

Workplace Safety North Signing Authority Audit Template

The organizations designated signing authority (or each signing authority) must complete an audit annually (for each respective modular training program). This tool outlines the items that should be included in an audit.

Criteria Met = evidence supports the audit criteria was met

OFI = opportunity for improvement, no evidence to support audit criteria (gap to be addressed)

Section 1: Training Program		A training program (or program) is a documented and planned sequence and combination of activities designed to establish standardization, develop employee knowledge, skills and abilities to ensure consistent outcomes.			
Sub-Section		Audit Criteria	Auditor Findings		
			Criteria Met	OFI	Finding Details
1.1	Establishment and Scope	The Employer has established training program			
		The scope of the training program applies to/includes modular training			
		The program identifies competency requirements			
1.2	Roles and Responsibilities	Roles and responsibilities for workplace parties including the organization/employer are identified in the program			
		Senior leaders representing the employer are aware of these identified roles and responsibilities			
		Roles and responsibilities for workplace parties including the Signing Authority (SA) are identified in the program			
		The organizations Signing Authority(ies) is(are) aware of these identified roles and responsibilities			
		Roles and responsibilities for workplace parties including Trainer(s) are identified in the program			
		The internal Trainer(s) is(are) aware of these identified roles and responsibilities			
		Roles and responsibilities for workplace parties including Trainee(s) are identified in the program			

		The Trainee(s) is(are) aware of these identified roles and responsibilities			
		The training program identifies how the training will be administered to meet current legislative requirements			
		The training program is administered in a way that meet current legislative requirements			
		The training program identifies how the training will be administered to meet Changing Technology			
		The training program is administered in a way that includes Changing Technology			
		The training program identifies how the training will be administered to meets Skill requirements for new and changing jobs			
		The training program is administered in a way that meets Skill requirements for new and changing jobs			
		The training program identifies how the training will be administered to Accommodates unique learner training needs			
		The training program is administered in a way that Accommodates unique learner training needs			
		The training program identifies how the training will be administered to meet language skills and abilities			
		The training program is administered in a way that meets language skills and abilities			
		The training program identifies how the training will be administered to meet Literacy needs			
		The training program is administered to meet Literacy needs			
		The training program identifies how the training will be administered to meet the inclusion of pertinent sections of the OHSA			
		The training program is administered to meet the inclusion of pertinent sections of the OHSA			
		The training program identifies how the training will be administered to meet the inclusion of pertinent sections of the Regulations			
		The training program is administered to meet the inclusion of pertinent sections of the Regulations			
		The training program identifies how the training will be administered to meet the inclusion of pertinent sections of employer standards			

1.3

Training Administration

The training program is administered to meet the inclusion of pertinent sections of employer standards			
The training program identifies how the training will be maintained/reviewed annually to meet current legislative requirements			
The training program is reviewed/maintained annually to meet current legislative requirements			
The training program identifies how the training will be maintained/reviewed annually to meet Changing Technology			
The training program is maintained/reviewed annually to meet Changing Technology			
The training program identifies how the training will be maintained/reviewed annually to meet Skill requirements for new and changing jobs			
The training program is maintained/reviewed annually to meet Skill requirements for new and changing jobs			
The training program identifies how the training will be maintained/reviewed annually to meet Accommodation of unique learner training needs			
The training program is maintained/reviewed annually to meet Accommodation of unique learner training needs			
The training program identifies how the training will be maintained/reviewed annually to meet language skills and abilities			
The training program is maintained/reviewed annually to meet language skills and abilities			
The training program identifies how the training will be maintained/reviewed annually to meet learner Literacy needs			
The training program is maintained/reviewed annually to meet learner Literacy needs			
The training program identifies how the training will be maintained/reviewed annually to meet the inclusion of pertinent sections of the OHSA			
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The training program identifies how the training will be maintained/reviewed annually to meet the inclusion of pertinent sections of employer standards			

