

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

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

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

Authorising Officer Name:		AO Number:	
Signature:		Date:	

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.)