

SOP training and observation check

Worker: _____ Trainer/observer: _____ Date: _____

Site/reference: _____ SOP/version: _____ Task: _____

Record evidence of a demonstration and observed practice. This is an internal training record, not certification. Agree the worker's task limits; do not use elapsed days as proof of readiness.

1. Preparation and explanation

Worker locates the current SOP, scope, stop conditions, product instructions and reporting contact.

Observed evidence / gap / action: _____

2. Trainer demonstration

Trainer shows the actual site method and explains the decision points, equipment and required protection.

Observed evidence / gap / action: _____

3. Observed worker practice

Worker performs the task under observation, including preparation, sequence, finish checks and honest exception recording.

Observed evidence / gap / action: _____

4. Gaps and corrective coaching

Record the step needing support, the correction and what the worker must demonstrate at recheck.

Observed evidence / gap / action: _____

5. Recheck and assignment decision

Observe the relevant step again. Record whether work remains supervised, is limited to stated tasks, or is approved for the named task.

Observed evidence / gap / action: _____

Recheck date/observer: _____ Result: _____

Authorized task limits / remaining supervision: _____

Worker acknowledgement: _____ Lead decision: _____

New product, equipment, scope or site condition: review the affected procedure and repeat the necessary observation before reassignment.