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|-------------------|--|-------------------|--|
| 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><br>reviewed/updated or resolved<br>in previous year |  |  |
|--|--|--|

Assessed by Authorising Officer:

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

**Notes:**

- |   |  |        |  |
|---|--|--------|--|
| 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.)