

COMPLIANCE WORKING RECORD

# Mandatory training coverage checker

Fictional sample. Requires tailoring and responsible review.

Document control

| Field              | Value                                  |
|--------------------|----------------------------------------|
| Organization       | Fictional Example Company              |
| Document type      | Mandatory training coverage checker    |
| Document reference | 34-mandatory-training-coverage-checker |
| Jurisdiction       | United States                          |
| Version            | 2026-10-06.2                           |
| Status             | Training coverage needs review         |
| Prepared by        | Fictional responsible reviewer         |
| Prepared on        | October 6, 2026                        |
| Sources reviewed   | October 6, 2026                        |
| Generated          | October 6, 2026                        |

Frozen review scope

| Field             | Value                                  |
|-------------------|----------------------------------------|
| Tool identifier   | 34-mandatory-training-coverage-checker |
| Method revision   | 2026-10-06.2                           |
| Completion window | January 1, 2026                        |
| Review date       | October 6, 2026                        |
| Reviewer          | Fictional responsible reviewer         |

## Purpose and boundary

Compare people, approved role and location rules, and training completion records within a frozen review window.

The tool compares customer-approved rules. It does not decide legal training obligations, authenticate attendance, approve waivers or assign training.

## Review scope

Fictional rules and records. Requires tailoring. No legal training requirements are inferred.

## Result

3 requirements were generated from 3 valid approved rules and 3 included people. 1 have recorded completions with evidence references. 1 unresolved requirements are past their supplied due dates.

- Training method revision 2026-10-06.2.
- Completion window 2026-01-01 through 2026-10-06, inclusive. Review date is frozen.
- Role and location rules use trimmed, case-insensitive identifiers. A rule wildcard \* matches any included role or location. People cannot use wildcards.
- Each matching approved rule produces a separate person-course requirement. Overlapping rules retain their individual sources and due dates. No rule overrides another.
- Only Completed records within the selected date window can satisfy a requirement. The latest eligible completion is used. Conflicting latest-date ties remain ambiguous.
- Supplied expiry dates are inclusive. Maximum-age limits use elapsed calendar days. Blank expiry or age does not establish validity beyond this review date.
- Waivers require separate review. Missing policy mappings do not establish that training is unnecessary. Role and location history is not reconstructed.
- The tool compares customer-approved rules. It does not decide legal applicability, assign training, authenticate attendance or verify evidence.
- Reference lists show at most 25 rows. Full source datasets and complete results remain in the JSON and finalized workbook.

| Measure                 | Value |
|-------------------------|-------|
| Included valid people   | 3     |
| Approved valid rules    | 3     |
| Training requirements   | 3     |
| Completion recorded     | 1     |
| Unresolved requirements | 2     |

| Measure                      | Value |
|------------------------------|-------|
| Past-due unresolved          | 1     |
| Recorded late                | 0     |
| Source issues and exclusions | 3     |

Training requirements

The report includes the first 100 requirements and at most 400 characters per cell. Excel, CSV and JSON preserve all requirements and sources.

| Requirement                          | Result              | Dates                                   | Evidence           |
|--------------------------------------|---------------------|-----------------------------------------|--------------------|
| EXAMPLE-P01 / SEC-101 / EXAMPLE-R01  | Completion recorded | Due 2026-09-30. Completed 2026-09-15.   | FICTIONAL-CE RT-01 |
| EXAMPLE-P01 / PRIV-201 / EXAMPLE-R02 | Missing completion  | Due 2026-11-30. Completed Not recorded. | Not recorded       |
| EXAMPLE-P02 / AML-301 / EXAMPLE-R03  | In progress         | Due 2026-09-01. Completed Not recorded. | Not recorded       |

| Requirement                          | Finding                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| EXAMPLE-P01 / SEC-101 / EXAMPLE-R01  | A completion and evidence reference are recorded within the selected window. Attendance and evidence authenticity are not verified. |
| EXAMPLE-P01 / PRIV-201 / EXAMPLE-R02 | No eligible Completed record falls within the selected window. Prior-window records do not satisfy this review.                     |
| EXAMPLE-P02 / AML-301 / EXAMPLE-R03  | An in-progress record does not establish completed training.                                                                        |

Source issues and exclusions

The report includes the first 100 source issues. The complete issue list is preserved in Excel and JSON.

| Dataset     | Row | Reference   | Finding                                              |
|-------------|-----|-------------|------------------------------------------------------|
| completions | 4   | EXAMPLE-C03 | Person ID is outside the supplied people population. |

| Dataset     | Row | Reference   | Finding                                                                                                     |
|-------------|-----|-------------|-------------------------------------------------------------------------------------------------------------|
| people      | 4   | EXAMPLE-P03 | No approved rule matches this role and location. This does not establish that no training is required.      |
| completions | 4   | EXAMPLE-C03 | No generated requirement uses this completion record. Confirm the person, course, role, location and scope. |

## Responsible review

- EXAMPLE-P01 / PRIV-201 / EXAMPLE-R02: Missing completion.
- EXAMPLE-P02 / AML-301 / EXAMPLE-R03: In progress.
- completions row 4: Person ID is outside the supplied people population.
- people row 4: No approved rule matches this role and location. This does not establish that no training is required.
- completions row 4: No generated requirement uses this completion record. Confirm the person, course, role, location and scope.

## Assumptions

- Fictional rules and records. Requires tailoring. No legal training requirements are inferred.

## Limitations

- The tool compares customer-approved rules. It does not decide legal training obligations, authenticate attendance, approve waivers or assign training.

## Official sources

| Source                                                                            | Provision                                                                                                                                                                              | Date            | Link                                                                                            |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------|
| US Occupational Safety and Health Administration: Compliance Guidance on Training | Mandatory training coverage checker. General guidance on finding training requirements in OSHA standards. Not an input rule catalog. The checker uses only your approved policy rules. | October 6, 2026 | <a href="https://www.osha.gov/training/compliance">https://www.osha.gov/training/compliance</a> |

| Source                                                                                                        | Provision                                                                                                                                                                     | Date            | Link                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| US Equal Employment Opportunity Commission: Summary of Selected Recordkeeping Obligations in 29 CFR Part 1602 | Mandatory training coverage checker. General personnel and employment recordkeeping reference. This checker does not calculate retention periods or decide which rules apply. | October 6, 2026 | <a href="https://www.eeoc.gov/employers/summary-selected-recordkeeping-obligations-29-cfr-part-1602">https://www.eeoc.gov/employers/summary-selected-recordkeeping-obligations-29-cfr-part-1602</a> |