

# CONSTRUCTION TRAINING INTERNATIONAL P/L

## OFFSITE Inspection Checklist

**Note to Assessor:**

Part of the entry requirements for courses to be delivered/ assessed at a client site is that student/s must be able to access appropriate facilities for delivery and assessment.

Prior to the delivery of the course, the areas where training and assessment are to be conducted at the client's site are to be reviewed to ensure a safe environment for the student/s and Trainer/ Assessor. The review is to also determine if the client site has the appropriate facilities, equipment and resources that meet the Training Package Requirements.

If the client is not able to provide the required facilities, equipment, resources and a safe training/ assessment environment then the site is to be deemed as unsuitable, the course will not be able to commence at that specific site and the reasons will be identified to the student and the client. Training and assessment can only commence once any identified health and safety issues have been rectified, and the Trainer/Assessor can site the rectifications.

This completed 'Offsite Inspection Checklist' is to be submitted to CTI Student Administration and a copy will be kept on the student's file.

<b>Assessor Name</b>		<b>Assessor No:</b>	
<b>Location/Address</b>			
<b>Details of Equipment</b>			
Type of machine			
Model number			
Registration number			
Weight			
Maintenance log is current & identifies no issues	Yes	No	
Attendee has current driver's license	Yes	No	
Suitable working area	Yes	No	
Work area barricaded	Yes	No	
Work area correctly signed	Yes	No	
Attendee's Driver's license or photo ID sighted	Yes	No	
Records held with equipment	Yes	No	
Does Equipment meet OH&S Requirements	Yes	No	
<b>Does the Classroom?</b>			<b>✓</b>
Meet all Workplace health and Safety Requirements?			
Provide adequate lighting and Ventilation?			
Have an environment free from noise and Interruption?			
Have training aids as requested( White Board Etc )?			
Have adequate training space for the number of trainees?			
Have adequate furniture and is it in a safe condition?			
Have an unrestricted view of the trainer?			
Have Emergency exits and evacuations provided?			
Have access to amenities?			
Have adequate heating and cooling?			
Have parking available?			

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_