



Training Matrix Summary

Employee Name:		
Location:		Position:

This matrix summarises current competency of individual operators. Indicate the date on which training and/or assessment was completed. Details of training and qualifications are held in personnel files

All requirements are met in 12 consecutive lifts																											
Date	Lift 1														Lift 2												
	Employment Induction completed	Diversity training	Chain of responsibility training	WHS Risk Management	SWMS	First aid certificate	WHS committee membership	Communications	Keeping Fit	Fatigue Management	Trip Planning	Daily vehicle inspections	Comply with ADG Code	Swap trailers	Paperwork	Driving practice	Report faults	Operate forklifts safely	Observe truck mass limits	Observe truck dimension limits	Load arrangement (Incl. ADG)	Apply restraints	Stow dangerous goods correctly	Apply placards (ADG)	Organise trips		
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