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COURSE BROCHURE

# Advanced Safety Administration and Compliance Control Training Course

23 November – 4 December 2026
Rome

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Registered in the United Kingdom and Saudi Arabia

# Advanced Safety Administration and Compliance Control Training Course

**Ref:** 360_12628 **Date:** 23 November – 4 December 2026 **Location:** Rome **Fees:** 11100 GBP

Safety Administration and Compliance Control is the focus of this 2-week advanced training course for safety administrators, HSE officers and supervisors, who leave with a safety administration control file covering inspections, permits, injury logs, training matrices and contractor records. Auditors, clients and insurers now judge a site by the quality of its safety records as much as by its hazards. Jupiter Prime Training runs this course for the people who keep that file.

## Why Safety Administration and Compliance Control Matters Now

Three pressures shape safety administration today: clients and principal contractors who ask for inspection records, permit logs and training evidence before awarding work; digital reporting tools that make gaps and late entries visible to senior leaders; and a mobile workforce of contractors whose competence must be checked at the gate. A site with disciplined administration spots overdue actions and expired competence early, while a site with loose records discovers them after an incident. The course draws on ISO 45001 Occupational Health and Safety Management Systems for documented information, competence, contractor control and performance evaluation.

## Who Gains Most from Safety Administration and Compliance Control

- Administrators who maintain inspection schedules, permit registers and safety records
- Officers who verify field compliance with permits, isolations and site rules
- Supervisors who sign off permits, toolbox talks and daily safety checks
- Coordinators who track training expiry dates and competence evidence for crews
- Contract holders who admit, monitor and close out contractor work packages

The strongest results come when an HSE officer, a permit-issuing supervisor and a records administrator from the same site attend together and agree one set of registers and escalation routes.

## Safety Administration and Compliance Control Capabilities

Participants learn to run the paperwork and data of the safety function so that every record proves a control is working in the field.

- Design an inspection schedule with checklists, frequencies and action tracking — site managers and area owners
- Apply permit-to-work administration from issue to hand-back and audit — permit issuers and operations supervisors
- Build an injury and incident log with consistent classification and frequency rates — HSE leadership
- Specify a safety training matrix with role requirements and expiry alerts — training coordinators and line managers
- Test contractor safety controls from pre-qualification to close-out — contract holders and procurement
- Communicate monthly safety compliance status with clear escalation points — senior leaders and clients

## Key Safety Administration and Compliance Control Terms

- Safety administration — the routines, registers and records that schedule, document and evidence safety controls on a site.
- Permit to work — a written authorisation that defines hazardous work, its precautions, its time limit and who may perform it.
- Inspection checklist — a structured list of conditions to verify during a planned inspection, with space for findings and actions.
- Injury log — a register of work-related injuries and illnesses, classified consistently for trend analysis and reporting.
- Training matrix — a table linking each role to required safety training, with completion and expiry dates per person.
- Contractor pre-qualification — an assessment of a contractor's safety performance, systems and competence before work is awarded.

## Safety Administration and Compliance Control Day by Day

## Day 1: The Safety Administration Function

- Safety Administration Scope — Registers, Records and Routines
- ISO 45001 Documented Information — What Must Be Kept
- Record Ownership Matrix — Who Creates, Approves and Files
- Safety Administration Maturity Check — Baseline of Current Records
- Administration Calendar — Daily, Weekly and Monthly Tasks

## Day 2: Planned Inspection Schedules

- Inspection Types — Statutory, Planned and Leadership Tours
- Risk-Based Inspection Frequency — Prioritising High-Hazard Areas
- Checklist Design — Conditions, Ratings and Evidence Photos
- Inspection Findings Classification — Severity and Response Times
- Action Tracker Design — Owners, Deadlines and Overdue Alerts

## Day 3: Permit-to-Work Administration

- Permit Types and Triggers — Hot Work, Confined Space, Electrical
- Permit Issue and Acceptance Roles — Signatures and Authority
- Isolation Certificates and Lock Registers — Energy Control Evidence
- Permit Shift Handover — Continuity Across Crews
- Permit Audits and Hand-Back — Closing Work Safely

