Training & Qualification Records Audit

Reference: 29 CFR 1910 / 1926 — task dependent | Preliminary self-assessment; not an exhaustive compliance determination.

Company / Site: _____ Date: _____ Reviewer: _____

Mark Yes, No, or N/A. A “Yes” requires actual supporting evidence. Record unresolved items on the corrective-action section.

#	Self-audit question	Yes	No	N/A
1	Is a training matrix maintained by role and assigned task?	■	■	■
2	Are new employees oriented before exposure to site hazards?	■	■	■
3	Are training completion dates and participant identities recorded?	■	■	■
4	Are trainers and course materials appropriate for required instruction?	■	■	■
5	Are refresher or retraining triggers identified and monitored?	■	■	■
6	Is hazard communication training documented for exposed workers?	■	■	■
7	Is PPE use and limitation training documented where required?	■	■	■
8	Is fall protection training documented for exposed employees?	■	■	■
9	Are forklift or powered industrial truck evaluations current if applicable?	■	■	■
10	Are lockout/tagout authorized and affected employees trained as applicable?	■	■	■
11	Are confined-space entry roles trained when applicable?	■	■	■
12	Are respiratory protection users trained and fit-tested when required?	■	■	■
13	Are crane, rigging, and signal-person qualifications addressed as applicable?	■	■	■
14	Are scaffold and ladder training needs addressed?	■	■	■
15	Are excavation competent persons identified and capable?	■	■	■
16	Are hot-work and fire-watch duties communicated where applicable?	■	■	■
17	Are emergency response roles and evacuation procedures trained?	■	■	■
18	Are employees informed of stop-work and hazard reporting processes?	■	■	■
19	Are subcontractor training records verified before work as required?	■	■	■
20	Are expired, missing, or unverified credentials tracked to resolution?	■	■	■

Corrective action log — item # / deficiency / owner / target date / closure evidence

_____

_____

_____

_____

IMPORTANT: Applicability depends on tasks, hazards, jurisdiction and client requirements. This checklist does not guarantee OSHA compliance, avoidance of penalties, or acceptance by ISNetworld, Avetta, Veriforce or a hiring client.