



# Compliance Evidence Checklist for Social Landlords

Emergency lighting and Legionella compliance:  
what to check before your next audit

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## Why compliance evidence needs reviewing

**Manual checks may complete the task, but they do not always create clear, accessible evidence.**

Recurring compliance tasks such as emergency lighting testing and Legionella control are still often managed through site visits, contractor records, logbooks and spreadsheets.

For social landlords and housing providers, this can create pressure before audits, increase administration and make it harder to prove what happened, when it happened and what action was taken.

This checklist helps you review where your current evidence process may be creating cost, admin burden or audit risk.

## Why this checklist matters

Compliance is not only about completing the task.

It is about being able to prove:

- what was checked
- when it was checked
- what failed
- what action was taken
- where the evidence is stored
- whether records can be accessed quickly before audit



For many housing providers, recurring compliance activity still relies on manual checks, contractor reports, paper logbooks and spreadsheet-based reporting.

**That creates pressure across six key areas.**

### 1 Repeated site visits

Routine checks, flushing visits and inspections can create unnecessary travel, access requirements and contractor costs, especially across large or dispersed housing portfolios.

### 2 Contractor-dependent records

When evidence sits with external contractors, teams may need to chase reports, reconcile updates and manually confirm whether actions have been completed.

**Book a compliance  
evidence review**



### 3 Logbooks and spreadsheets

Manual logbooks and spreadsheet-based reporting can make compliance evidence harder to manage, search and defend when teams need clear records quickly.

### 4 Fragmented audit evidence

Evidence is scattered across systems, documents, contractor portals and site records, making it difficult to show what was checked, when, and what action was taken.

### 5 Limited portfolio visibility

Without connected data, compliance teams may lack a clear portfolio-wide view of failures, exceptions, overdue actions or recurring risk patterns.

### 6 Reactive reporting before audit

When evidence has to be reconstructed before an inspection or audit, teams face avoidable administration, increased pressure and greater evidence risk.

## Emergency lighting evidence checklist

Use this section to review whether your current emergency lighting compliance process gives you clear, defensible evidence.

### Testing evidence

Can your team evidence:

- every monthly functional test?
- every annual full-duration test?
- test date, time, type and duration?
- pass/fail outcomes by fitting and location?
- failed tests and degraded batteries?
- whether adjacent luminaires were protected during testing?
- whether tests were completed on schedule?

### Standards and documentation

Can your current process support evidence aligned to:

- BS EN 50172:2024
- BS 5266-1:2025
- monthly function testing
- annual full-duration testing
- audit-ready documentation requirements?



## Reporting and audit packs

Can you quickly produce:

- mid-month status reports?
- month-end compliance packs?
- site-level reports?
- portfolio-level summaries?
- PDF or CSV exports?
- fitting-level evidence?
- battery health and performance data?
- a clear record of remediation activity?



## Exception management and remediation evidence

Can your process clearly evidence how issues are identified and resolved:

- which fittings failed and the cause of failure?
- what corrective action was required?
- when and how remediation was carried out?
- whether issues were resolved within required timeframes?
- a complete audit trail from failure through to closure?
- that engineer attendance is driven by verified exceptions only?

If the answer is no, your emergency lighting process may still be creating unnecessary cost, admin burden and evidence risk.

## Legionella compliance evidence checklist

Use this section to review whether your current water hygiene process gives dutyholders clear evidence of risk, control activity and completed actions.

### Temperature evidence

Can your team evidence:

- hot outlet temperature performance?
- cold outlet temperature performance?
- whether hot outlets reach required temperatures within the expected timeframe?
- whether cold outlets remain within required limits?
- outlet-level temperature behaviour during real use?
- early signs of heater, calorifier or blending issues?

## Flushing evidence

Can your current process prove:

- which outlets are under-used?
- when an outlet was last used?
- when flushing was required?
- when flushing occurred?
- how long flushing lasted?
- whether the correct outlet was flushed?
- whether flushing activity was logged automatically?

