



Hazardous Materials (HAZMAT) Training Verification Checklist

Employee Information

Details about the employee undergoing HAZMAT training and verification.

Employee Full Name

Write something...

Employee ID Number

Enter a number...

Date of Birth

Enter date...

Department/Team

- ☐ Shipping
- ☐ Receiving
- ☐ Warehouse Operations
- ☐ Transportation
- ☐ Other

Job Title

- ☐ Driver
- ☐ Warehouse Worker
- ☐ Shipping Clerk
- ☐ Receiving Clerk
- ☐ Other

Emergency Contact Name

Write something...

Emergency Contact Phone Number

Write something...

Training Provider & Course Details

Information regarding the organization providing the training and specifics of the course taken.

Training Provider Name

Write something...

Course Name/Title

Write something...

Course Start Date

Enter date...

Course End Date

Enter date...

Course Duration (Hours)

Enter a number...

Training Modality (e.g., Online, Classroom, Hybrid)

- ☐ Online
- ☐ Classroom
- ☐ Hybrid

Course ID/Tracking Number

Proof of Completion (Certificate/Record)

 Upload File

Initial HAZMAT Training Completion

Verification of the employee's initial HAZMAT training completion.

Training Completion Date

Enter date...

Training Type (e.g., Hazmat Awareness, 120-Hour, Function-Specific)

- ☐ Hazmat Awareness
- ☐ DOT 120-Hour
- ☐ Function-Specific
- ☐ Other

Training Duration (Hours)

Enter a number...

Training Provider Certification Level (if applicable)

- ☐ Level A
- ☐ Level B
- ☐ Level C
- ☐ Not Applicable

Copy of Training Certificate/Record

 Upload File

Trainer Name

Write something...

Trainer Credentials/Authorization

Write something...

Refresher/Recurring Training

Documentation and verification of periodic refresher training required for HAZMAT compliance.

Last Refresher Training Date

Enter date...

Next Refresher Training Due Date

Enter date...

Time Since Last Training (Months)

Enter a number...

Training Format (e.g., Online, Instructor-led)

- ☐ Online
- ☐ Instructor-led
- ☐ Blended

Training Provider (If different from Initial)

Brief Description of Refresher Training Topics Covered

Write something...

Upload Copy of Refresher Training Certificate

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Function-Specific Training

Verification of training tailored to specific job functions involving HAZMAT within Logistics (e.g., Packaging, Shipping, Receiving).

Which of the following functions does the employee perform involving HAZMAT?

- ☐ Packaging
- ☐ Labeling
- ☐ Loading/Unloading
- ☐ Shipping
- ☐ Receiving
- ☐ Storage
- ☐ Transportation (Driver)
- ☐ Inventory Management

Briefly describe the specific tasks the employee performs related to each selected function (referencing the multiple-selection above).

Write something...

Does the employee handle international shipments of HAZMAT?

- ☐ Yes
- ☐ No

Upload documentation (e.g., SOPs, training certificates) related to the employee's specific HAZMAT functions.

 Upload File

Has the employee received training on proper emergency response procedures specific to their function?

☐ Yes

☐ No

Date of last function-specific training.

Enter date...

Recordkeeping & Documentation

Ensuring all training records are complete, accessible, and maintained in compliance with regulatory requirements.

Date Record Created

Enter date...


Employee ID

Write something...

Brief Description of Training Content Covered

Write something...

Copy of Training Certificate/Proof of Completion

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Training Duration (Hours)

Enter a number...

Record Storage Location (Electronic/Physical)

☐ Electronic

☐ Physical

Date of Last Record Review

Enter date...

Notes/Comments Regarding Record Review (e.g., Verification Status)

Write something...

Regulatory Compliance Review

Confirmation that training meets applicable federal, state, and local HAZMAT regulations (e.g., DOT, OSHA).

Applicable DOT Regulations?

☐ 49 CFR Parts 100-180

☐ Other (Specify Below)

If 'Other' DOT Regulations Selected, Specify:

Write something...

OSHA HAZMAT Standard Compliance?

- ☐ Yes
- ☐ No
- ☐ N/A - Not Applicable

Last Regulatory Update Review Date

Enter date...

Training Revision Cycle Frequency (Years)

Enter a number...

Regulatory Compliance Documentation (Optional)

 Upload File

State HAZMAT Regulations?

- ☐ Applicable
- ☐ Not Applicable

Summary of Recent Regulatory Changes and Training Updates

Write something...