



Audit/Inspection Checklist

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| Code Title | Training and competence | Code No. | OSHJ-GL-26 | Rev. No. | 1.0 |
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| Sr. | Checklist Item | Clause in the Code | Acceptable means of compliance |
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| 1. | Is the purpose, objective, and goal of the training identified? | 5.1: Identify the Purpose of the Training | — Check training plan document. |
| 2. | Is the training material formatted in understandable language? | 5.1.2: Decide the Learning Objectives and Outcomes | — check training materials check trainer qualifications/CV |
| 3. | Is there an evaluation of the objectives/effectiveness of the training? | 5.4 : Delivery of the Training | — check OSH training records/certificate |
| 4. | Is there a refresher training conducted for the employees and retained? | 5.5, 5.7:Evaluation of the Training, record keeping | — check OSH training records/certificate |