Owner-dependency scorecard

Write the current task owner, competent deputy and evidence observed. Enter R, A or G before and after the test: red means no evidenced cover; amber means cover needs proving; green means work observed within agreed limits. Use both pages.

Business and test dates

Task	Current owner	Competent deputy	Evidence observed	Before R/A/G	After R/A/G
Survey an alarm alteration					
Review the design					
Approve quotation scope					
Resolve a failed test					
Check commissioning and handover					

Follow-up action, person responsible and review date

If the named competent cover is absent, stop the delegation test and restore suitable support. Keep safety-critical work supported.

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.

Owner-dependency scorecard continued

Write the current task owner, competent deputy and evidence observed. Enter R, A or G before and after the test: red means no evidenced cover; amber means cover needs proving; green means work observed within agreed limits.

Business and test dates

Task	Current owner	Competent deputy	Evidence observed	Before R/A/G	After R/A/G
Arrange customer access					
Obtain customer approval					
Commission an external assessor					
Maintain the customer evidence file					
Handle out-of-hours escalation					

Follow-up action, person responsible and review date

If the named competent cover is absent, stop the delegation test and restore suitable support. Name the follow-up action, person responsible and review date below each table.

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.