Competence and certification continuity worksheet

For the business you are considering, record evidence references against each service sold. Put "open" where an answer is missing. This is a preparation worksheet, not confirmation of compliance.

Business and review date

Service sold	Scope / module reference	People / job evidence	Customer / duty reference
Fire alarms			
Emergency lighting			
Extinguishers			
Risk assessments			
Remedials			

Open evidence lines to take to the action plan

Include the relevant legal duty, scheme condition or customer term in your reference. Use a separate copy where one service has several modules. Continue unanswered points on the action plan.

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.

Continuity action plan

For each unanswered point, identify the issuer or customer to ask, the exact proposed change and the person responsible for obtaining the reply. A blank reply remains open.

Business and proposed transaction / staffing change

Question area	Issuer / customer and question	Action owner / due date	Reply / conditions / date
Service scope			
People / roles			
Customer term			
Assessment delivery			
Other change			

Next actions, unresolved points and the adviser who will assess their effect

Record the reply's conditions as well as its date. Agree with the appropriate technical or legal adviser how an unresolved point affects the actual service or transaction.

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.