

**Training Record Form for a Server of Alcohol
Licensing Act 2003 and the Supervision of Gaming Machines and Tobacco
Purchases**

There are strict laws and company rules concerning the sale of alcohol, tobacco and the playing of gaming machines. This form is designed to ensure that you understand your responsibilities. You must therefore sign this form before you are allowed to serve alcohol and have been trained in respect of tobacco products and gaming machines.

Breaking the law can result in heavy fines and the loss of our licences. At the very least, in the event of the authorities discovering that you have served alcohol to someone under the age of 18 or someone who is drunk, you could be issued with an £80 fixed penalty notice which would be your personal responsibility to pay. A conviction for any of the matters listed below not only leaves you with a criminal record but may also prevent you from becoming a personal licence holder in the future. In addition, if you do not comply with these rules disciplinary action may be taken against you which could result in the loss of your job.

It is essential that if you do not understand any of these instructions or require further information that you discuss the matter with your Manager.

1. Do not sell alcohol to anybody who is under 18. If you are in any doubt about their age simply do not sell alcohol to them. If a customer looks under 21 you must ask for identification. The only acceptable forms of identification are an international passport, a UK photo card driving licence and a PASS Scheme proof of age card.
2. Do not sell alcohol to anybody who you suspect is drunk. In addition, you should not sell to anyone whom you believe to be purchasing on behalf of an individual who is drunk or appears to be drunk. If you suspect that someone is drunk then inform the Manager immediately.
3. Do not serve alcohol outside the hours listed on your premises licence. You must also make sure that drinking up is completed within 30 minutes.
4. You must be aware of any conditions which are attached to the licence for your premises and abide by them.
5. Always ensure that you serve a correct measure. It is an offence to give an under measure.
6. It is forbidden and against the law to smoke anywhere within the trading premises.
7. It is against the law for anyone under the age of 18 to purchase tobacco products such as cigarettes, if a customer looks under 21 you must ask for identification.
8. It is against the law for anyone under the age of 18 to play on Category C gaming machines, or for anyone to permit or participate in such play, and their use must therefore be supervised, if a player looks under 21 you must ask for identification.
9. Hand wash basins must be only used for hand washing and should always contain soap, hot water, nail brush and a supply of hand towels.

These requirements must be observed at all times. Both you and the company can be prosecuted if they are not adhered to and if you are found guilty of an offence you may receive a criminal conviction and/or a fine.

I can confirm that I have received training in all the above matters and have read and understood the details of these instructions.

Person trained

Name SUSAN Date 3/11/20 Signed [Redacted]
I am satisfied that the above named person fully understands the content of these instructions and that they are competent to sell alcohol in accordance with the law and have been trained in respect of tobacco purchases and gaming machines.

Personal licence holder

Name MAN WAI LUNG Date 3/11/20 Signed [Redacted]

REPROCESSED on 18/3/2022

MAN WAI LUNG, [Redacted] P.T.O.

**Training Record Form for a Server of Alcohol
Licensing Act 2003 and the Supervision of Gaming Machines and Tobacco
Purchases**

Continued

Person (s) trained

Name	Date	Signed
RICKY	3/11/20	[Redacted]
SI	3/11/20	[Redacted]
XOEMAN	3/11/20	[Redacted]
WenLew	6/11/20	[Redacted]
MIKE	1/6/21	[Redacted]
MARCO	4/7/21	[Redacted]
X. Chen	2/7/21	[Redacted]
MIKE MIKE	18/2/22	[Redacted]
GA GA Guo	18/2/22	[Redacted]
PATRICK	18/2/22	[Redacted]
X. CHEN	19/2/22	[Redacted]

I am satisfied that the above named person(s) fully understand the content of this instruction and that they are competent to sell alcohol in accordance with the law and have been trained in respect of tobacco purchases and gaming machines.

