

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

150.01.05 TRAINING ROSTER



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read 'Tony Harker', is written over a horizontal line.

Purpose: To ensure accurate training records are maintained.

References: SCFD8 Training Manual
SCFD8 Form 150.01.06 Activity and Training Roster

Procedure:

1. The Training Roster is essential for maintaining complete and accurate training statistics.
2. Completion of Training Roster.
 - a) The Activity and Training Roster will be completed and signed by the authorized/approved instructor.
 - b) Each member attending a training exercise shall sign their name and include their District ID number on the report.
 - c) The instructor is to sign the report attesting that all personnel have attended the training.
 - d) Upon completion of the Activity and Training Roster it will be sent to the chief responsible for training.

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Activity and Training Roster

When completing this Activity and Training Roster please be detailed on each skill performed and indicate the number of hours or minutes spent on each skill, i.e. Drivers Training (20 minutes), 5" Wet Forward Lay, (1 Hour). Use the narrative area to explain skills performed or to add notes such as "Volunteer Drill", "Certification Time" or the description of activity. Remember to fill in all parts of the roster. Signature of student and instructor must be included.

- Classroom Only**
 Practical/Hands-On Drill
 Classroom & Practical
 Scheduled Class* Assigned by Training Division
 Non-Scheduled Class
 Activity or Event i.e. Station Tour, Fire Service Day, Citizen CPR class, Debris Collection Day

Date:	Subject or Activity/Event Code:	Subject or Activity/Event description:	Hours:	Instructor:	Instructor Sign:
Location:					

Training Division Signature: _____

<i>Name</i>	<i>PIN</i>
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.
