[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Safety training record

Proof of who was trained, in what, and when - the record inspectors ask for first.

Training topic: _____

Date: _____

Trainer: _____

Duration: _____

Location: _____

Attendees

Name	Role	Signature	Understood (Y/N)
[Name]	[Role]		
[Name]	[Role]		
[Name]	[Role]		
[Name]	[Role]		

Topics covered [Topic 1]

[Topic 2]

[Topic 3]

Assessment

Assessment method: _____

Pass mark: _____

Retraining due: _____

Sign-off

Trainer: _____ **Manager:** _____ **Date:** _____