CHECKLIST

Onboarding Clearance Gate Checklist

What this is	The sequence that prevents access to records, systems, or clients before required clearances and pre-service training are on file — designed so the gate cannot be skipped.
It assumes	A regulated environment with pre-service requirements.
Change before use	The specific clearance and training requirements, which vary by license type and role.

THE GATE IS ENFORCED IN THE SPREADSHEET

This document explains why the gate exists and what sits behind it. **The gate itself is the accompanying spreadsheet**, one workbook per hire: the pre-service requirements with evidence and dates, and a status cell that reads MAY NOT OPEN until every required item is complete.

That cell is a formula, not a judgment. It is the whole point of the document.

What a gate is

A gate is a point in the onboarding sequence that nothing passes without evidence on file. It differs from a checklist item in one way: it is enforced by the sequence itself, not by memory. Accounts are not created, keys are not issued, and schedules are not assigned until the gatekeeper confirms the file — so a busy week cannot produce an unclearanced person alone with a client or a record. Regulators treat pre-service requirements as absolute, and "we were short-staffed" has never satisfied one.

The sequence

Stage 1 — Offer accepted (no access of any kind)

- Signed offer and start date on file; personnel file opened from the file architecture.
- Clearance processes initiated the same day — [criminal record clearance / registry checks / health screening / license verification, per your requirements] — each logged with the date initiated.
- Required pre-service training assigned, with completion evidenced per person, not per cohort.
- Conflict-of-interest and confidentiality forms sent for signature.

Stage 2 — THE GATE

NOTHING BELOW THIS LINE HAPPENS UNTIL EVERY ITEM ABOVE IT IS EVIDENCED IN THE FILE

The gatekeeper — a named person, usually the HR lead — confirms in writing, on the checklist itself, that each required clearance and pre-service item is on file with its date. The confirmation line reads: "I verified each item above against the file on [date]." Only then does Stage 3 begin.

The gate is positional, not procedural: system accounts, keys, badges, and schedule assignment are structurally downstream of the confirmation, so skipping it requires deliberately going around a named person — which is visible — rather than forgetting a step, which is not.

Stage 3 — Provisioning (day one)

- Accounts created from the role catalog — the role defines the access, nobody improvises permissions.
- Keys, badge, devices issued and logged on the equipment record.
- Policy acknowledgments signed: handbook, acceptable use, incident reporting, mandated reporting where applicable.
- Supervisor and supervision cadence assigned; first-ninety-days plan issued.

Stage 4 — First ninety days

- Remaining post-start training completed on the training matrix schedule, evidenced per person.
- Probationary review held and documented at [90] days.
- File audited once against the personnel-file checklist by someone other than the gatekeeper.

The record

The completed checklist — stages, dates, evidence locations, and the gatekeeper's signed confirmation — files in the personnel record. During a licensing review it answers the pre-service question in one page. Sample three recent hires against it quarterly; a gate nobody tests is a gate that has quietly stopped closing.

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