



To assist us in understanding your specific needs and to provide you with a detailed proposal of how we intend to meet them please complete the details below

IN-HOUSE TRAINING COURSE

Client Specification Form

Please complete and either fax back on 02 9593 0619 or mail back to ANDSAM Training

Section 1: Your Details

1. Full Name of Organisation: _____

2. Organisation Contact Name: _____

3. Position: _____

4. Organisation Telephone No: _____

5. Organisation Fax Number: _____

6. Contact Mobile No: _____

7. Contact E-mail Address: _____

8. Organisation Postal Address: _____

9. Organisation Site Address: _____

10. What Industry is your organisation in? Eg: Govt body, manufacturing, etc. _____

Section 2: Your Training Requirements

11. What type of training does your organisation require ? If you require auditor training please indicate what competencies you require: _____

IN-HOUSE TRAINING COURSE

Client Specification Form

12. Do you require a customised course? (e.g. including use of your own organisation for a site visit or procedures for a live audit)

YES NO

13. How many people will be undertaking training?

14. Who will be attending these courses? Example - management, admin, engineers, technical, mixture of all, etc? (To give trainers an idea of what the audience is like and to deliver training according)

15. What level of knowledge of the subject do they have (e.g. if an auditor course do they have a working knowledge of the Standards such as ISO 14001?)

16. Estimated date for completion of training:

17. Where would the likely venue be?

***Please complete and either fax back on 02 9593 0619
or mail back to ANDSAM Training***

THANK YOU - We look forward to working with you

