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| COMPETENT PERSON CHECKSTo be completed by a group representative or member of staff responsible for or based at the property |
| **Group:** | **Type of property:**  |
| **Address:** | **Year:**  |
| Groups should complete only the checks that are relevant to their property. They can be recorded using the layout below or in a way set out by the competent person. In both cases, all records must be available for review at the annual health and safety audit or on request. |
| **Asbestos report** | One report that leads to the property asbestos register |
| **Emergency equipment:** including all alarm systems, emergency lighting, fire doors and smoke detectors | Inspected, tested, serviced and maintained annually by a competent person in line with manufacturer’s instructions  |
| **Fire extinguishers** | Annual inspection and service; 5-year/10-year extended service by competent person |
| **Fixed electrical installation** | Electrical wiring inspected and tested every 1-5 years as agreed with and by competent person |
| **Portable appliance testing** | All portable electrical equipment inspected, tested and tagged annually unless otherwise stated on the risk assessment, by a competent person |

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| **Asbestos report:** copy of initial report with asbestos register and guidance to be followed |
| **Date** | **Company** | **Name of competent person** | **Signature** | **Report number** |
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| **Emergency systems including all alarm systems, emergency lighting, fire doors and smoke detectors:** test and inspect annually |
| **Equipment** | **Date** | **Company** | **Name of competent person** | **Signature** | **Test certificate number** |
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| **Fire extinguishers:** inspection and service annually. Where there are a number of fire extinguishers, the printed list that has been checked; alternatively fire extinguisher certificate of service, or receipt (if bought new) can be attached |
| **Equipment** | **Date** | **Company** | **Name of competent person** | **Signature** | **Test certificate number** |
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| **Fixed electrical installation:** thorough inspection every 1-5 years as agreed with competent person |
| **Equipment** | **Date** | **Company** | **Name of competent person** | **Signature** | **Test certificate number** |
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| **Portable appliance testing:** Combined inspection and test between one and four years in line with manufacturer’s instructions ([Table 1 in HSE guidance INDG: 236](https://www.hse.gov.uk/pubns/indg236.pdf) outlines recommended test periods). Where there are a number of appliances, the printed list that has been checked can be attached |
| **Equipment** | **Date** | **Company** | **Name of competent person** | **Signature** | **Test certificate number** |
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