

COMPETENCY REFRESHER TRAINING RECORDS

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-HSE-FRM-019A	00 (Initial Issue)	2026-10-24	[SAFETY DIRECTOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.]

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To ensure that all employees, subcontractors, and operators performing work on behalf of STRAVIK Construction Group 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 STRAVIK supervision.

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.

4. ROLES & RESPONSIBILITIES

Role Responsibilities

Human Resources Maintain centralized employee training files; update database (HR) upon receipt of certificates.

Project Manager / Verify qualifications before mobilization; schedule on-site Supervisor refreshers as needed.

Conduct periodic audits and ensure compliance with the Safety EHS Manager Training Matrix (STV-HSE-MTX-018D).

Attend all required training, maintain personal certifications, and Employee notify management prior to expiration.

5. COMPETENCY VERIFICATION FORM

Employee ID: Name:

Position / Project: Trade:

Supervisor: Verification Date:

Assessment Type Expiration / Assessed Result

Competency Area	(Observation / By (C/P/F) Test / License)	Renewal Comments Date
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PPE Use & Observation Maintenance

Fall Protection & Practical Working at Heights

Equipment Operation License / Test (Specify type)

Employee ID: Name:

Confined Space Entry Test / Simulation

Electrical / LOTO Test

Scaffold User / Observation Builder

First Aid / CPR Certificate

Hazard Communication Test (HAZCOM)

Excavation & Observation Trenching

Crane / Rigging License / Test Operations

Environmental Test Awareness

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

6. REFRESHER TRAINING LOG

Type Next

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

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 STRAVIK EHS Database under the employee profile.
- Minimum retention: Five (5) years after employee separation.
- All records shall reference the corresponding Training Matrix Code (STVQHSE-18D).

9. LINKED DOCUMENTS

- STV-HSE-MTX-018D – Safety Training Matrix
- STV-HRM-PRO-001 – New-Hire Orientation Package
- STV-HSE-PRO-017C – Corrective Action Register
- STV-GOV-POL-011 – Records Management Policy

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.