

Eleanor Price
HR Generalist
Employer HR file

Date: 14 July 2026
Our Reference: CCHR/AA10F8F0
Document Type: HR record

HR Compliance Review Record

1. CASE SUMMARY

On 18 November 2024, a compliance review was conducted concerning site safety documentation and subcontractor evidence across three operational sites.

The review identified missing Construction Skills Certification Scheme (CSCS) evidence for two subcontractor operatives and noted inconsistencies in the completion of induction records across the sites.

Current evaluation indicates that further information is required prior to final conclusions or remedial action plans.

A follow-up review has been scheduled for 2 December 2024 to assess progress and gather additional necessary data.

2. BACKGROUND

This compliance check pertains to the assessment of health and safety documentation and personnel records related to site inductions and subcontractor qualifications.

The review forms part of ongoing efforts to ensure full compliance with regulatory standards and internal company policies regarding workforce authorisation and site safety procedures.

Eleanor Price, employed as an HR Generalist, is involved in facilitating this review to support the employer's compliance obligations.

HR RECORD DETAILS

Employee
Eleanor Price

Role
HR Generalist

Case type
Compliance Check / HR Review

Reference
HRA-AA10F8F0

KEY DATES

Completed
14 July 2026

First review
18 November 2024

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3. INFORMATION CONSIDERED

Documentation examined included the site diaries, partial induction completion sheets, toolbox talk attendance sign-ins, site photographs, and email correspondence.

It was noted that two subcontractor operatives lacked verifiable CSCS certification evidence, a requirement for site work authorization.

Induction records were inconsistently completed across three separate sites, potentially indicating process gaps or lapses in documentation practices.

An uploaded evidence file titled 'compliance-review-evidence-synthetic-sample.txt' was available but contained no extracted text. As such, its contents have not been substantively reviewed and should be checked manually before finalisation.

4. DECISION

At this stage, the review outcome is that additional information is required before any definitive compliance status can be established or corrective measures implemented.

The matter remains open and under active review with a follow-up date set for 2 December 2024.

Further investigation and evidence gathering are necessary to address the identified gaps.

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5. REASONS

The missing CSCS evidence for two subcontractor operatives represents a potential compliance risk requiring resolution to ensure all site workers are appropriately qualified and documented.

Inconsistent induction record completion undermines assurance of workforce readiness and adherence to safety induction processes.

Without comprehensive and accurate documentation, the employer cannot confirm full compliance with health and safety and site access policies.

The lack of extracted text from the uploaded evidence file limits the capacity to evaluate all supporting documentation fully at this stage.

Therefore, the prudent approach is to await further information before closing the review.

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6. FOLLOW-UP ACTIONS

Conduct the follow-up HR compliance review on 2 December 2024 to evaluate any updates and newly submitted evidence.

Assign a named owner responsible for tracking progress in obtaining missing CSCS certification records and completion of induction documentation across all relevant sites.

Review the uploaded evidence file manually to verify its contents for relevance and completeness.

Ensure any gaps identified are addressed with appropriate remedial measures promptly thereafter.

Document all findings, decisions and actions comprehensively to maintain an auditable compliance trail.

Diarise the next review point and ensure ongoing monitoring until full compliance is demonstrated.

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7. AUDIT INFORMATION

Review initiated: 14 July 2026 (HR Compliance Review record created and review scheduled).

Compliance review meeting date: 18 November 2024.

Next review/follow-up date: 2 December 2024.

Review conducted by: Eleanor Price, HR Generalist.

Evidence file associated: 'compliance-review-evidence-synthetic-sample.txt' uploaded 14 July 2026 – to be manually reviewed due to absence of text extraction.

Risk assessment level: Moderate, score 45 (proceed with caution).

This record complies with requirements to limit content to supplied structured facts and excludes invention of legal or medical conclusions.

Employer responsibility remains to verify factual accuracy prior to filing or issuing any related correspondence.