

TRAINING APPLICATION TIMELINE

WEEK TEN

1. Training Application received by CTO
2. Forwarded to TSA
3. Printed, signed & passed to QM
4. Trg Areas, Ranges etc booked
5. If required, Trg App sent back for amendments.

WEEK NINE

1. Provisional Admin Inst submitted to CTO
2. Trg Application signed by QM and returned to Trg Office
3. Trg Areas, ranges etc. confirmed on receipt of Admin Inst

WEEK EIGHT

1. Trg Application signed off, completed.
2. Scanned and emailed to relevant Coy Trg Officer/Coy Commander.
3. Trg Areas, ranges & facilities all confirmed in email.

WEEK FIVE

1. Completed Admin Inst, RASP/EASP and RA's submitted to CTO
2. Checked and passed to TSA to confirm safety.
3. If req'd, sent back to originator for amendments etc.
4. Numbers for weekend to be confirmed at this point
5. Coach pickup/drop off plan to QM
6. Portaloo requirements to be sent to TSA along with Grid Refs
7. Movement order requirements to be sent to QM

WEEK FOUR

1. Confirmation of numbers attending & Stores list

WEEK TWO

1. Confirmation email from TSA confirming all areas/ranges still good to go.

WEEK ONE

1. Final Confirmation of weekend takes place
2. Confirmation email from TSA confirming all areas/ranges still good to go.
3. Weekend/Trg commences.

SIGNED RASP'S & EASP'S MUST BE LEFT FOR TSA ON COMPLETION OF THE EVENT

FULL NOMINAL ROLL MUST BE PROVIDED TO THE QM ON COMPLETION OF THE EVENT