		The training program is maintained/reviewed annually to meet the inclusion of pertinent sections of employer standards			
1.4	Training Material	The training program inventories/lists/references all training material including employer training programs			
		The training program inventories/lists/references all training material including lessons plans			
		The training program inventories/lists/references all training material including training aids			
1.5	Document Control	There is a requirement to review, update or remove all program material to ensure changes to, and current revision status of documents are identified and tracked			
		Documents are tracked to demonstrate they are reviewed, updated or removed to ensure changes with the current revision status			
		There is a requirement to ensure relevant versions of applicable documents are readily available at the point of use			
		Relevant versions of applicable documents are readily available at the point of use			
1.6	Evaluation	The training program specifies how the evaluation of learning objectives will be performed			
		The evaluation of learning objectives is performed according to program specifications			
		The training program identifies a requirement for the Signing Authority to evaluate (audit) the quality of the program annually			
		The quality of the training program is evaluated/audited annually by the Signing Authority			
1.7	Communication	The training program identifies a requirement to communicate the complete results of the audit to site senior management.			
		The complete results of the training program audit are communicated to site senior management.			
1.8	Continuous Improvement	The training program identifies a requirement to improve the quality control of the program annually based on identified gaps from the annual audit			
		The quality control of the program take place annually based on identified gaps from the annual audit			
		The training program specifies how trainee training records will be administered and managed internally			
		The training records are managed according to procedure internally			

1.9	Record Retention	The training program specifies how trainee government approved/U-Module training records are to be registered with MTCU.			
		The trainee government approved/U-Module training records are registered with MTCU.			
		The training program specifies how employer maintained training records from the MINISTRY will be administered and managed			
		The employer maintains training records from the MINISTRY			
		The training program specifies how the records of the evaluation of learning objectives will be maintained			
		The records of the evaluation of learning objectives are maintained			
		The training program identifies a requirement to retain a copy of annual audits for a determined amount of time (at least 7 years recommended)			
		A copy of annual audits are retained (at least 7 years recommended)			

Section 2: Employer Accountability		An employer is defined as, “a person who employs or contracts for the services of one or more workers.”			
Sub-Section		Audit Criteria	Auditor Findings		
			Criteria Met	OFI	Finding Details
2.1	Established Signing Authority	The employer has an MTCU approved signing authority for the specific program.			
2.2	Modular Training Program Scope	The employer has identified what modular training programs apply to the organization based on the context of the business (activities performed)			
2.3	Competency Requirements	The employer has identified/ defined the knowledge and skills requirements for each job covered by a modular program			
2.4	Resources	The employer has adequate training resources. e.g. facilities, equipment, and personnel.			

2.5	Policy Establishment	The employer has a written training policy or expresses commitment in its annual health and safety program.			
2.6	Policy Posting	A employer/corporate training policy is posted within the workplace.			
2.7	Record Retention	The employer maintains signed copies of all training records.			

Section 3: Signing Authority Accountability		A Signing Authority is a person designated by their employer and authorized by the Ministry of Training, Colleges and Universities (MTCU) to be accountable for the quality of training, maintenance of training records and determining the competency of employer employees for modular accreditation.			
Sub-Section		Audit Criteria	Auditor Findings		
			Criteria Met	OFI	Finding Details
3.1	Established Signing Authority	The employer signing authority is clearly identified.			
3.2	Signing Authority Scope	There is only one person per program as signing authority for the employer.			
3.3	Knowledge and Competency	The signing authority understands that they may be called on to describe the training received by employer employees and provide evidence of its adequacy in a court of law.			
		The signing authority has knowledge of the training requirements for the specific modular program.			
		The signing authority has knowledge of the Occupational Health and Safety Act (OHSA), the Regulations and employer standards.			
		The signing authority is aware that signing authority designation can be revoked for just cause.			
3.4	Record Retention	The signing authority retains copies of all training records submitted to MTCU.			
		The signing authority exercises sufficient management power to maintain training standards.			
		A quality control program (audit program) exists to evaluate the performance of trainers and trainees.			

3.5	Evaluation	The performance of trainers is evaluated by the signing authority to ensure quality.			
		The performance of trainees is evaluated by the signing authority to ensure quality.			
		The signing authority reviews training modules to ensure compliance with legislative changes.			
		The signing authority ensures training modules reflect changing technology.			
		The signing authority measures achievement to improve performance.			
		A system exists to verify that the trainers are accredited in the modules they are delivering			
		The signing authority verifies/audits that trainee performance assessment uses a hands on approach			
3.6	Continuous Improvement	A system exists to enable employees to keep their training qualifications (skills) current			

