**Record Audit Checklist**

To ensure all the proper documentation is returned for your Record Audit, please use the checklist below.

* **Student Sign-In Sheets** for each day of class
* **Student Contact Information Sheet** with a list of addresses for all students for each training class
* **Outreach Training Program Reports**, signed and dated, (Portal OSHA format pdf) form **4-50.1** **(Construction Industry)** form **4-50.2 (General Industry)** form **4-50.3 (Maritime)** and/or form **4-50.4 (Disaster Site Worker).**
* **Copies of Course Completion Cards** with card numbers assigned to each of the students
* **Detailed Topic Outline** which includes the date and exact time of all topics and breaks
* **Name of Each Additional Trainer** (if applicable):
	+ For each guest trainer include the topics and times covered by each, and their qualifications.
	+ For each authorized trainer include topics and times covered by each and a copy of their trainer card.