

A Guide to Competency and Training Records

What the law expects you to prove about competence, and how to keep training and qualification records that stand up.

What it is

Competence is not a single regulation but a thread running through health and safety law. The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 both require that people are competent for the work they do, and many specific regimes, from LOLER to gas to electrical, require a named "competent person".

Who the duty holder is

The employer is responsible for making sure workers are competent, suitably trained and appropriately supervised for the tasks they carry out.

What it requires of you

- Make sure everyone is competent for the work they do, with the right training, qualifications and experience.
- Keep records of qualifications, tickets and training, with the dates they were issued and expire.
- Check competence before assigning anyone to statutory or higher-risk work.
- Provide refresher and revalidation training before tickets and certificates lapse.
- Supervise appropriately where competence is still developing.

How often

Qualification and ticket review	Before assignment, and ahead of each expiry date
Refresher and revalidation training	At the interval set by the qualification or scheme

What happens if you don't

Where an unqualified or out-of-ticket person carries out statutory work, the resulting inspection or certificate can be challenged and the duty holder is exposed to enforcement. Competence failings sit behind a large share of serious incidents, and the prosecutions that follow.

Sources: [Health and Safety at Work etc. Act 1974](#), [Management of Health and Safety at Work Regulations 1999](#)

This guide is general guidance, not legal advice, and is a summary only. Duties and intervals can change and depend on your circumstances. Always check the current regulation and take competent-person advice. Last reviewed June 2026.