



THE ASSIGNMENT GATE STARTER

The Assignment Gate Starter

One tab that joins four facts about a person into one crew-assignment verdict.

Free tool

Who can I put on this station today?

Your training matrix knows how far someone has been trained. Your certification tracker knows whether their card is current. Your toolbox-talk log knows whether they were in the room. None of those three files, on its own, can answer the question a supervisor actually asks on a Monday morning. **An Assignment Gate joins all of them, one row per person per station, into a single verdict.**

This free starter is that join, on ten worked rows, on one tab. The crew and the stations in those rows are a fictional shop. Replace them with your own and the Verdict and Why columns work themselves out.

The level column takes the four ILUO letters the skills matrix uses: **I** = In training, **L** = Limited, **U** = Unsupervised, **O** = Operator.

The four verdicts

Verdict	What it means
Clear	Trained to run the station alone, certification current (or not required for this station), and the required toolbox talk attended.
Conditional	Nothing has lapsed, but the required toolbox talk has not been attended yet — send them, and get them to the next one.
Supervised only	Below Unsupervised on the ILUO scale — that is, at I or L. Or, for an apprentice, below the fixed 75% share of required hours. Real work, done beside a trainer.
Blocked	One of the three dropdowns — level, certification, toolbox talk — is blank, or the required certification is not current. A missing record is not a pass, so do not assign until the record catches up.

How to use it

- 1 Open **Assignment-Gate-Starter.xlsx** in Excel, Google Sheets, or LibreOffice.
- 2 Replace the ten sample rows with your own crew and the stations they touch — one row per person per station. Clear column F as you go: the worked example leaves an hours percentage on one row, and left in place it would supervise whoever you type over it.

- 3 Set the three dropdowns in columns C, D and E — ILUO level, certification current (Yes, No, or Not required), and toolbox talk attended. Leave none of them blank: a missing record reads as Blocked, not as a pass.
- 4 In column F, type an hours percentage only for an apprentice you want checked against the 75% floor. Type it with the percent sign — 62% — so it reads the same in Excel, Google Sheets and LibreOffice. Leave it blank for everyone else; a blank here blocks nobody.
- 5 Read the Verdict in column G and the Why beside it in column H — the Why names the input that decided the verdict.
- 6 Need more than ten rows? Insert them above row 18, the last crew row, so the summary keeps counting them — then copy the Verdict and Why cells down into them.

BEFORE YOU SHARE IT

A verdict here is a reading of your own records, not a certification of anyone's competence — your own qualification rules govern. And once you replace the sample names, this file holds employee training records: keep it where your team keeps personnel files, and check who a shared link is open to before you send it.

ONE TAB OF A NINE-TAB PANEL

This starter's certification column is a plain Yes / No / Not required. The full **Training-Compliance Panel** reads a real expiry date and tells you the days left. Its **Expiry Runway** names which station loses its last qualified operator, and when to book the renewal. Its **Hours Runway** projects each apprentice's logged rate to a completion date, read off its own tab instead of typed in by hand — and you set the hours floor there, rather than taking this starter's fixed 75%. Its **Talk Planner** names your next four toolbox talks, ranked by how long each hazard topic has gone undelivered and how much of your floor is exposed to it. All nine tabs, plus the four component products, in one purchase. [Get the full Crew Safety & Training-Compliance Kit >](#)

The rest of the Panel

The **Crew Safety & Training-Compliance Kit** is four finished Ardent Workshop products — toolbox-talk scripts, a training-records tracker, an ILUO skills matrix, and an apprenticeship hours logbook — plus the nine-tab Training-Compliance Panel this starter is one tab of.

THE FULL CREW SAFETY & TRAINING-COMPLIANCE KIT

Everything above, in one connected file set you own outright: no subscription, nothing to renew, and nothing that stops working. Excel, Google Sheets, or LibreOffice. [Get the full Crew Safety & Training-Compliance Kit >](#)

See the full range at ardentworkshop.com.

This free starter stays yours either way, and it does not expire, phone home, or stop working.

© Ardent Workshop LLC. This free starter is yours to keep and to share as-is. Please don't resell it.