FM role-cover scorecard

Choose a deputy for each task. Record the site or customer, written authority, test date and remaining dependency. Keep the supporting records beside this sheet.

Business and exercise dates

Task	Site / customer and deputy	Authority evidence	Test date and dependency
Mobilisation			
Subcontract approval			
Missed visit			
Customer escalation			
Invoice sign-off			
Repeat test			

Competence, authority or access gap; owner intervention; next action and test date

Use the notes to distinguish competence, authority and access. Record any owner intervention and give the unresolved item a next test 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.