

Legal register

A legal register is a working name for a maintained list of the laws, permits and other requirements that apply to one site or activity: for each one, where it comes from, what it applies to, what it requires, who owns it, how you show that you meet it, and when it was last reviewed and will next be reviewed. No source we found uses that exact phrase; the sources call the same idea identifying the applicable laws, compliance obligations or tracing legislation. The sheet is landscape A4 so that the register reads across the page. It lists requirements and where they come from. It does not interpret them, it is not legal advice, and a filled register does not show that you comply: it shows what you identified and how you check. Write what each text requires in your own words, say which version of the text you read, and have a competent person check anything you are unsure of. The column set and the status codes are ours, to change.

1 Register details

Organisation	Site or activity covered (name, and what is left out of this register)	Register owner (name, role)	Version and date
Jurisdictions covered, and where changes to them are looked for (for example the official legislation site, a regulator's alerts, a trade body, an adviser)			

2 Register of requirements

Status (our own example codes): **A** applies, evidence in place; **G** applies, gap or action open (write the action in the note); **C** change pending or proposed (write the date it takes effect); **N** checked and does not apply here (say why); **X** withdrawn or replaced (keep the line and say what replaced it). Write dates in full, for example 2026-10-19. The status says what you found at the last review. It is not a score and not a ranking.

Ref	Requirement and source (title, section or condition, and the version or date of the text you read)	Jurisdiction	Applies to (activity, area, equipment, people)	What it requires (one sentence, your own words)	Owner (by name or role)	How compliance is shown (evidence, and where it is kept)	Last reviewed	Next review	Status	Note
Ex.	Example: Management of Health and Safety at Work Regulations 1999, regulation 5, text on legislation.gov.uk read 2026-09-14	Great Britain	Example: whole site, all employees	Example: make and give effect to arrangements for planning, organisation, control, monitoring and review of protective measures; record them if five or more people are employed	Example: operations manager	Example: health and safety arrangements, version 4, EHS folder	2026-09-14	2027-03-14	A	Example: 46 employees, so the record is needed

[illegible]

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3 Change log of the register

Version	Date	What changed in the register (lines added, changed or closed) and why (new or amended text, new activity, review)	Lines affected (Ref)	Changed by	Approved by	Who was told
Ex.	2026-09-14	Example: added the amended lifting rules (line 12), set its status to C; moved the surrendered permit to X (line 9)	9, 12	Example: EHS coordinator	Example: operations manager	Example: shift leads

Keep the old version, or the lines you closed, for as long as your own procedure says: it shows what you knew on a given date.

4 Review sign-off

Review date	Scope (whole register, or which lines)	Reviewed by (name, role)	Lines added, changed or closed	Actions raised (what, owner, due)	Next review of the whole register

Role	Name	Signature	Date
Register owner			
Competent person who checked the wording (if one is used)			
Approved by (site or activity manager)			

Reasons to review sooner than planned (for example a new activity or site, an amended or new text, a permit change, an incident, a regulator's notice)	Where this register is kept, and who can see it
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