Personal licence holder

Name	Date	Signed
M-J-LBundy	6/11/20	[Redacted]
JAN + Kevin Lundy	2/7/21	[Redacted]
KHENRY KOAY	18/2/22	[Redacted]
KEVIN LBUNDY	18/2/22	[Redacted]

Private and Confidential

中英文姓名 Name: YIENG YEE
出生日期 DOB: [REDACTED] 年齡 Age: [REDACTED]
體重 Weight: [REDACTED] 身高 Height: [REDACTED]
Marital Status: [REDACTED] 種族 CHINESE
地址 Address: [REDACTED] Postcode [REDACTED]
聯絡電話 Tel: [REDACTED] 日 (Day) [REDACTED] 夜 (Night) [REDACTED]
Fax: _____ Email: _____

開工日期 Start date: 31/Jan/22 ✓
工作經驗 Resume: ~~31/Jan/22~~ on hold 工作崗位 Position: CHEF

Hobbies: _____
Past illnesses: _____
Criminal Record: _____

For Office Use Only

DOOR SUPERVISOR REGISTER

Venue <u>SKY BLUE RESTURANT</u>							
It is extremely important that you sign in and out and complete all fields IN FULL.							
Date	Name	Licence No	Expiry Date	Start Time	Finish Time	DS Signature	Client approval
21/5/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:00	02:00	[Signature]	
27/5/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:07	02:00	[Signature]	
28/5/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	20:40	02:00	[Signature]	
03/6/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:06	02:00	[Signature]	
04/6/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:08	02:00	[Signature]	
10/6/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:05	02:00	[Signature]	
11/6/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:10	02:00	[Signature]	
17/6/22	[REDACTED]	[REDACTED]	[REDACTED] 27/25	21:00	02:00	[Signature]	
18/6/22	[REDACTED]	[REDACTED]	4846 27/25	21:00	02:00	[Signature]	
24/6/22	[REDACTED]	[REDACTED]	Jan/25	21:00	02:00	[Signature]	
25/6/22	[REDACTED]	[REDACTED]	Jan/25	20:40	00:00	[Signature]	
01/07/22	[REDACTED]	[REDACTED]	Jan/25	20:42	02:12	[Signature]	
02/07/22	[REDACTED]	[REDACTED]	Jan/25	20:46	02:00	[Signature]	

Staff training checklist for -- alcohol

Staff member full name: ANDREEA ELENA DARGIE

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
ANDREEA ELENA DARGIE		BAR	21/06/22
Full name(s) of trainer(s)			
KEVIN LEUNG		General Manager	21/06/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			
MORAN HOI LEUNG		G.M.	21/06/22

Staff training checklist for -- alcohol

Staff member full name: XIU LAN CHEN

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
XIU LAN CHEN		CASHIER + WAITER	21/06/22
Full name(s) of trainer(s)			
KAREN LEUNG		GENERAL MANAGER	21/06/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			
MAN WAI LEUNG		G.M.	21/06/22

Staff training checklist for -- alcohol

Staff member full name: Xuanzhen Guo

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
Xuanzhen Guo	<i>Guo</i>	SENIOR WAITRESS	21/6/22
Full name(s) of trainer(s)			
MAN WAI LEUNG	<i>[Signature]</i>	General Manager	21/6/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			
MAN WAI LEUNG	<i>[Signature]</i>	G.M.	21/6/22

Staff training checklist for -- alcohol




Staff member full name: ADRIANA LUMINITA COVACI

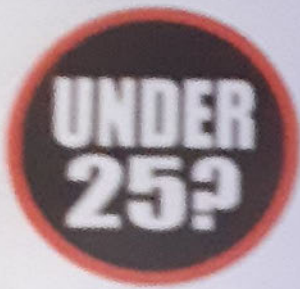
A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
ADRIANA LUMINITA COVACI		SUPERVISOR	21/06/22
Full name(s) of trainer(s)			
MAN WAI LEUNG		GENERAL MANAGER	21/6/22
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			
MAN WAI LEUNG		G.M.	21/6/22



AGE VERIFICATION POLICY

NO Proof of Age Alcohol

If you look **Under 25** you may be asked to prove you are **Over 18** when buying alcohol

ACCEPTABLE FORMS OF PROOF ARE:



PASS I.D. CARD WITH HOLOGRAM



PHOTOCARD DRIVING LICENCE



PASSPORT

You are committing an offence if you are under 18 years of age and attempting to buy alcohol. The licensee reserves the right to refuse supply.



