**Memorandum**

Date :

To Area Manager :

From :

Grade/Location :

Please note. I have not received training or adequate training on the following parts of my role. Please act according.

Lifts

Escalators

Travellators

Station Supervisory Permit

Control Room Permit

Core Supervisors Licence including full live learning

TSID (Ticket Sellers ID)

TMS (Ticker seller’s management system)

CHD (Cash Handling Device)

Full Familiarisation Training, including evacuation training

Platform Edge doors

Track Familiarisation where Needed

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_