerning training provided by external providers from IFS (via Purchase Orders, etc.), it is not so easy to get the information related to amount of time spent on internal training e.g. manufacturing skills, manual handling, PPE, etc.

We would therefore be grateful if each & every time you conduct **ANY** training, you make a note of it on this register and then pass the completed register to Lisa Feather no later than the end of each month.

Course/Training Title:		ETP TRAINING PROCEDURES ETP EW 012 - EW 021	
Trainers Name:	Hydro	Location:	ETP 2 OFFICE
Date:	FEB 16	Duration of Training:	1 DAY TRAINING PIS TEAM MEMBER
Employee No	Employee Name	Department	Signature
866	Keith Jones	Plant	
576	WSN Davis	"	
1008	Chris Reese	"	
1055	John Enlow	"	
2048	Mike Roberts	"	
2038	AUSTIN JONES	"	