

Training Matrix and Competence Records

The living record of who may operate what · the single most useful document in this pack

This is the document that decays. People leave, machines change, authorisations lapse and refreshers fall due. Keep it current and you can answer an inspector in thirty seconds. Let it go stale and it becomes evidence against you.

Scope and limitations — read before use

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1. The three stages — why a certificate is not enough

Stage	What it is	Who does it	Evidence
1. Basic training	Off-the-job training and test on the machine type	Competent training provider	Certificate on file
2. Specific job training	Your machine, your attachments, your site, your loads, your tasks	You, the employer	Form B below, signed
3. Familiarisation	Supervised operation under normal working conditions until fluent	You, the employer	Form C below, signed
4. Written authorisation	Formal authority to operate named machines, with any limits	You, the employer	Form D below, signed

Most yards have stage 1 only. Stages 2, 3 and 4 are your responsibility and they are what an inspector asks for. Basic training alone does not authorise anyone to operate.

2. The matrix

One row per person. Mark each machine column: A = authorised (all stages complete and in date), T = trained but not yet authorised, N = not trained, must not operate. Put the refresher due date in the last column and diary it.

Name	Role	Counter- balance FLT	Reach truck	Telehandle r	MEWP	Plant / excavator	Lorry loader	Vehicle marshal	Slinger / signaller	Abrasive wheels	First aid	Written auth. date	Refresher due	Status

Status key: GREEN all in date · AMBER something due within 90 days · RED expired or missing, the person must not operate that machine until it is put right.

Form A — Basic training certificates held

Name	Machine type / category	Training provider	Certificate ref	Date of award	Copy on file? Y/N

Form B — Specific job training record

Complete one per person per machine. This is stage 2 and it is your job, not the training provider's.

Field	Entry
Operator name	
Machine make, model and fleet number	
Attachments covered	
Site areas and routes covered	
Specific tasks covered	
Risk assessments and procedures briefed	
Emergency procedures briefed	
Delivered by (name and role)	
Date(s)	

Trainer signature	Operator signature	Date

Form C — Familiarisation record

Supervised operation under normal conditions until the person is fluent. Log each session.

Date	Tasks performed under supervision	Duration	Supervisor comments	Initials

Familiarisation complete — the operator works safely and confidently under normal conditions:

Supervisor name and signature	Operator signature	Date

Form D — Written authorisation to operate

This is the document that actually authorises the person. Issue it only when stages 1 to 3 are complete. Keep the original and give the operator a copy.

Field	Entry
Company	
Operator name	
Machine type(s) authorised, including attachments	
Specific machines or fleet numbers	
Areas and tasks authorised	
Exclusions and limits (for example: no highway travel, no work platform, no 360 slew)	
Basic training evidence (certificate ref and date)	
Specific job training completed (date)	
Familiarisation completed (date)	
Authorisation valid from	
Refresher / review due (3 to 5 years)	

I authorise the named operator to operate the machine types stated above on this site. This authorisation will be reviewed after any incident, any change of machine or task, any observed unsafe practice, or at the review date, whichever comes first.

Authorising manager (name and role)	Signature	Date

Form E — Refresher and expiry tracker

Check this monthly. This is the thing that quietly goes out of date.

Name	Machine / duty	Last assessed	Refresher due	90-day warning sent	Action taken	Now in date? Y/N

Earlier refresher is triggered by: any incident or near miss, observed unsafe practice, a change of machine or attachment, a significant change of task or environment, or a long break from operating.