

Name:			
Occupation Title:			
Depot:			
Last Review Date:		This Review Date:	

Review Item:	Detail / Evidence / Actions:	Completed:
NHSS8 Document Changes <sup>1</sup>		
HERS Handbook Changes <sup>2</sup>		
HESA Training Specification Updates <sup>3</sup>		
H&S Legislation brought in since last review <sup>4</sup>		
Other relevant legislation brought in since last review <sup>5</sup>		
Relevant Guidance brought in since late review <sup>6</sup>		
New materials / equipment brought in since last review <sup>7</sup>		
New working processes brought in since last review <sup>8</sup>		
Is the range of Competencies identified in the Portfolio still relevant? <sup>9</sup>		

<b>Outstanding Action Plans,</b> reviewed/updated or resolved in previous year		
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Assessed by Authorising Officer:

<b>Authorising Officer Name:</b>		<b>AO Number:</b>	
<b>Signature:</b>		<b>Date:</b>	

**Notes:**

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|---|--|--------|--|
| 1. Review latest version of Sector Scheme document version: |  | Dated: |  |
| 2. Review latest version of Registration Handbook version:  |  | Dated: |  |
| 3. Review latest version of Training Specification version: |  | Dated: |  |
4. List all relevant H&S legislation and implementation date since last review
  5. List any other relevant legislation and implementation date since last review
  6. List all relevant guidance / standards & implementation date since last review
  7. List any new materials / equipment requiring information, instruction, training
  8. List any new processes requiring information, instruction, training
  9. Ensure a written procedure exists for this within the organisation. An example of how you might do this is to assess the portfolio & card authorisation application, cross-checking the individual's role / tasks against current and latest issue of HERS Handbook to identify additional or redundant tasks; discuss with Qualified Supervisor, supervisor and / or individual

(Don't forget to check the impact of all the above on H&S policy, risk assessments, method statements etc.)