SOP Template: Schedule and Completion of Required Compliance and Safety Modules

This SOP details the **schedule and completion of required compliance and safety modules**, outlining the timelines for mandatory training, procedures for tracking employee progress, methods for accessing training materials, and protocols for assessing module completion. The goal is to ensure all personnel are consistently educated on compliance standards and safety practices to maintain a secure and legally compliant workplace environment.

1. Scope

This Standard Operating Procedure applies to all employees, contractors, and temporary staff who are required to complete compliance and safety training modules as a condition of their employment or engagement.

2. Responsibilities

- **Training Coordinator:** Schedules training, monitors completion, and reports on compliance.
- **Supervisors/Managers:** Ensure team members complete modules promptly.
- **Employees:** Complete all assigned modules within required timeframes.
- **HR Department:** Maintains training records and provides access to modules.

3. Required Training Modules

Module Name	Frequency	Audience
Workplace Safety	Annually	All employees
Data Privacy & Compliance	Annually	All employees
Harassment Prevention	Biennially	All employees
Job-Specific Safety Training	As required	Relevant staff

4. Training Schedule

1. New hires must complete all assigned modules within 30 days of start date.
2. Current staff must complete recurring modules by the annual/biennial review date.
3. Additional or updated modules must be completed within 30 days of assignment.

5. Accessing Training Materials

- Modules are accessible via the Company Learning Management System (LMS): [LMS Portal URL].
- Login credentials are issued upon employment/assignment of training.
- Instructions for accessing modules will be provided by HR or the Training Coordinator.
- Contact hr@company.com for technical assistance.

6. Tracking Progress

- Training completion is automatically tracked within the LMS.
- Supervisors receive completion reports monthly.
- Employees can view their training status through their LMS dashboard.
- Completion status must be updated within 24 hours after module assessment.

7. Assessment and Completion

1. Each module ends with a knowledge assessment (e.g., quiz, written response).
2. A minimum passing score of 80% is required to mark the module as complete.
3. Non-compliance or failure to complete modules will be addressed in accordance with HR policies.
4. Certificates (where applicable) are available for download from the LMS.

8. Records Management

- Training records are retained electronically in the LMS for a minimum of five years.
- HR is responsible for record verification during audits and inspections.

9. Review and Updates

- This SOP will be reviewed annually or when regulations/workplace requirements change.
- Updates will be communicated to all staff via email and LMS notifications.

10. Contacts

For additional guidance, contact:
HR Department: hr@company.com
Training Coordinator: training@company.com