Training Facilities and Equipment Checklist

Training Facilities and Equipment (not limited nor exhaustive)	Checklist
Sufficient tables and chairs	
Sufficient size of classroom	
Classroom is conducive for training purpose e.g. noise, odour	
Classroom is air-conditioned	
Classroom is sufficiently lit	
Image Projectors	
White board	
Projection screen	
Flip charts	
Hazard free access to classroom	
Whiteboard marker pens	
IT facilities e.g. computers and internet connection are available (for courses that require the online submission of training records)	
Availability of other relevant equipment (please refer to the specific course requirements as stated in the applicable CDA/ATS)	
Sanitary facilities are adequate and clean	
Training facilities, equipment and the conduct of the training is safe	
Area used for practical training must have sufficient space for the safe set up of the structure and equipment, as well as for trainees to view the lesson clearly at a safe distance	
Structures and equipment used during practical training must be assessed and certified safe for use during the training by a competent person. For example, the Professional Engineer must certify the entire Scaffold structure and all ancillary equipment used as part of the training are safe for use before any training is permitted to be carried out	