

# Move from paper-based registration process to QuartzWeb

Providers and Approved Trainers are required to keep the following for audit purposes – in either paper or electronic format.

Scheme	Document	Mandatory or Optional
National Water Hygiene only	Health Screening Questionnaire – signed by individual	<p>Mandatory</p> <p>The Water Industry requires an individual to sign a declaration of health if they may be in contact with treated or partially treated drinking water</p> <p>(We have included an exemplar Health Screening Questionnaire that you may choose to use – or you can use your own documentation)</p>
National Water Hygiene, SHEA and SCO	Answer Sheets	<p>Mandatory</p> <p>They must be retained for the duration of the registration period.</p> <p>NOTE: Answer sheets for the first three assessments delivered under the new NWH (2019) scheme must be returned to Energy &amp; Utility Skills – using envelopes provided.</p>
All Schemes	Privacy Notice	<p>Optional</p> <p>We have made exemplar forms available for this purpose – but you are free to use your own. Our Privacy Notice is included in the exemplar Data Capture form.</p>
All schemes	Evaluation	<p>Optional</p> <p>It is best practice to issue and retain evaluation forms. In the unlikely event of a complaint or allegation of malpractice, they can be used as evidence to support your defence</p>

All schemes	Attendance Register	<p>Optional</p> <p>This is best practice because an individual has signed to say they were actually there on the day. We have made exemplar forms available for this purpose – but you are free to use your own.</p>
All schemes	Joining Instructions	<p>Optional</p> <p>It is best practice to issue joining instructions. We have made an exemplar form available for this purpose – but you are free to use your own.</p>