WEIGHTS & MEASURES ACT

Gin - Rum - Vodka - Whisky

Unless supplied pre-packed are offered for sale or served on these premises in quantities of

Thirty-Five Millilitres

or multiples thereof

WINE BY THE GLASS

In accordance with the revised legislation for Capacity Measures (Intoxicating Liquor) Regulations, this establishment now sell Wine by the Glass in quantities of

125ml - **175ml** - **250ml**
Small glass Medium glass Large glass



SECURITY LOG

INCIDENT DETAILS

1. CCTV → O.K

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

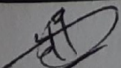
POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

NEW DOOR MAN (FIRST DAY).
Explained on what to do and showed him the restaurant.

SECURITY OFFICERS NAME & SIGNATURE

Kevin



SECURITY LOG

Date 28/6/22

Time

12-00

INCIDENT DETAILS

1. CCTV → O.K.
2. NEW CCTV system has been installed.

PERSON(S) INVOLVED

WITNESSES

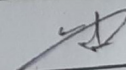
ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE

Kevin



SECURITY LOG

Date 4/7/22 12.01
INCIDENT DETAILS

CCTV (7073.25)
6284.25

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE

SECURITY LOG

Date 5/7/22 Time 10-30
INCIDENT DETAILS

CCTV (7019-75)
617.50

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

Checked by police licensing
PC1520 BOURN (redacted) 15.20
6/7/22.

SECURITY OFFICERS NAME & SIGNATURE

[Handwritten signatures]

ROOM: 302

Checklist for KTV ROOMS

(no less than every 30 minutes)

DATE	TIME IN	TIME OUT	INCIDENT	SIG.
8/7/22	23:40	23:49	food order	✓
-11-	23:50	23:51	card payment	✓
-11-	23:59	00:00	food service	✓
9/7/22	00:31	00:34	—	✓
		01:05		✓
9/7/22	22:05	22:09	im	✓
-4-	22:41	22:41	—	✓
-4-	23:22	23:24	drink	✓
=11-	23:53	23:59	—	✓
-11-		00:10	Finish	✓
13/7/22	23:20	23:21	Staff Party	✓
-4-	00:12	00:12	—	✓
-4-	00:43	00:43	—	✓
-4-	01:02	00:02	over conditions	✓
-7-	01:34	01:35	—	✓
-4-	01:53	01:54	—	✓
—	02:36	02:37	—	dr
—	02:49	02:49	—	
—	03:25	finish	—	✓
15/07/22	20:25	20:26	Open Room + Show System	✓

SB/19 SECURITY LOG Date 5/8/22 Time 11-36

INCIDENT DETAILS

CCTV: 4911-50
600-00

PERSON(S) INVOLVED

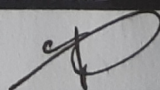
WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME & OUTCOME

NOTES

SECURITY OFFICERS NAME & SIGNATURE

1111 

SECURITY LOG Date 6/9/22 Time ---

INCIDENT DETAILS

CCTV: 4844-00
401-00

PERSON(S) INVOLVED

WITNESSES

ACTION TAKEN

POLICE INVOLVED? IF YES RESPONDING OFFICERS NAME

NOTES

ONLY ONE DOOR MAN TURNED U

SECURITY OFFICERS NAME & SIGNATURE

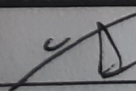
KEVIN 

Exhibit SB/20 - File corrupted and unable to be exhibited

Staff training checklist for -- alcohol

Staff member full name: Marine LABONDE

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✗
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this in the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
Marine LABONDE		PART time	22/07/2022
Full name(s) of trainer(s)			
Kévin Labonde		G.M.	22/07/2022
Full name of Designated Premises Supervisor or personal licence holder, authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol).			