

Request the right evidence

Supplier & contractor evidence request

Request only what applies to the work and site. Verify the issuer, scope, dates and relevance of any certificate. A manufacturer declaration, a service report and management-system certification are different documents.

Site / equipment / requested work:

Supplier / contact / request date / required by:

Document or confirmation	Relevant scope / requirement	Received / reference / gap
Model-specific user and cleaning instructions		
Service scope / intervals / exclusions		
Actual service and parts records		
Product specifications / allergen information		
Cleaning chemical SDS where relevant		
Competence / insurance as required by site		
Applicable declarations / examination evidence		

Requester / follow-up date:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification | HSE: pressure systems and examination

Contractor visit and acceptance

Supplier & contractor evidence request

Resolve access, site induction and work boundaries with the provider. The site remains responsible for its own approval process. Do not assume all providers hold the same qualifications or offer every statutory service.

Visit / job reference / equipment:

Access / induction / agreed work / site contact:

Risk assessment / method statement requirements:

Isolation / permits / affected users / contingency:

Evidence reviewed	Accepted / query / reason	Reviewer / next action

Unresolved restrictions / handover information:

Accepted by / date / follow-up due:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification | HSE: pressure systems and examination