Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Training Log. This log is used to track all required training on a project. Any training taken by project staff, Metra Force Accounts, Third Party Contractors and their subconsultants/subcontractors shall be documented on this log. All contractually required training should be logged including QMP Training and On-Track Safety Training, as well as any special training necessary for completing the project.

Meeting sign in sheets or other objective evidence should be kept on file with the Training Log as verification of the listed training.

Training certificates should be kept on file as proof of fulfilling contractual requirements. Metra requires proof of completing On-Track Safety Training (contractororientation.com) prior to any field work occurring on or near live tracks. Copies of safety training photo IDs or database printouts should be sent to the Metra Project Manager before any field work is performed.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

The Training Log, and copies of all training certificates, shall be turned over to Metra as a part of project closeout. All documents shall be submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Training Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all training on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Training Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.
6. Re-training on the TPCQMP is not required unless revisions to the TCPQMP have occurred. All new project personnel require training on the TPCQMP.

Instructions

Notes	Description
Note 1	Enter the Project name.
Note 2	Enter the four-digit Metra PE (Project Element) project number and/or the five-digit PPN (Project Package Number).
Note 3	Enter the Contract number.
Note 4	Enter the Task number, if applicable.
Note 5	Enter the name of the Third Party Contractor that is maintaining the log.
Note 6	Enter the name of the Metra Project Manager/Construction Manager.
Note .	Enter the training type (QMP Training, On-Track Safety Training, etc).
Note 8	Enter the name of the employee who received the training.
Note 9	Enter the name of the company affiliated with the person that received/ provided training.
Note 10	Enter the date that the training was completed.
Note 11	Enter the date that the training expires.
Note 12	Indicate whether or not there is a record on file for the training logged (a copy of the certificate, database printout, meeting minutes, etc). This is a "Yes" or "No" question.
Note 13	Enter the location that the training occurred.
Note 14	Enter the initials of the person who logged the training.
Note 15	Enter any additional information in the notes column. This can be used to document how the training was received (contractororientation.com, review meeting, etc). Enter N/A if there are no notes.

Project Name: Note 1

Project # / PPN: Note 2   **Contract #:** Note 3   **Task #:** Note 4

Third Party Contractor: Note 5   **Metra's PM/CM:** Note 6

Type of Training	Employee Name	Company	Date Completed	Expiration Date	Record on File?	Training Location	Logged By:	Notes
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15