



To: Attendee of Working Conditions in the Automotive Industry Training

**** ACTION REQUIRED ****

NAME: <enter name of submitter>
TRAINING DATE: <enter date>
COMPANY: <enter company name>

Please complete this form, in English, by <date> and submit in electronic format to trainingcontact@aiag.org. The Automotive Industry Action Group (AIAG) will ensure that your response is registered with your current customers. This is a required component of the Working Conditions in the Automotive Industry Training administered by AIAG. Completion of the training is contingent upon the submission of this verification form and all actions described therein.

Provide the requested evidence of your completed training cascade to A) plant management and B) the general workforce on the plant working conditions aspects covered in the classroom portion of the training: Working Conditions in the Automotive Industry. Also, C) provide evidence of communication to your supply base on working conditions expectations. This may need to be obtained from your parent organization. Please attach relevant documentation to support your response.

The purpose of this initiative is to promote healthy working conditions throughout the supply chain. Any additional insights you can provide regarding the cascading process will be useful in advancing this objective.

A) Training Cascade to Plant Management

1. Date(s) that management training was completed:

<enter date>

2. Number of managers trained and their positions:
(Must attach sign-in sheet from the training.)

<enter number>

3. Please provide the agenda from the training in the space provided:

B) Training Cascade to General Workforce

1. Date(s) that workforce training was completed:

2. Number of workers trained:
(Must attach sign-in sheet from the training.)

3. Please provide the agenda from the training in the space provided:

C) Communication to Supply Base on Working Conditions Expectations

1. Date(s) that communication was made to suppliers:

<enter date>

2. Number of suppliers that received communication:

<enter number>

3. Please provide a description of the communication, including the content (documentation, text, presentation, etc) used:

Your Insights & Suggestions

The following questions are to help us better understand the cascading process and will enable us to continually improve the approach.

1. Describe your process for cascading the training.

2. What were some of the challenges?

3. What worked well?

4. Any other comments/suggestions?