



# GUYANA NATIONAL BUREAU OF STANDARDS

## TRAINING REQUEST FORM

Please mail or fax to: **The Executive Director,  
Guyana National Bureau of Standards  
Flat 15 Sophia Exhibition Complex  
Georgetown, Guyana  
Telephone: 592-219-0062, 219-0064-0066  
E-mail: [bss@gnbsgy.org](mailto:bss@gnbsgy.org)**

Name of Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ..... Fax: ..... E-mail: .....

Course Title: \_\_\_\_\_

\_\_\_\_\_ Course Date: \_\_\_\_\_

Name of Participant	Designation	Vegetarian	Level of Staff
		<input type="checkbox"/>	
		<input type="checkbox"/>	

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**Method of Payment:**

- Cheque Enclosed:** (payable to): GUYANA NATIONAL BUREAU OF STANDARDS
- Cash:**

Please do not send cash in an enclosed mail.

**Signature:** .....

**How did you hear about this course?**

- Invitation:
- Referral:
- Other advertisement (please specify):
- Other source (please specify):

**Is it your company's intention to be registered or accredited to ISO 9001, ISO 14001, ISO 22000, ISO 17025, ISO 15189, and certified to GYS 170?**

- Yes
- No. Or if any other, please indicate: .....

I consent to GNBS collecting and using the above information to register me in the seminar/course outlined and to periodically send me material on related training programmes.

**CANCELLATION POLICY:**

Cancellation requests received more than 7 working days before the start date of the training programme will receive a full refund of the course fee minus a \$5,000 administration fee. Cancellations requests received within the 7 working days before the start date of the course will be non-refundable. GNBS reserves the right to cancel any training programme and will, in such event, fully refund all registration fees. No liability is assumed by the organisers for changes in course dates, content, speakers of venue.

**SEMINAR TRANSFER POLICY:**

Registrants will be permitted one course transfer without charge, provided notification of transfer is received at least 7 working days in advance of the course start date. Transfer requests received less than 7 working days in advance of the course start date will be assessed by an administration fee of \$5,000. Any subsequent transfer requests will be assessed an administration fee of \$5,000.

**SUBSTITUTION POLICY:**

Substitutions of participants will be permitted at any time prior to the start of the course. Please ensure that any substitute participants meet the pre-requisite requirements, if any, for the course.

**TRAINING INFORMATION TO BE COMPLETED IF CUSTOMER IS REQUESTING TRAINING PROGRAMME;**

Title of the course : \_\_\_\_\_

Objective(s) of the course: \_\_\_\_\_

Number of participants( 20) is the maximum recommended): \_\_\_\_\_

Level of participants within the organisation: \_\_\_\_\_

Please attach the name(s) of participants and their functions in the organisation.

Are the participants familiar with the requirements of the standard or area proposed for training? \_\_\_\_\_

Do you have copies of the standard at your organisation (photocopying of standards is not recommended)? \_\_\_\_\_

Will you provide the following for the conduct of the training programme. Please indicate with a tick on appropriate answer:

- Lap top computer Yes  No
- Multipurpose projector Yes  No
- Training room Yes  No
- Flip charts :One  Two  None
- Flip chart stands: One)  Two  None
- Printed copies of manuals for each participant on receipt of a Master copy from the GNBS one (1) week prior to the conduct of the training programme\_ Yes  No
- Mid morning and mid afternoon snacks and lunch for the participants Yes  No

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***FOR OFFICIAL USE ONLY***

***Date received;*** \_\_\_\_\_ ***Received by:*** \_\_\_\_\_

***Date evaluated:*** \_\_\_\_\_ ***Evaluated by:*** \_\_\_\_\_