

Remote Delivery Location Request



Version: 2.0

Review Date: 05/06/2025

This form is completed by clients who are requesting to have training and/or assessments conducted at their business premises. It is designed to ensure the safety and adequacy of client facilities for any training and/or assessment being facilitated.

The client must complete this for and return it to EnerTrain. EnerTrain management are responsible for reviewing the information in this form and approving or denying the request. Clients must be informed of the outcomes accordingly, with feedback for denied requests.

All approved requests will result in the client location being added to the EnerTrain SMS as a delivery location.

CLIENT SITE DETAILS

Business Name:			
Site Address:			
Client Contact:		Role/Title:	
Phone:		Email:	
Public Liability Insurance:	<input type="checkbox"/> NO <input type="checkbox"/> YES	Sum Insured:	\$ _____

FACILITY DETAILS

Please provide details of the facilities which are available at the proposed location:

Classroom:	<input type="checkbox"/> NO <input type="checkbox"/> YES – Size: _____ m x _____ m <input type="checkbox"/> Heating <input type="checkbox"/> Cooling <input type="checkbox"/> Adequate lighting <input type="checkbox"/> Large TV screen with HDMI input <input type="checkbox"/> Projector <input type="checkbox"/> Tables & seating for _____ people
Workshop:	<input type="checkbox"/> NO <input type="checkbox"/> YES – Size: _____ m x _____ m <input type="checkbox"/> Workbenches <input type="checkbox"/> Adequate lighting <input type="checkbox"/> Clear walkways <input type="checkbox"/> General hand tools <input type="checkbox"/> Air compressor/hoses/safety clips
Safety:	<input type="checkbox"/> Fire extinguishers <input type="checkbox"/> First aid kit (workplace compliant) <input type="checkbox"/> Spill kit <input type="checkbox"/> Site emergency plan <input type="checkbox"/> Qualified first aiders <input type="checkbox"/> Fire/smoke alarm
Amenities:	<input type="checkbox"/> Kettle/Boiling water <input type="checkbox"/> Clean drinking water <input type="checkbox"/> Tea & coffee <input type="checkbox"/> Fridge <input type="checkbox"/> Microwave <input type="checkbox"/> Lunch/dining room <input type="checkbox"/> Clean toilets
Excavation & Fire Area:	<input type="checkbox"/> NO <input type="checkbox"/> YES - Size: _____ m x _____ m <input type="checkbox"/> Buried PE pipe & trace wire: length _____ m <input type="checkbox"/> Excavation area is inside private property <input type="checkbox"/> Clear of moving vehicles & mobile plant

CLIENT COMMENTS & DECLARATION:

I, the client, agree and understand that I must provide adequate facilities to conduct training & assessment sessions at our business address. EnerTrain reserves the right to decline the delivery of training & assessments at our premises, where they are deemed not suitable either before, or during the session. Any cancellation and re-scheduling of training due to inadequate facilities will be subject to EnerTrain cancellation policy, provided at the time of booking.

Client Contact:		Signature:		Date:	
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ENERTRAIN USE ONLY

Outcome:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Location added to SMS:	<input type="checkbox"/> YES <input type="checkbox"/> N/A
RTO Contact:		Signature:	
		Date:	