

Electrical owner cover log

For each week of your chosen 90-day test, save a new copy of both pages. Name the business and week. Agree cover before a task starts; keep required competent supervision in place. Record who can act, their limits and the person to contact when those limits are reached.

Business and week beginning

Responsibility	Substitute and limits	Evidence of cover	Escalate to
Quoting and variations			
Materials orders			
Technical work and supervision			
Certificates and reports			
Customer contact and collections			

Arrangements to confirm before testing: action, responsible person and date

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.

Electrical owner cover log: results

Use the same business and week as the cover page. Record the actual interruption, outcome and evidence reference. Note the action, responsible person and date in the follow-up box. If a task did not occur, write "not tested" rather than treating it as demonstrated cover.

Business and week beginning

Responsibility	Interruption	Outcome	Job or record reference
Quoting and variations			
Materials orders			
Technical work and supervision			
Certificates and reports			
Customer contact and collections			

Follow-up: action, responsible person, date and evidence that closes the issue

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