



Chemicals Regulation Division
Official Recognition Workshop
Programme

Time (UK Time)	
09.30 - 09.45	Introductions and brief history of the UK Official Recognition scheme
09:45 - 10:00	Overview of Official Recognition Legislation
10:00 - 10:15	Trials Permits
10:15 - 10:45	The 5-year UK Official Recognition cycle
10:45 - 11:00	Trials Protocols
11:00 - 11:20	Break
11:20 - 11:45	Standard Operating Procedures (SOPs)
11:45 - 12:15	Archiving and record keeping
12:15 - 12:25	Training records
12:25 – 12:35	Equipment and facility related issues
12:35 – 12:45	Chemical control
12:45 – 12:50	Roles of the Sponsor and Trials organisation
12:50 - 13:00	Trials reports
13:00 - 13:30	Lunch Break
13:30 - 15:30	Practical exercises – attendees to undertake: <ul style="list-style-type: none">• Trials Audit• Inspection of mock chemical store and associated records• Review of a 'good' Trials report <i>Refreshment break to be taken during this session</i>

15.30 - 16.00	Discussion of the practical exercises
16.00 - 16.30	Questions

Please note, timings are approximate, and we reserve the right to amend the content if appropriate.