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Client

Hanko Pulp Mill Oy

Training Instructions

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# Supplier's Training Programmes

Training programmes shall be provided for operators and for maintenance personnel with separate programmes for mechanics, electricians and instrument personnel. The programmes have to be elaborated in conformity with the Operation and Maintenance Manual.

The Supplier’s proposal for the training programmes shall include:

* training objectives/criteria
* content of training
* evaluation, stepwise
* time distribution, specified for each subject
* methods of training

The training will be performed by the Supplier in two parts:

**A:** Theoretical training (at Supplier’s / Purchaser’s premises)

**B:** Practical training at the Mill Site

# Language Requirements

The Supplier's instructors shall have a very good command of Finnish and English Languages. Use of interpreters is not allowed.

# Implementation of Supplier's Training

Supplier’s practical training shall be so organised that each trainee goes through all the procedures related to his future duties.

Before the start-up and during testing, trial runs and commissioning, the practical training shall include, among other things, the following:

* evaluation of readiness for start-up
* start-up
* preparations for shutdown, and shutdown procedure
* a presentation of control and interlocking diagrams
* troubleshooting
* maintenance practices
* managing of special situations.

The Supplier shall prepare a proposal for various training programmes and a list of training documents and materials for the Purchaser's acceptance.

# Training Programs

## Operating Training

The training will include the following stages:

1. **Theoretical courses for**

groups for a total of

persons, with total length of

days, to be arranged at \_\_\_\_\_\_\_\_\_\_\_\_

1. **Practical training for**

groups for a total of

persons, with total length of

days, to be arranged at the Mill Site

## Maintenance Training

The training will include the following stages:

1. **Theoretical courses for**

groups for a total of

persons, with total length of

days, to be arranged at \_\_\_\_\_\_\_\_\_\_\_\_

1. **Practical training for**

groups for a total of

persons, with total length of

days, to be arranged at the Mill Site