

ELEXON TESTING TRAINING RECORD

Name:.....

This document is a record of the training carried out and the competence level reached for each of the tasks.

E: Experienced – Able to train others

C: Competent – Able to work independently

T: Under Training – Work supervised and checked by Experienced staff

Task	Minimum Competence Level Required	Employee Competence Level	Date
Planning of products for Elexon Testing	C, T*		
Set up and Performing Elexon Test	C, T*		
Recording Test Results	C, T*		
Validation and Error Analysis	E, C*		
Completion of Elexon Test Forms	E, C*		
Submission of forms to Elexon	E		

** Task can be performed if checked by 'Experienced' level personnel*