



## HERS Portfolio Personal Action Plan

(Sector Scheme 8 Highway Electrical Registration Scheme for the Registration of Authorised Persons)

<b>Name of Employee:</b>	
<b>Occupational Title:</b>	
<b>Date:</b>	

<b>Qualified Supervisor (QS) / Authorising Officer (AO)</b>	<b>Site Assessment / Observation Reference (if any):</b>		
	<b>Reason for Action Plan:</b>		
	<b>Recommended Action:</b>		
	<b>QS / AO Name:</b>	<b>QS / AO Number:</b>	
	<b>QS / AO Signature:</b>		

<b>Authorising Officer (AO) / Responsible Manager (RM)</b>	<b>Approved Corrective Action:</b>			
			<b>Date Planned:</b>	
	<b>Approved by (Name):</b>		<b>Position:</b>	
	<b>Signature:</b>			
	<b>Further Site Assessment:</b> <i>(where applicable)</i>	<b>Date Planned:</b>	<b>Date Completed:</b>	
	<b>Satisfactory Completion:</b>	<b>Signature:</b>		
	<b>Action Completion:</b>			
	<b>AO / RM Name:</b>		<b>AO Number:</b>	
	<b>AO / RM Signature:</b>			