

## Consultative Services Training Tracking Log

Name of New Hire: \_\_\_\_\_ Start date with CSB: \_\_\_\_\_

Date / Initials	<b>TRAINING REQUIREMENTS</b>	<b>RESPONSIBLE PERSON</b>
	Egress/Security Procedures	Supervisor
	Notify IT Group of Change	Administrative Assistant
	OSHA Express Set-up/Training	Supervisor/Comp Support Tech
	US OSHA Computer Security	Administrative Assistant
	Job Description Update/ADA Form	Supervisor/HR
	NCDMV Release or Form Verification	Supervisor
	Work Plan/Education & Training Plan/NCVIP	Supervisor
	Safety & Health Bureau Policies	Supervisor/S&H Committee Chair
	OSHA TI 1500 Course Enrollment/Travel	Administrative Assistant, Employee
	Monthly Paperwork	Supervisor/ Administrative Assistant
	Car Reservation and Logging Procedures	Supervisor
	CPPM Review & Quality Plan BOPs	Supervisor
	Local Surveys with other Consultants	Supervisor
	OSHA Express/Form 33 Training	Supervisor
	Case File Management	Supervisor
	SHARP Training	Supervisor
	New Consultant Release	Supervisor

Date / Initials	<b>INVENTORY AND SUPPLIES</b>	<b>RESPONSIBLE PERSON</b>
	ID Card	Administrative Assistant
	Business Cards	Administrative Assistant
	Computer and Office Equipment Inventory	Supervisor/Administrative Assistant
	Field Equipment Inventory including PPE	Supervisor/Administrative Assistant

Date Consultant Released to Independent Status: \_\_\_\_\_

Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_