IN PRACTICE

PPE handover and training records: what they need to include

Regulations require you to hand out PPE and to train. They don't say how to prove it. A record works when it explains itself, with no one standing next to it.

Published October 28, 2026 · next review: when Title V of Decree 406/988 or Decree 291/007 is amended, or a regulation sets how PPE handover or training must be documented

What's required by Uruguayan regulations comes with its decree and article; the official texts are in Spanish, on IMPO. The rest is good practice, and it's labeled that way. Decree 406/988 restarts its numbering in each title, so it's cited with the title (T.V art. 1).

If your group already has a global PPE or training procedure, this is the local layer: what Uruguay asks for, and what a local inspector or auditor will look for on the record.

What the regulations require for PPE

- **Free of charge, with instructions for use and maintenance,** and with whatever is needed to maintain it (Decree 406/988, T.V art. 1).
- **For individual use, marked with the name or number of the person who wears it** (same article).
- **With a type-approval certificate** showing it meets the technical standards approved by the competent authority (T.V art. 2).
- **Maintenance, repair and replacement paid by the employer,** except in cases of misuse or loss (Decree 291/007, art. 3; 406/988, T.V art. 5).
- **As a last resort, and at no cost to the worker:** the risk is first eliminated or controlled at its source (Decree 246/024, art. 3 lit. c).

What the regulations require for training

- **Before a task is assigned,** a training period (Decree 406/988, T.IV art. 52).
- **No one works on a machine without the training needed** to do it safely (T.III art. 29). The same goes for pressure equipment (T.III art. 127) and for the use of tools (T.III art. 145).
- **Electrical installations:** prior training proven by a certificate of studies, employment records and background, plus training from the employer on the installation, its risks, how to prevent them, the safety equipment and first aid for electric shock (T.III art. 3). It's the only one of these articles that says which documents prove it.
- **Worker safety delegates: at least 24 hours of training per year** each (Decree 291/007, art. 11 BIS, added by Decree 244/016).
- **Training plans and topics are agreed** in the joint worker-management body (291/007, art. 5 lit. d, as worded by 244/016).

None of these articles says "signed record." The signature is how you prove what they do require.

What a PPE handover record should include

Good practice, field by field:

- **Who:** the person's name, ID number and job.
- **What:** the item with model and size, and the quantity. "PPE" on its own proves nothing.
- **Why:** first issue, or replacement due to wear, damage or loss. That's what separates a replacement the employer pays for from a case of misuse or loss.
- **When:** the date of the handover, not the date of the signature if they differ.
- **Instructions:** that they were given, and which ones.
- **Certificate:** a reference to the certificate or declaration of conformity for the model, kept once per model.
- **The recipient's signature,** one per person, and who handed it over.

What a training record should include

- **Topic and content:** the syllabus, or the procedure with its version number.
- **The task or machine it qualifies the person for,** if any.
- **Duration,** in hours. Without hours, a delegate's annual minimum can't be added up.
- **Date and format:** in person, on the job, remote.
- **Who delivered it,** and their qualifications.
- **Each attendee's signature,** on their own line or their own record.
- **The assessment,** if there was one, with the result.

The procedure version matters. When a procedure changes, having read the previous version doesn't cover the new one. ISO 45001 calls for documented information that is versioned and approved (7.5) and for evidence of each person's competence (7.2).

Outsiders: contractors and visitors

Decree 246/024 requires employers to ensure coordination when two or more companies work at the same site at the same time (art. 3 lit. i). It doesn't say how to document it. As good practice, each person who comes on site signs the contractor induction, rather than the contractor signing for everyone, with the date and what they were told.

What fails most often

- **Attendance sheets with no topic, no date or no hours.**
- **"PPE handed out,"** with no item and no name.
- **A general induction used as authorization** to operate a machine.
- **Training on a procedure that has since changed,** with no read-through of the current version.
- **Records all produced on the same day,** carrying dates months apart.

A signature on an attendance sheet says someone was there. A record says what they received, when, and on which version.

This is handled by **Staff Portal**

In the Staff Portal, each person signs from their phone for PPE, a training session or a procedure read-through, and outsiders sign by link or QR code, no account needed. Every record keeps the date, time and who signed.

SOURCES

1 Decree 406/988, Occupational Safety and Hygiene Regulation (IMPO, in Spanish)
https://www.impo.com.uy/bases/decretos-reglamento/406-1988

2 Decree 291/007, application of ILO Convention 155 (IMPO, in Spanish)
https://www.impo.com.uy/bases/decretos-reglamento/291-2007

3 Decree 244/016, amendments to Decree 291/007 (IMPO, in Spanish)
https://www.impo.com.uy/bases/decretos-originales/244-2016

4 Decree 246/024, national occupational safety and health policy (IMPO, in Spanish)
https://www.impo.com.uy/bases/decretos/246-2024

5 ISO 45001:2018, Occupational health and safety management systems — Requirements with guidance for use
https://www.iso.org/standard/45001