

Please Tick Mark The Relevant Box



Type of Training: Live Fire ☐ Refresher ☐

All Topics Covered: Yes ☐ No ☐

Report Submitted: Yes ☐ No ☐

Name of Master Trainer: _____

Designation: _____

Signature: _____

File No. _____



be secure



PIFFERS

SECURITY SERVICES (PVT) LTD.

TRAINING FILE

Name of Master Training: _____

Training Number: _____ Type of Training _____

Training Date: DD/MM/YYYY Duration: _____

Organized by (RHQ): _____

Branch: _____ Venue: _____

Head Office:

Office # 17, 2nd Floor, Capital Plaza, G-11 Markaz, Islamabad - Pakistan.
Phone: +92 (51) 236 2915, Fax: +92 (51) 236 2955, Cell: +92-346-59000 44
For Info: info@piffers.net, Web: www.piffers.net

General Security Duties

Weapon Handling Techniques

Frisking Procedures

Gatehouse Management System

Optimum Use of Security Equipment

Radio Communication & Surveillance

First Aid & Rescue Techniques

Fire Fighting & Damage Control

Self Defence Techniques

Close Quarter Battle (CQB)

Checklist of Organizing Training

Sr #.	Check List	Remarks
1.	Training Request Letter by by GM & Nomination of Master Trainer	
2.	Allocation of Training Number by Regulatory Affairs Department & Creation of Whatsapp Group	
3.	Designing of Invitation Cards	
4.	Request for funds by Master Trainer & Issuance of Funds by Finance Department	
5.	Request Letter for Range Allocation	
6.	Range Allocation Letter	
7.	List of Clients and Prospects for Participation	
8.	List of Guests for Participation	
9.	List of Trainees (Security Staff)	
10.	List of Admin Staff	
11.	List of Training Instructors Course Wise	
12.	List of Training Aids Including Panaflex & Trainer Cards with Quantity	
13.	List of Weapon & Ammunition with Quantity & Caliber	
14.	List of Security Equipment with Quantity	
15.	List of Refreshment Items with Quantity	
16.	List of Catering and Crockery Items with Quantity	
17.	List of Transport with their Particulars and Quantity	
18.	List of Media Team (Camera Man & Helper)	
19.	Comprehensive Training Day Program with Timelines	
20.	Individual Security Staff Training Record	
21.	Letter of Thanks to Concern Firing Range	
22.	Submission of Occurrence Report if any	
23.	Submission of Observation, Suggestion and Recommendation if any	
24.	Concluding Remarks by Master Trainer	
25.	Submission of Training Report and expenses with all bills & Receipts	
26.	Sharing Report with Clients	
27.	Sharing Training Photographs on Social Media Platforms	

Remarks



Observation

Suggestions