

Schedule (A) – Legal Requirements

Work you must do to comply with the law

Timescales (in bold) must be complied with. (IF YOU ARE HAVING DIFFICULTY IN COMPLYING WITH THE TIMESCALES LISTED THEN YOU MUST CONTACT THE OFFICER IMMEDIATELY TO AVOID FURTHER ACTION BEING TAKEN)

Compliance with Hygiene and Safety Procedures

No	Item	Timescale
	<p>Structural Visit Only</p> <p>I note that you will have multiple inspections during this years trading and would confirm that we have not received any negative feedback from any inspecting authorities.</p> <p>I would strongly advise that you keep records of these inspections in future. You could also ask the inspecting officers to email their reports to me directly.</p> <p>Otherwise no contraventions noted.</p>	

Compliance with Structural Requirements

No	Item	Timescale
	<p>All the units inspected appear to be in good order with no contraventions noted.</p> <p>As discussed please ensure that your gas safe and periodic electrical inspection records identify each unit by the use of the serial numbers above.</p>	

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
	<p>Your documented systems were in good order and comprehensive.</p>	