Section 4: Trainer Accountability		A trainer is someone who works within the organization who is accountable for the delivery of training to ensure competence in relation to modules under the common core program standard(s)			
Sub-Section		Audit Criteria	Auditor Findings		
			Criteria Met	OFI	Finding Details
		The trainer(s) is accredited in the program's Basic Common Core.			
		The trainer(s) has completed a Train-the-Trainer Program			
		The Train-the-Trainer Program taken satisfies the Train-the-Trainer Program Requirements			
		The trainer(s) has knowledge in the Occupational Health and Safety Act			

4.1	Knowledge and Competency	The trainer(s) has knowledge in the applicable Regulations			
		The trainer(s) has knowledge in the employer standards.			
		The trainer(s) has accreditation in and is experienced and knowledgeable in the modules they are delivering.			
		The trainer(s) has the verbal and writing skills necessary to present content.			
		The trainer(s) has the writing skills necessary to write lesson plans.			
4.2	Delivery	The trainer(s) follows a lesson plan to ensure all trainees are given minimum subject matter as per the MTCU Training Standard document.			
		The trainer(s) integrate technology into training delivery			
		The training material includes pertinent sections of the Occupational Health and Safety Act.			
		The training material includes pertinent sections of the Regulations.			
		The training material includes pertinent sections of the employer standards.			
		The trainer(s) keep up with the latest, effective learning strategies.			
		The trainer(s) applies one-on-one, small or large group training techniques when they are required.			
		The trainer(s) ensure clear performance objectives are set before the training begins.			
		Hands-on training is provided as a part of delivering training.			
		Training materials are effective, and easy-to-follow.			
		The trainer(s) communicates effectively with the trainees.			
		The trainer(s) identifies trainee training needs including literacy			
		The trainer(s) accommodates/adjusts for trainee training needs including literacy (if applicable)			

4.3	Behaviour	The trainer(s) identifies trainee training needs including language			
		The trainer(s) accommodates/adjusts for trainee training needs including language (if applicable)			
		The trainer(s) identifies trainee training needs including role and responsibilities relevance			
		The trainer(s) accommodates/adjusts for trainee training needs including role and responsibilities relevance			
		The trainer(s) addresses learner difficulties.			
		The trainer(s) makes effective use of training aids.			
		The trainer(s) help trainees/learners identify developmental strategies.			
4.4	Evaluation	Performance Objectives are evaluated using normative evaluation techniques to ensure knowledge based learning occurs.			
		Performance Objectives are evaluated using normative evaluation techniques to ensure hands-on learning occurs.			
		The trainer(s) ensures all trainees are trained to work in compliance with the Occupational Health and Safety Act.			
		The trainer(s) ensures all trainees are trained to work in compliance with the Regulations.			
		The trainer(s) ensures all trainees are trained to work in compliance with the employer standards.			
		The trainer(s) self-evaluate the effectiveness of training provided by their own coaching efforts.			
		The trainer(s) measure achievement/impact to improve performance.			
4.5	Executing on Responsibilities	The trainer(s) jointly signs the performance objectives on the date the trainee successfully demonstrated competency.			
		The trainer(s) solicits feedback from trainees.			
		The trainer(s) performs remedial training as required.			
		The trainer(s) understands his/her responsibility to update lesson plans as appropriate.			

The trainer(s) is aware that they may be called upon to give training evidence in the court of law.

Section 5: Trainee Assessment		A trainee is someone who works within the organization and has received training from a trainer (above) under the requirements of a modular common core program standard(s).			
Sub-Section		Audit Criteria	Auditor Findings		
			Criteria Met	OFI	Finding Details
5.1	Knowledge and Competency	The trainee(s) has the prerequisite accreditations in the Basic Common Core and specialties for the task being trained.			
		The trainee(s) has been authorized to operate equipment and perform the tasks for which they are being trained.			
		The trainee(s) works in compliance with the Occupational Health and Safety Act			
		The trainee(s) works in compliance with the Regulations			
		The trainee(s) works in compliance with the employer standards.			
		The trainee(s) can perform the initial check of equipment and/or tools by means of a show and tell demonstration OR can perform the task.			
		The trainee(s) can be accredited in the task being assigned.			
5.2	Evaluation	The trainee(s) feels competent performing the tasks with the training received.			
		The trainee(s) evaluate the effectiveness of training provided by their trainer.			
5.3	Self-Efficacy	The trainee(s) continues to work efficiently without additional coaching by the trainer.			
		The trainee(s) demonstrates confidence and the ability to work safely without the trainer's assistance.			

