

Appendix 3

Example of a record sheet to record LA/HSE agreement on a possible conflict of interest.

LA Officer (with authority to consider Reg 5 Transfers)
HSE Officer (with authority to consider Reg 5 Transfers)
Others involved in discussion (name and role)
Dutyholder & Location/Event
Situation leading to need for a LA/HSE consideration of a conflict of interest
Factors considered
Jointly Agreed Appropriate Enforcing Authority Decision
Signed LA
HSE.....