**Журнал проведения курсового обучения в области гражданской обороны и защиты от чрезвычайных ситуаций с расписанием занятий**

**Когда понадобится:**при оформлении журнала проведения курсового обучения в области гражданской обороны и защиты от чрезвычайных ситуаций с расписанием занятий. Шаблон разработан с учетом изменений нормативно-правовых актов с 01.01.2021.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 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| |  | | --- | |  | | (наименование организации) | |  |     **Журнал**  **проведения курсового обучения**  **в области гражданской обороны и защиты от чрезвычайных ситуаций**  **с расписанием занятий**     |  |  | | --- | --- | | Наименование учебной группы |  | |  | наименование структурного подразделения | |  |  |      |  |  | | --- | --- | | Начат |  | | Окончен |  | |  |  |     Лист 1   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Учет посещаемости занятий в области гражданской обороны и защиты от чрезвычайных ситуаций** | | | | | | | | | | | | | | | **Расписание занятий**  **(дата, вид занятия, тема,**  **продолжительность, подпись**  **руководителя обучения)** | | **№**  **№**  **п/п** | **Ф. И. О. работника** | **№ занятия, отметка о явке «я», отсутствие «н»** | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Зачет | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Занятие № 1**  «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Поражающие факторы источников  чрезвычайных ситуаций, характерных для  мест расположения и производственной  деятельности организации, а также оружия  массового поражения и других видов оружия,  1 час.  Обучение провел: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      **Занятие № 2**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Порядок получения сигнала  «ВНИМАНИЕ ВСЕМ!» с информацией о  воздушной тревоге, химической тревоге,  радиационной опасности или угрозе  катастрофического затопления и действий  работников организации по ним, 1 час.  О  бучение провел: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     Лист 2   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Учет посещаемости занятий в области гражданской обороны и защиты от чрезвычайных ситуаций** | | | | | | | | | | | | | | | **Расписание занятий**  **(дата, вид занятия, тема,**  **продолжительность, подпись**  **руководителя обучения)** | | **№**  **№**  **п/п** | **Ф. И. О. работника** | **№ занятия, отметка о явке «я», отсутствие «н»** | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Зачет | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Занятие № 3**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Тренировка «Порядок и правила  использования средств индивидуальной и  коллективной защиты, а также средств  пожаротушения, имеющихся в организации»,  1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Занятие № 4.**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Комплексное занятие «Действия работников  при аварии, катастрофе и пожаре на  территории организации», 2 часа.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Занятие № 5**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Комплексное занятие «Действия работников  организации при угрозе и возникновении  чрезвычайных ситуаций, военных  конфликтов, угрозе и совершении  террористических актов.  Продолжительность 2 часа.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     Лист 3   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Учет посещаемости занятий в области гражданской обороны и защиты от чрезвычайных ситуаций** | | | | | | | | | | | | | | | **Расписание занятий**  **(дата, вид занятия, тема,**  **продолжительность, подпись**  **руководителя обучения)** | | **№**  **№**  **п/п** | **Ф. И. О. работника** | **№ занятия, отметка о явке «я», отсутствие «н»** | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Зачет | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Занятие № 6**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Тренировка  «Оказание первой помощи», 1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Занятие № 7**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа  «Действия работников организации в  условиях негативных и опасных факторов  бытового характера», 1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Занятие № 8**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Тренировка  «Оказание первой помощи», 2 часа.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     Лист 4   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Учет посещаемости занятий в области гражданской обороны и защиты от чрезвычайных ситуаций** | | | | | | | | | | | | | | | **Расписание занятий**  **(дата, вид занятия, тема,**  **продолжительность, подпись**  **руководителя обучения)** | | **№**  **№**  **п/п** | **Ф. И. О. работника** | **№ занятия, отметка о явке «я», отсутствие «н»** | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Зачет | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Занятие № 9**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Поражающие факторы источников  чрезвычайных ситуаций, характерных для  мест расположения и производственной  деятельности организации, а также оружия  массового поражения и других видов оружия,  1 час. Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Занятие № 10**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Порядок получения сигнала  «ВНИМАНИЕ ВСЕМ!» с информацией о  воздушной тревоге, химической тревоге,  радиационной опасности или угрозе  катастрофического затопления и действий  работников организации по ним, 1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     Лист 5   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Учет посещаемости занятий в области гражданской обороны и защиты от чрезвычайных ситуаций** | | | | | | | | | | | | | | | **Расписание занятий**  **(дата, вид занятия, тема,**  **продолжительность, подпись**  **руководителя обучения)** | | **№**  **№**  **п/п** | **Ф. И. О. работника** | **№ занятия, отметка о явке «я», отсутствие «н»** | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Зачет | | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Занятие № 11**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Правила действий по обеспечению  личной безопасности в местах массового  скопления людей, при пожаре, на водных  объектах, в походе и на природе, 1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Занятие № 12**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  Беседа: Поражающие факторы источников  ЧС, характерных для территории проживания  и работы, а также оружия массового  поражения и других видов оружия, 1 час.  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Зачет в форме устного опроса**  «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.  **П**одведение итогов обучения в области  гражданской обороны и защиты от  чрезвычайных ситуаций – 1 час.  **Всего часов обучения**–**16.**  Обучение провел\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |