

07 licences insurance safety

Print or fill in.

Form 07: licences, insurance and safety

Best answered by: whoever actually owns this, which is often not the owner **Time:** 25 minutes **Fills:**

operations/compliance-and-safety.md

If none of this applies to your trade, write one line saying so and return the form. That is useful information and takes thirty seconds.

Record where a document is kept, not the number on it.

Completed by: _____ · Date: _____

Licences and registrations

What	Where the document is kept	Renewal date	Who is responsible

The renewal dates are the point of this table.

Certifications and qualifications

Held by the business:

Held by individuals:

Which work legally requires which qualification, and who currently holds it?

Insurance

Cover	Where the certificate is kept	Limit	Renewal date

Anything you suspect you are underinsured for?

Rules you work under

What governs your trade? Health and safety, environmental, food safety, animal welfare, data protection, building codes, transport, professional standards.

Inspections

Who inspects you, how often, and what do they look at?

How did the last one go? Anything outstanding from it?

Safety

What are the actual safety practices? Protective equipment, procedures, training, first aid.

How are incidents reported and recorded?

What training is required, who has it, and when does it expire?

What you will not do

Work refused on safety grounds. Who has the authority to refuse? It should be everyone.

Records you have to keep

What must be retained, for how long, and where? Training, inspections, incidents, certificates, disposal, traceability.

Anyone working under you

What do you require of subcontractors? When was it last verified?

Anything overdue

Expired items, gaps you know about, things you have been meaning to sort. Better written down than remembered.