pointCPD

Training and competency register

Licences, tickets, training and verification of competency

Sight originals or verify licences with the issuing regulator. Keep copies securely: they contain personal information. Check expiry dates monthly.

1. Register details

Business		**Maintained by**	
Where evidence is kept Secure location, access limited			
Last full review		**Next review**	

2. Requirements by role or task

Role / task	Licence, ticket or training required	Refresher / renewal
EXAMPLE *Everyone doing construction work*	*General construction induction (white card); site induction*	*Site induction per site*
EXAMPLE *Scaffolding where a fall of more than 4 m is possible*	*High risk work licence for the scaffolding class*	*Per licence renewal*
EXAMPLE *Site first aider*	*First aid certificate; CPR*	*CPR refresher as the provider recommends*

3. Register

Name	Company / role	Licence / ticket / training	Number	Issued by	Issue date	Expiry	Sighted by / date

4. Verification of competency (plant and tasks)

Name	Plant / task	Make / model	Assessed by	Date	Outcome
EXAMPLE	*5 t excavator with quick hitch*		*Supervisor (competent assessor)*		*Competent*

Name	Plant / task	Make / model	Assessed by	Date	Outcome

5. Training given on site

Date	Training / briefing	Delivered by	Attendees (or record reference)