

TRAINING COMPLIANCE

Annual Training Audit

When to use: It is your year-end review of training compliance against your roster.

PULL THE DATA

- ☐ **1 Pull the current employee roster by location and role.**
- ☐ **2 Map each jurisdiction's training requirement.**
Who must be trained, how often, any required duration, and the deadline.

FIND THE GAPS

- ☐ **3 Match completion records against the roster.**
Flag anyone overdue or never trained.
- ☐ **4 Flag new hires past their state deadline.**
- ☐ **5 Confirm supervisors received supervisor-level content where required.**

CLOSE & DOCUMENT

- ☐ **6 Schedule and deliver make-up training for the gaps.**
- ☐ **7 Verify the content still meets current-year legal requirements.**
These laws change; last year's course may be out of date.
- ☐ **8 Update and retain rosters, certificates, and content versions.**
To the longest applicable retention period.
- ☐ **9 Record the audit itself with a date and sign-off, and set next year's audit.**