

**TRAINING VERIFICATION FORM**

**SUPERVISOR / SAFETY COORDINATOR - TRAINING VERIFICATION FORM**



**Topic:** Supervisor verification must be completed by:

**Supervisor Responsibility:**

- ✓ Confirm all employees have completed training
- ✓ Confirm any new hires for the month are added to the Training Tracking Form and are trained
- ✓ Evaluate each managers training by randomly asking one crew from each managers training list the noted question and/or behaviour to observe
- ✓ Confirm answers provided by employees are correct
- ✓ Select a code (1-3) under "Safety Coordinator's Observations" which best identifies the response to the training verification
- ✓ Insert this completed form in the appropriate section of the "Record of Training" binder.

Training Manager Name	Crew Member Name	Question and/or Behaviour to Observe	Observations Circle appropriate response	Notes for Follow-up (if required)
		○ List at least 3 questions to be asked to verify knowledge was acquired.	1 2 3	
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**Observations:**

1 = employee response is not correct, need to coach employee immediately

2 = discuss further with training manager

**NOTE:** if observation 1 or 2 is repeated this topic may require further review at the next manager meeting, or other actions defined by the employer. Please define in the supervisors Notes column.

3 = employee answered question correctly, provided positive feedback to employee

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