

**HAZARD MANAGEMENT – PROFICIENCY RECORD**

<b>NAME OF TASK/ACTIVITY</b>	
<b>SCHOOL/BRANCH/LOCATION</b>	

Attach a copy of the training content/assessment criteria to this record e.g. Safe Operating Procedure.  
(Note – in lieu of this record, Schools/Branches 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**

Either forward a copy of the training record to the person who maintains the training records for your School/Branch or otherwise retain the record in a lab/workshop log book in the local area.

**Further information**

Should you require any further information please refer to your [Faculty Division Contact](#).

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