

Best Practice: Training Passport



Category:	Training and Procedures
Location:	Esso Standard Oil, Belize
Date Observed:	May 24, 2006
POC:	Mr. Jose Espat, Terminal Manager
WWW:	N/A

Description: Truck drivers are required to carry a training passport that indicates the training they have received and when they are due for a refresher course.

Discussion: This is an easy and effective way for both the facility and the individual to manage training requirements. This practice would be fairly easy to institute in all types of port facilities for tracking security guard and facility employee training requirements.

Potential Down-side: No potential down-side identified.

Conclusion: The training passport is a cost effective way to keep employees and the facility up-to-date with training requirements. The passports serve as a constant reminder when refresher courses are required and help to maintain a high level of operational readiness throughout the facility.

Cost: The initial cost of purchasing passport books would be minimal.