|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Person Booking Course Details** | | | | | | **Select Training Venue** | | | **Tel Number** | | **Email** | | **Fax number** |
| Ref. Ind. / Emp. No \*\*\* | | | Mu61526 | | | Department: | MSEM |  | | Coastal | 24568669 | | bookingcoastal@kg.om | | 24568665 |
| Company Name | | | PDO | | | | |  | Nimr | | 24382365 / 98088739 | | bookingnimr@kg.om | | 24382369 |
| Tel number | | | 24677242 | | | Fax number |  | \* | Fahud | | 24385167 / 98088761 | | bookingfahud@kg.om | | 24385149 |
| Email | | | Arif.ab.balushi@pdo.co.om | | | | |  | Lifting & Hoisting | | 24568669 | | bookinglifting@kg.om | | 24568665 |
| Site Name / Code | | | Coastal | | | | |  | Client Site \* | |  | |  | |  |
| **Full course fee levied if cancellation is less than 48 hours or no attendance by nominee** | | | | | | | | | | | | | | | |
| No | ***Civil No.***  ***(ID No.)*** | ***Company employee No.*** | | ***(Ref Ind)*** | ***Directorate (Eg, UID,OND)*** | ***First Name*** | ***Last Name*** | ***Email address*** | | | | ***GSM***  ***No.*** | ***Course title / Course code*** | ***Language***  ***(E/A/H)\*\**** | ***Course date*** |
| 1 | 7221506 | mu61526 | | MSE12 | MSEM | Arif | Al Balushi | arif.al.balushi@pdo.co.om | | | | 92187143 | Hydrogen Sulphide(H2S) & Sulphur Dioxide (SO2) Awareness Part-1 / H2S&SO2\_P1 | E | 11 April 2019 |
| 2 | 7221506 | mu61526 | | MSE12 | MSEM | Arif | Al Balushi | arif.al.balushi@pdo.co.om | | | | 92187143 | Hydrogen Sulphide(H2S) & Sulphur Dioxide (SO2) Awareness Part-1 / H2S&SO2\_P1 | E | 16 April 2019 |
| 3 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 4 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 5 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 6 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 7 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 8 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 9 |  |  | |  |  |  |  |  | | | |  |  |  |  |
| 10 |  |  | |  |  |  |  |  | | | |  |  |  |  |

• Course prerequisites should be considered for each nominee before making any booking. Nominees failing to produce evidence for prerequisites would be considered No Shows. For prerequisite check sp1157 for reference.*Candidates who do not have PPE will not be allowed to attend the practical elements of the training.*

• If the course date you have nominated for is full you will be allocated to the next available slot.

• Courses at coast start at 07:30. Reporting after 08:00 will be considered as “no show”. Courses in FAHUD and NIMR commence at 08:00. Start times at FAHUD and NIMR can vary during winter but will be communicated in advance.

• “no shows” shall be charged in full. Please note that ‘no show’ covers all non-compliance even though the nominee physically attends for course registration.

• Payment is due within 30 days of the date of invoice. This only applies to credit customers. Cash customers must pay in advance.

•\* Client sites must be pre-approved by PDO in order to conduct the training at their site.

•\*\*The nominee must be able to understand the language of the course. This includes listening and speaking.

•\*\*\* For PDO Delegates the Reference indicator and Dept. code are mandatory in case the number is not available please use the number of the nomination initiator or approver.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLIENT AUTHORISATION DETAILS** | | | | | |
| Name | Kevin Doyle | Tel no |  | Date,  Stamp and Signature |  |
| Position | Corporate Senior Contracts Safety Advisor | GSM no | 95724718 |
| Ref ind. |  | Work Order no |  |
| I confirm that the employee (nominated) has been in the country more than 24 hours | | | |