



SIA licence check record

Check the register, not the card. And check the sector, not just the expiry.

A licence is issued for a sector, and deploying an officer on work the licence does not cover is the same problem as deploying them unlicensed — but it looks like compliance on a spreadsheet that only tracks dates. Set a re-check date well ahead of expiry: a licence expiring on a Friday is a shift nobody can cover from Saturday.

OFFICER NAME	EMPLOYEE NUMBER	CHECKED BY
DATE OF CHECK	DEPLOYED ON	SITES

FROM THE PUBLIC REGISTER

Not from the card. Licences are suspended and revoked, and the register is the only answer that counts today.

Licence number	
Name as it appears on the register	
Does it match the person in front of you?	
Sector(s) the licence covers	
Status shown on the register	
Expiry date	
Register checked on (date and time), by	

DEPLOYMENT CHECK

The question a date-only tracker cannot answer.

	YES	NO
Licence is current and active	☐	☐
Sector covers the work this officer is deployed on	☐	☐
Officer is deployed only on work the licence covers	☐	☐
Any additional licence needed for other duties on this post	☐	☐
Any condition or restriction on the licence	☐	☐
	☐	☐
	☐	☐

PHYSICAL CARD

	SEEN	N/A
Card produced and seen	☐	☐
Photograph matches the person	☐	☐
Card not damaged or altered	☐	☐
Card number matches the register entry	☐	☐
Worn as required for the work being done	☐	☐
	☐	☐
	☐	☐

ANYTHING THE REGISTER SHOWED THAT NEEDS ACTING ON

OUTCOME AND RE-CHECK

This record contains personal data. Keep it securely with the personnel file.

CLEARED FOR DEPLOYMENT?

CLEARED BY

RE-CHECK DATE SET

WHO IS RESPONSIBLE FOR ACTING ON IT

RENEWAL REMINDER SET WITH THE OFFICER ON

RECORD HELD AT