## Risk visibility

Can your team identify:

- stagnation risk?
- under-used outlets?
- void or restricted-access properties?
- high-risk sites?
- vulnerable resident locations?
- exceptions that require intervention?
- portfolio-wide risk rankings?
- redundant outlets causing dead-legs?



## Compliance records

Can your current process provide:

- tamper-proof records?
- audit-ready reports?
- real-time flushing evidence?
- live temperature compliance?
- clear exception-based workflows?
- evidence aligned to HSE ACOP L8 and HSG274 Part 2?

Manual records may show that a task was intended.

Connected evidence helps prove what happened, when it happened and where action is required.

If evidence relies on manual records, engineer notes or logbooks, your team may be carrying avoidable audit risk.

## Manual process risk review

Use the table below to assess where your current process may be creating evidence risk.

| Compliance area                       | Current process                                 | Evidence risk       |
|---------------------------------------|-------------------------------------------------|---------------------|
| <b>Emergency lighting testing</b>     | Manual / contractor / connected / mixed process | Low / medium / high |
| <b>Emergency lighting reporting</b>   | Paper / spreadsheet / portal / mixed process    | Low / medium / high |
| <b>Emergency lighting remediation</b> | Manual / workflow / connected / mixed process   | Low / medium / high |
| <b>Legionella temperature checks</b>  | Manual / contractor / connected / mixed process | Low / medium / high |
| <b>Legionella flushing records</b>    | Manual / contractor / connected / mixed process | Low / medium / high |
| <b>Void property compliance</b>       | Manual / contractor / connected / mixed process | Low / medium / high |
| <b>Audit packs</b>                    | Manual / semi-automated / automated             | Low / medium / high |
| <b>Exception reporting</b>            | Reactive / scheduled / real-time                | Low / medium / high |
| <b>Portfolio visibility</b>           | Limited / partial / connected                   | Low / medium / high |

## Review prompts

Ask internally:

- How quickly can we access evidence before audit?
- How much time is spent chasing contractor records?
- Which checks still require repeated site attendance?
- Where are records duplicated across systems?
- Which compliance tasks are still managed through spreadsheets?
- Can we identify exceptions before they become audit issues?
- Can we prove what action was taken and when?

## What connected compliance evidence should provide

Connected compliance evidence should help teams move away from manual checks, fragmented records and reactive reporting.

A stronger evidence process should provide:

- automated routine checks
- time-stamped records
- clear pass/fail outcomes
- exception-based workflows
- portfolio-level visibility
- audit-ready exports
- reduced repeated site visits
- clearer remediation tracking
- accessible evidence for compliance, safety, asset and finance teams
- automated reports sent directly to your compliance systems

The goal is not simply to digitise manual records.

The goal is to reduce the burden of recurring compliance tasks while improving the quality and accessibility of the evidence.

## How Vericon supports connected compliance evidence

### EmeRed

**Test automatically. Maintain by exception. Evidence every result.**

EmeRed supports emergency lighting compliance by automating statutory testing, capturing digital results and helping teams focus engineers where action is required.

It supports:

- automated monthly function tests
- automated annual full-duration tests
- digital pass/fail logs
- battery health telemetry
- exception-only maintenance
- audit-ready reporting
- portfolio-level visibility



## LegionellaGuard

**Monitor risk. Flush automatically. Evidence every action.**

LegionellaGuard supports Legionella compliance by monitoring hot and cold water behavior at outlet level, identifying stagnation risk and creating clearer evidence of flushing and control activity.

It supports:

- dual hot and cold outlet monitoring
- identification of stagnation and temperature risk
- autonomous validated flushing through compatible automatic taps
- tamper-proof records
- real-time flushing evidence
- exception-based workflows
- reduced reliance on manual logbooks
- reduced engineer visits for routine flushing activity

## Ready to review your compliance evidence process?

If your team is still relying on manual checks, contractor records, logbooks or spreadsheets for recurring compliance tasks, now is the time to review where cost, admin burden and evidence risk may be building up.

**Book a compliance evidence review with Vericon to identify where manual checks, contractor records or fragmented evidence may be creating unnecessary pressure.**

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