



MAGNUM CONSTRUCTION SERVICES INC.

COMPETENCY VERIFICATION & REFRESHER TRAINING RECORDS

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1. PURPOSE

To ensure that all employees, subcontractors, and operators performing work on behalf of Magnum Construction Services Inc. possess the necessary **skills, training, and current certifications** required for their roles, and to track completion of periodic refresher training.

2. SCOPE

This procedure applies to:

- All personnel assigned to field and project operations.
 - Supervisors, foremen, and safety officers responsible for training oversight.
 - Subcontractors working under Magnum supervision.
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3. OBJECTIVES

- Verify competence prior to job assignment.
 - Document all certifications, practical evaluations, and refresher sessions.
 - Identify training gaps and schedule renewals proactively.
 - Provide auditable records to clients and regulatory bodies.
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4. ROLES & RESPONSIBILITIES

Role	Responsibilities
Human Resources (HR)	Maintain centralized employee training files; update database upon receipt of certificates.
Project Manager / Supervisor	Verify qualifications before mobilization; schedule on-site refreshers as needed.
EHS Manager	Conduct periodic audits and ensure compliance with the Safety Training Matrix (MCS-QHSE-18D).
Employee	Attend all required training, maintain personal certifications, and notify management prior to expiration.

5. COMPETENCY VERIFICATION FORM

Employee Name:	Employee ID:
Position / Trade:	Project:
Supervisor:	Verification Date:

Competency Area	Assessment Type (Observation / Test / License)	Assessed By	Result (C/P/F)	Expiration / Renewal Date	Comments
PPE Use & Maintenance	Observation				
Fall Protection & Working at Heights	Practical				
Equipment Operation (Specify type)	License / Test				



**Employee
Name:**

Employee ID:

Confined Space Entry Test / Simulation

Electrical / LOTO Test

Scaffold User /
Builder Observation

First Aid / CPR Certificate

Hazard
Communication
(HAZCOM) Test

Excavation &
Trenching Observation

Crane / Rigging
Operations License / Test

Environmental
Awareness Test

(C = Competent, P = Partially Competent, F = Further Training Required)

6. REFRESHER TRAINING LOG

Employee Name	Training Course	Type (Initial / Refresher)	Provider / Instructor	Date Completed	Next Due Date	Certificate No.	Verified By (EHS)
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7. PERFORMANCE EVALUATION

Supervisors shall observe field performance within the first 30 days of assignment and complete a **Competency Validation Review**, rating the employee's ability to apply



training in the field.

Any deficiencies shall trigger **Corrective Training** within 10 days.

8. RECORD RETENTION

- All forms and certificates are stored electronically in the **Magnum EHS Database** under the employee profile.
 - Minimum retention: **Five (5) years** after employee separation.
 - All records shall reference the corresponding **Training Matrix Code (MCS-QHSE-18D)**.
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9. LINKED DOCUMENTS

- MCS-QHSE-18D – Safety Training Matrix
- MCS-HR-01 – New-Hire Orientation Package
- MCS-QHSE-17C – Corrective Action Register
- MCS-ADM-04 – Records Management Policy