

SAFETY COORDINATOR TRAINING VERIFICATION FORM

Topic:			
Questions, Behaviours to Observe - Questions to be asked to verify that training was sufficient and that knowledge was acquired (minimum 3)			
Crew Member Name	Training Manager Name	Observations	Notes
		1 2 3 1 2 3 1 2 3	
		1 2 3 1 2 3 1 2 3	
		1 2 3 1 2 3 1 2 3	
		1 2 3 1 2 3 1 2 3	
		1 2 3 1 2 3 1 2 3	
		1 2 3 1 2 3 1 2 3	

The **Observations** above can be described as:

- 1: Incorrect response, employee requires further immediate coaching or education*
- 2: Employee may require further coaching, discuss with training manager*
- 3: Correct response*

NOTE: If there are repeating 1's and 2's under Observations, this topic may require further review at the next manager meeting.