

# Move from paper-based registration process to QuartzWeb

Providers and Approved Trainers are required to keep the following 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>Mandatory</p> <p>You need to be able to prove that you have issued individuals with our Privacy Notice. We have made exemplar forms available for this purpose – but you are free to use your own.</p>
All schemes	Evaluation	Optional

		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
All schemes	Attendance Register	Optional  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.
All schemes	Joining Instructions	Optional  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.