

HAZARD MANAGEMENT – PROFICIENCY RECORD

NAME OF TASK/ACTIVITY	
LOCATION	

Attach a copy of the training content/assessment criteria to this record e.g. Safe Operating Procedure.
(Note – in lieu of this record, Supervisors may develop a task specific proficiency template which defines the assessment criteria or use a local log book.)

Authorised assessors for this activity					
Date	Surname (Please print)	First Name (Please print)	Staff/student number	Signature of assessor	Signature of Supervisor
/ /					
/ /					
/ /					

Operator has been assessed as proficient against the training material					
Date	Surname (Please print)	First Name (Please print)	Staff/student number	Signature of operator	Signature of assessor
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Or operator has been assessed as proficient due to a relevant degree or formal qualification/licence and has 3 years practical experience (Please insert details as applicable)					
Date	Surname (Please print)	First Name (Please print)	Staff/student number	Signature of operator	Signature of assessor
/ /					
Details e.g. licence, qualification held.					
/ /					
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Records management

Retain the proficiency record if in a lab/workshop log book in the local area (or equivalent system) to ensure the record can be retrieved on request.

Further information

Should you require any further information please refer to your [Local HSW team](#).

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