SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

DOT Hazmat Employee Training Checklist

Regulation: 49 CFR 172.700

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Touch a hazmat shipment only if your DOT training is current or a trained hazmat employee is directly supervising you	
☐	Know which of your tasks make you a hazmat employee: packing, marking, labeling, loading, or signing shipping papers	
☐	Finish every assigned training module and pass the test within 90 days of hire or a job change	
☐	Perform only the hazmat functions you were trained on; stop and ask before an unfamiliar task	
☐	Retrain at least once every three years, and sooner when your duties or the materials change	
☐	Report anything suspicious around hazmat shipments: unusual orders, probing questions, tampering	
☐	Report damaged or leaking hazmat packages immediately, whether you are trained or not	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Every employee who performs a hazmat function is identified on the hazmat employee roster and has been instructed in the requirements applicable to that function before performing it unsupervised **49 CFR 172.702**	
☐	Each hazmat employee has received general awareness, function-specific, safety, and security awareness training matched to their actual duties **49 CFR 172.704**	
☐	In-depth security training is delivered to hazmat employees wherever a subpart I security plan is required, and the security plan determination is documented and reviewed **49 CFR 172.704**	
☐	New hazmat employees and employees with changed job functions complete all required training within 90 days and work only under direct supervision of a trained hazmat employee until then **49 CFR 172.704**	

☐	Each hazmat employee is tested by appropriate means on the training subjects, and test results are recorded 49 CFR 172.702	
☐	Recurrent training is completed at least once every three years for every hazmat employee, with no lapsed completion dates on the roster 49 CFR 172.704	
☐	A training record exists for each hazmat employee containing the employee's name, most recent completion date, training materials description or location, trainer identification, and certification of training and testing, and is retained through employment plus 90 days 49 CFR 172.704	
☐	Hazardous materials are offered for transportation only when properly classed, described, packaged, marked, labeled, and in condition for shipment 49 CFR 171.2	
☐	DOT hazmat training and OSHA HazCom training are tracked as separate requirements, and completing one is never recorded as satisfying the other	

WARNINGS

Never sign a shipper's certification or offer a hazmat package to a carrier without current DOT training; each shipment is a separate federal violation

Never assume OSHA HazCom or forklift training covers hazmat shipping tasks; DOT training is a separate legal requirement

Never let an untrained employee work hazmat functions unsupervised, even one day past the 90 day window

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE