

 معهد الخط الأخضر للتدريب Green Line Training Institute		
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AUTHORED BY NAME/SIGNATURE Ali Al Barwani 	APPROVED BY NAME/SIGNATURE Maher Al Obaid 	APPROVED BY NAME/SIGNATURE Ahmed Al Rashdi 

Registration and Attendance Procedure

All training programmes implemented by GLTI shall follow the following structured approach for registering delegates and record their attendance in the programmes.

HSE Unified Passport Courses

- 1. Client registers for the course using the on-line Course Nomination form.**
- 2. Notification is sent to the Training Coordinator via email**
- 3. If the course is pre-scheduled the Training Coordinator sends a confirmation notice to the client after ensuring that the delegates meet the minimum requirements to attend the course**
- 4. For Customised courses, Training Coordinator schedules the course accordingly after ensuring the availability of the faculty, venue and training resources.**
- 5. Training Coordinator sends a Confirmation notice to the client.**
- 6. Once the training is scheduled, the Course Planner in LabSys is updated.**
- 7. The Training Coordinator opens a batch in OPAL USP portal and registers the delegates.**
- 8. On the day of the course, the Training Coordinator shall prepare the attendance rosters of the programme. Delegates of separate clients are registered in separate attendance sheets. *(as part of GLTI Data Protection Policy, delegates' details shall not be exposed to un-authorised parties).***
- 9. Delegates must attend in full PPE for courses that require practical use of equipment and practical implementation of skills in the workshop or training yard.**
- 10. Delegates must attend at least 90% of the planned course duration.**
- 11. Delegates must sign the attendance sheet on every day of the course.**
- 12. The client focal point shall be informed of their delegates' absence within 2 hours of the course start time.**