



General Technical & Safety Training Centre
2nd Industrial City, Dammam - Saudi Arabia
E-mail: gtscsaudi@gtsc.biz, saudittraining@gtsc.biz

Tel: +966 13 834 5312
Fax: +966 13 934 6561

JOINING INSTRUCTIONS / OBLIGATIONS

1. Trainees are required to bring along with them the proof of identity showing full name and company details.
2. A passport sized photograph is required for those who do not hold a GTSC Safety passport.
3. Trainees must bring along with them their original Driving License for verification if they are attending any of Road Safety Courses.
4. Trainees are required to fill and sign the attendance sheet clearly or the company representatives to make sure the names are given correctly to issue Certificate on time. In case of wrongly spelt name in the attendance sheet, GTSC is not responsible for re-issuing the certificate.
5. If the trainee is sick and cannot join practical exercise, the trainee should fill the medical disclaimer form, countersigned by the company representative and bring along with them during the training.
6. If the registered trainee needs to leave the centre before the completion of training, the company has to inform the training coordinator in writing on gtscsaudi@gtsc.biz/saudittraining@gtsc.biz .
7. The training centre is not responsible for the loss / theft or damage of your personal belongings.
8. Smoking is strictly banned at the Centre.
9. The medium of instruction is English. You are requested to inform us in advance for any reasonable adjustments.
10. The centre reserves the right to suspend any trainee for misbehavior or if they consider that you have not observed the rules and regulations and/or bylaws.

I have taken note of the above and would abide to Centre's rules and regulations.

Name of Trainee:	
Signature of Trainee:	
Date:	
Company :	