

RECORD — EMPLOYER FILE

KD-HSA-PR-020 Rev A0

1 THE EMPLOYER AND THE REVIEW

2 THE YEAR IN FIGURES — WRITTEN IN FROM THE RECORDS, NOT FROM MEMORY

3 REVIEW OF THE POLICY AND EACH ARRANGEMENT — ONE LINE EACH

4 LAST YEAR'S OBJECTIVES — CLOSED

OBJECTIVE SET LAST YEAR	ACHIEVED / PARTLY / NOT — AND THE EVIDENCE	CARRIED?

5 OBJECTIVES FOR THE COMING YEAR — MEASURABLE, OWNED, DATED

OBJECTIVE	HOW IT WILL BE MEASURED	OWNER	BY (DATE)	STATUS / DATE

6 BROUGHT TO THE NOTICE OF THE WORKFORCE

HOW THE OUTCOME WAS COMMUNICATED	NEXT REVIEW BY	ARRANGEMENTS REISSUED

7 ADOPTION

The director signs the review and its objectives; the second signature records that the workforce or the adviser took part, which is what makes it a review rather than a filing exercise.

Review adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

Employee representative or adviser — took part in the review:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.