Recording training provided to all workers (current and future) is a requirement of any Asbestos Management Plan (AMP). Use the following table to record training and attach additional templates as required for your records. Training includes formal Asbestos Awareness Training and informal NOA information and awareness.

### For more information refer to the Naturally Occurring Asbestos – Asbestos Management Plan Guide

**RECORDS OF TRAINING MUST BE KEPT FOR FIVE YEARS AFTER EMPLOYMENT HAS CEASED.**

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**FORMAL TRAINING**

1. General Asbestos Awareness

**INFORMAL TRAINING**

1. Provision of the AMP Guide
2. How, where and when to access the AMP
3. Understanding the AMP
4. NOA Identification (photographs)
5. Informed NOA may be present
6. NOA hazards and risks
7. NOA locations
8. NOA monitoring
9. NOA management procedures
10. NOA Safe Work procedures
11. When to use RPE/PPE
12. Correct use of RPE/PPE
13. Isolating and signing NOA work areas
14. When to conduct air monitoring
15. Who can conduct air monitoring
16. Use of vehicle procedures
17. Decontamination procedures – Personal
18. Decontamination procedures – Equipment and vehicles
19. Incident procedures

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This is a guide only. Circumstances can vary across all states and territories depending on location, type of work conducted and other circumstances. Be sure to check with your state or territory government for regulations specific to your region.