

TRAINING CENTRE



Organization recorded under the n° 23 76 01 432 76 near the Prefect of the High-Normandy Region.

In order to offer a complementary service to its Clients, the **2H ENERGY** Company obtained means allowing him to dispense a formal and practical training in the field of knowledge, exploitation and maintenance of all products manufactured in our workshops.

Several levels of training can be dispensed in our Centre. Each level defines its own object and call upon a particular pedagogy under the responsibility of a competent trainer. Trainees are permanently followed-up (attendance register) and are submitted to the authority of an internal regulation. A training certificate sanctions the trainees' attention.

The teaching method as well as content of courses are regularly up dated by taking in account the trainees' comments and suggestions at the end of the training as well as remarks they can communicate to us after a practical experience on the site of exploitation.



1. PEDAGOGY AND MEANS

The method used by the training centre of 2H ENERGY company is essentially based on the 3 following principles :

- * theoretic explanation,
- * practical demonstration,
- * control of the acquired.

In order to optimise the training, number of trainees is intentionally limited to 6.

Presence of specialist trainers, based themselves on various pedagogic supports, allows to each trainee to attain one's object.

Each trainee will see himself giving, at the end of the training period, a training certificate after evaluation of acquired knowledge during the session.



2. OBJECTS OF THE TRAINING CENTRE

Being before all the transmission of knowledge, training guarantees a reliable and rational exploitation of equipment for which it was realised.

A personalized training for exploitation and maintenance of very specific equipment is also possible in our Centre or eventually on the site of exploitation.

A commented visit of the Company at the beginning of each session will make it possible to the trainees to better visualize the extent of our products and the various stages of their making since their design in our engineering and design departments.

3. Internal regulation of the training centre



Caution : it's strictly forbidden to smoke on the whole site of Fécamp.

- I. Check-in.**
Trainees must report their presence to the reception to guarantee their safety in the event of evacuation and to ensure the security on the site. A "*Stagiaire*" badge is issued with the compulsory registration.
- II. Parking.**
Parking is forbidden outside the car parks.
- III. Circulation.**
Speed is limited to 20 km/h on the site. Passageways and emergency exits must constantly remain clear of obstructions.
- IV. Personal protective equipment.**
It's impervious to respect the following instructions.
 - safety shoes in production and test areas must be worn,
 - use of ear protectors in noisy areas,
 - safety goggles must be worn near work stations projecting particles and when handling dangerous products,
 - protective gloves must be worn before handling parts with sharp edges to avoid any risk of cuts, pricks, burns, ...,
 - helmet should be worn near elevated-construction work areas,
 - masks must be worn before handling dangerous products,
 - suitable clothes for intervention should be worn.
- V. Security.**
Taking pictures is, except when specially authorized, strictly prohibited on the site
- VI. Juridical responsibility.**
Trainees remain during all the training under the entire juridical responsibility of their employer.
- VII. Miscellaneous.**
Trainees must respect the schedules of course of the centre of formation.
Trainees must respect hygiene and security measures as well as the internal regulation of the training centre in which training is dispensed.
Trainees must not disturb the good sequence of the courses.
The non-observance of these rules will be the subject of a warning with notification to the employer.
Serious or repeated failures will involve the exclusion of the training course.

Patrice FRANCOIS
Training Service Specialist