Learning Leader's Audit-Readiness Blueprint

12 Critical Red Flags in Training Records & Version Control

Section 1: The "Content-to-Record" Integrity

Auditors don't just ask "Did they take the training?" They ask "What EXACTLY did they see?"

[ ]	**The Version Mismatch**	Can you pull the exact version of the SCORM/video file a specific employee viewed three years ago? (Only showing current version?)
[ ]	**Critical SOP Linkage**	Is there a hard-coded link between a change in a Standard Operating Procedure (SOP) and an automatic "Retraining Required" trigger?
[ ]	**Course-to-Role Mapping**	Can you produce a "Delta Report" showing that an employee's training history matches every role change they've had in the last 24 months?

Section 2: Evidence of Knowledge (Beyond the Click)

A "Completed" status is no longer enough. Auditors now look for evidence of comprehension.

[ ]	**Assessment Forensic**	Are you storing the actual quiz answers/ responses, or just the pass/fail score? (Auditors look for "pattern cheating")
[ ]	**Competency Vouching**	For high-risk tasks, do you have a signed record from a supervisor verifying the employee's *physical* performance after the digital course?
[ ]	**Time-on-Task Audit**	Does your system flag "Speed-Running"? (e.g., an employee completing a 30-minute compliance module in 2 minutes).

Section 3: The "Paper Trail" of Accountability

Records must be immutable and timestamped to be "unimpeachable."

[ ]	**Electronic Signature Integrity**	Do your completion certificates meet **21 CFR Part 11** (or local equivalent) standards for secure, non-repudiable signatures?
[ ]	**The "Admin" Audit Log**	Can you produce a report showing every time an Admin manually changed a "Failed" status to "Passed"? (#1 red flag for auditors).
[ ]	**Historical LRS Validation**	If you use a Learning Record Store (LRS), is the data "Write-Once"? Can you prove a record hasn't been modified since it was generated?

Section 4: Continuous Compliance & Governance

Managing the "shelf life" of your training data.

[ ]	**Automated Recertification**	Does the system automatically revoke access to "Safe Work" sites the moment a mandatory certification expires?
[ ]	**Third-Party/Contract or Gaps**	Are your contractors' training records stored with the same level of version control as your full-time staff?
[ ]	**Data Residency Compliance**	Can you prove that sensitive employee "Learning Data" (PII) has stayed within required geographic boundaries (e.g., GDPR/EU)?

Is Your Learning Record a Legal Liability? *If you have "outdated spreadsheets" or "manual status updates," your 2026 audit is at risk.*

Arrange a 15-minute Technical Versioning Q&A