## Day 4: Injury and Incident Recordkeeping

- Incident Reporting Workflow — From First Notice to Register
- Injury Classification Rules — First Aid, Medical and Lost Time
- Frequency and Severity Rates — Calculating Consistent Indicators
- Near-Miss and Hazard Observation Logs — Leading Signals
- Record Confidentiality — Handling Personal Health Information

## Day 5: Safety Training Matrices

- Role-Based Training Requirements — Linking Tasks to Courses
- Training Matrix Construction — People, Roles and Expiry Dates
- Competence Evidence Files — Certificates, Assessments and Sign-Offs
- Induction and Toolbox Talk Records — Attendance and Content
- Expiry Alerts and Refresher Planning — Preventing Lapsed Competence

## Day 6: Contractor Safety Control

- Contractor Pre-Qualification Questionnaire — Scoring Safety Performance
- Contractor Safety Plans — Reviewing Method Statements
- Site Access and Gate Checks — Verifying Competence on Arrival
- Contractor Performance Monitoring — Inspections and Scorecards
- Contract Close-Out Review — Lessons and Future Eligibility

## Day 7: Compliance Monitoring and Indicators

- Compliance Checklists Against Site Rules — Sampling Field Practice
- Leading and Lagging Indicator Sets — Balancing the Picture
- Safety Dashboards — Presenting Status to Leaders
- Overdue Action Escalation — Routes and Thresholds
- Data Quality Checks — Completeness, Timeliness and Consistency

## Day 8: Digital Safety Administration Systems

- Spreadsheet Versus Software Registers — Selection Criteria
- Mobile Inspection and Permit Apps — Field Data Capture
- Workflow Automation — Notifications, Approvals and Reminders
- Document Control and Version Management — Single Source of Truth
- System Migration Planning — Moving Legacy Records Safely

## Day 9: Audit Readiness and Evidence

- Evidence Packs for External Audits — Organising Safety Records
- Internal Compliance Audits of Administration — Sampling Registers
- Nonconformity Records and Corrective Actions — Closing Gaps
- Client Safety Audits — Responding to Contractual Requests
- Monthly Safety Compliance Report — Structure and Escalation

## Day 10: Practising the Safety Administration Control File

- Inspection Schedule and Action Tracker Exercise — Applying Days 2 and 7
- Permit and Isolation Register Review — Applying Day 3
- Training Matrix and Contractor File Check — Applying Days 5 and 6
- Compliance Report Peer Review — Leaders' Reading of Status
- Safety Administration Control File — Final Registers and Ownership

## Applying Safety Administration and Compliance Control After the Course

- Run a one-month audit of the permit register and isolation certificates against field practice, and log every gap in the action tracker with an owner.
- Rebuild the safety training matrix for one department with role requirements and expiry alerts, then brief line managers on the overdue list.

## Safety Administration and Compliance Control Questions FAQ

### What is safety administration and compliance control and why does it matter now?

Safety administration and compliance control is the discipline of scheduling, recording and evidencing safety controls such as inspections, permits and training. It matters now because clients, auditors and leaders judge sites on the completeness and timeliness of these records.

### Which roles gain most from safety administration and compliance control training?

Safety administrators, HSE officers and supervisors gain most. You benefit if you issue permits, run inspections, keep injury logs, track training or admit contractors on a construction site, a plant or a facility.

### How does safety administration and compliance control differ from an OHS management system course?

A management system course designs policy, objectives and audit cycles at system level. This subject runs the day-to-day registers behind them, using examples from construction projects and process plants, with hands-on permits, injury logs, training matrices and contractor files.

## What do you bring back from safety administration and compliance control training?

You bring back a safety administration control file with an inspection schedule, action tracker, permit and isolation registers, injury log, training matrix, contractor records and a monthly compliance report format.

## Safety Administration and Compliance Control: The Way Forward

The safety administration control file informs the first decision on which overdue actions, expired competences or open permits to escalate this month. HSE officers, supervisors and site managers use it in weekly reviews and client audits. After its first month, the inspection frequencies and the contractor scorecard deserve a fresh look, because both should follow where findings actually cluster.