



EUMB - EPMPD
Quality Management System
ACCREDITED TRAINING INSTITUTION
ANNUAL REPORT
(ANNEX F)

Doc Ref No.:	EUMB-EPMPD-CEA
Effective Date:	XXXXXX
Revision No.:	0
Page No.:	1 of 2

Name of the Training Institution: _____

ANNUAL ACCOMPLISHMENT REPORT

- I. **Summary of Operation For 20__ C.Y.**
- II. **Executive Summary:** *(Note: Please indicate the total number of trainings conducted, number of graduates, and number of trainers/instructors. List down the course subject's lectures, plant/facilities visited for actual energy audit, and examination results)*

No. of trainings conducted	: _____
No. of graduates	: _____
No. of Trainor/Instructor	: _____

List of subject's lectures:
1.
2.
3.

(Continue on a separate sheet if necessary)

List of plant/facilities visited for actual energy audit:
1.
2.
3.

(Continue on a separate sheet if necessary)

Examination Result: _____

- III. **Background / Introduction:**
- IV. **Organizational Chart:**
- V. **List of Trainor/Instructor (with Photo):**
- VI. **Training Plan (for the Current Reporting Year):**
- VII. **Accomplishment for the Calendar Year (Report per training conducted and include Photos)**
- VIII. **Summary List of Trainees/Graduates**



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LIST OF TRAINEES

Training Program : _____
Date of Training : _____

No.	Name	Profession	Position Title	Company/Organization or Independent Consultant