Procedure read register

A record of who has read which procedure, and when. Under Martyn's Law the people who run the premises need to know the public protection procedures; the same register works for the fire evacuation plan and any other procedure. Each person signs against the version they read, so when a procedure changes you can see who still needs the new one.

Building	Procedure (e.g. Evacuation, Invacuation, Lockdown, Communication, Fire plan)	Version and date

Name	Role (trustee, volunteer, hirer, staff)	Date read	Signature	Questions asked?

Keep with the procedure it refers to. When the procedure is reissued, start a new sheet with the new version number.