

Eleanor Price

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

Dear Eleanor Price,

This letter summarises the recent HR Compliance Review conducted on 18 November 2024 regarding routine induction and compliance documentation relevant to your role as HR Generalist at HRHeaven QA Sample Employer. Our objective is to provide clarity on current findings and outline the steps ahead to ensure continuous adherence to our compliance standards.

During the review, we examined a range of compliance records including the site diary, partial induction sheets, toolbox talk sign-in registers, photographs, and email correspondence relating to recent operations across three sites.

The review identified two primary concerns: firstly, the absence of verified CSCS (Construction Skills Certification Scheme) evidence for two subcontractor operatives; secondly, inconsistent completion of induction records across these sites.

It should be noted that these findings do not include any evaluative conclusions on personnel or specific incidents, but rather highlight gaps requiring further information to achieve full compliance assurance.

Please be advised that one evidence file was made available but contained no readable text for detailed verification. We recommend confirming its contents separately to support the ongoing review.

At this stage, the review outcome is that additional information is necessary before final conclusions can be drawn regarding compliance status.

Consequently, no formal compliance breaches or issues have been determined; rather, further clarification and evidence gathering are required to confirm the completeness and accuracy of records.

The follow-up to this review is scheduled for 02 December 2024, by which point the outstanding documentation and verifications should ideally be provided and assessed.



LETTER 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

To ensure effective progression, the following actions are recommended:

- Review and verify the compliance review checklist to confirm all relevant facts reflect current circumstances accurately.
- Assess the complete set of induction and compliance records across the sites to identify and rectify any remaining gaps.
- Confirm ownership and accountability for addressing the identified missing evidence and incomplete records.
- Prepare for the follow-up review meeting on 02 December 2024 to evaluate progress and resolve outstanding compliance matters.
- Independently review uploaded evidence files manually to ascertain their relevance and completeness, particularly those not accessible in text format.

[Employer representative name]

[Employer representative title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer