



**SCAFFOLDING
ASSOCIATION**

Scaffolding Specific Compliance Requirements

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The Scaffolding Association audit process has been developed to reduce the burden on clients and contractors, by increasing understanding and building on the widely applicable range of standards within the industry, to provide a scaffolding specific procurement process. This audit has been developed to fulfil the procurement requirements of clients, whilst enabling contractors to demonstrate their work capabilities and competence. The audit looks solely at a contractor's ability to safely manage and undertake work, and assesses it against criteria which are specific to the scaffolding industry.

The audit process consists of two stages:

Stage 1	Desktop	Remote review of documentation, including policies and procedures, training records and incident reporting system against the Scaffolding Specific Procurement Standard to establish compliance
Stage 2	Onsite	Verification of the documentation implementation onsite against the Scaffolding Specific Procurement Standard

The following information details the scaffolding specific compliance requirements that the auditors will be looking for throughout both stages, and the types of evidence that will indicate compliance. The level of compliance should reflect the size, complexity and scope of the Company being audited:

Please Note: Where 'shall' or 'should' is indicated, compliance is expected

Some of the Specific Compliance Requirements may be fulfilled by a Client/Main Contractor, please provide details where this is the case

This document is intended to be used as guidance and the suggested evidence examples are not exhaustive

Health and Safety Policy

Specific Compliance Point	Examples of Suitable Evidence
A clear declaration ensuring the health, safety and welfare of all affected persons	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent
A Policy Statement which calls for the full co-operation and support of all employees	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent
A commitment to provide sufficient resources, financial and other, for the Policy implementation	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent
A commitment to planning, regular review and development of the Policy	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent
A named Director or other senior person recorded as being responsible for the Policy	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent
Signature of the person responsible for the Policy documented and dated within the previous 12 months	<ul style="list-style-type: none"> ■ Policy ■ Statement of intent

Organisation

Specific Compliance Point	Examples of Suitable Evidence
A documented organisational structure for the management of Health and Safety demonstrating individual Roles and Responsibilities	<ul style="list-style-type: none"> ■ Individually documented Roles and Responsibilities ■ Documented Organogram or Organisational Chart ■ Roles and Responsibilities documented in the Policy Arrangements

Access to Competent Health and Safety Advice

Specific Compliance Point	Examples of Suitable Evidence
Details indicating whether the contractor accesses competent health and safety advice internally and/or externally	<ul style="list-style-type: none"> ■ Health and Safety Service Agreement ■ Health and Safety Advisors CV
Evidence of industry documentation relevant to the nature of the contractor's business	<ul style="list-style-type: none"> ■ Health and Safety Legislation ■ Codes of Practice ■ British/ European Standards ■ Technical Guidance
Qualifications of the health and safety advisor suitable for the nature of the contractor's business	<ul style="list-style-type: none"> ■ Level 3 Health and Safety Qualification
Experience of the health and safety advisor suitable for the nature of the contractor's business	<ul style="list-style-type: none"> ■ 5 years Construction Experience
Continuing Professional Development for health and safety advisors is suitable for the nature of the contractor's business	<p>CPD areas may include:</p> <ul style="list-style-type: none"> ■ Work at Height ■ Temporary Works ■ Asbestos ■ CDM ■ Occupational Health

Consultation and Communication

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of consultation and communication of health and safety information to those that may be affected	<ul style="list-style-type: none"> ■ Policy Statement ■ Induction ■ Risk Assessments and Method Statements ■ Safety Committee Meetings ■ Open Door Policy ■ Toolbox Talks ■ Safety Alerts ■ Pictorial Signage ■ Notice Boards ■ Handbooks ■ Translated Materials
Demonstration that issues raised through the consultation and communication process have been acted upon	Records of any raised issues, the actions taken as a result of them, and details of any improvements or changes that were implemented

Monitoring, Auditing and Review

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place to monitor, audit and review the Policy and Arrangements	<ul style="list-style-type: none"> ■ Policy Statement ■ Internal/External Audits ■ Site Inspections ■ Accident, Incident and Near Miss Reviews ■ Legal Updates ■ HSE Enforcement ■ Industry Best Practice Advancements
Demonstration that issues raised through the monitoring, auditing and review process have been acted upon	Records of any raised issues, the actions taken as a result of them, and details of any implemented improvements or changes

Training

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for identify training needs	<ul style="list-style-type: none"> ■ Training Needs Analysis ■ Training Matrix ■ Risk Assessments <i>referencing training requirements</i>
A documented training plan which details new training, ongoing training, refresher training and Continuing Professional Development	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Plan
Demonstration of the procedures that are in place for identify training needs	<ul style="list-style-type: none"> ■ Training Records

Risk Assessments

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for identifying and managing risk through assessment	Policy Statement which should detail the following: <ul style="list-style-type: none"> ■ Hazard Identification ■ Persons at Risk ■ Hierarchy of Controls ■ Monitoring and Review ■ Management of Change ■ Dynamic Risk Assessment
Risk Assessments should be suitable for the nature of the contractor's work	Risk assessment should include: <ul style="list-style-type: none"> ■ Erection and Dismantlement of Scaffold ■ Lifting Operations ■ Movement of Equipment and Materials
Risk Assessments should reference who or what can be harmed, and the type of harm that would occur	Risk assessment should include: <ul style="list-style-type: none"> ■ Individuals or groups at risk ■ Potential consequences resulting from a hazard
Risk Assessments should make reference to the levels of Skills, Knowledge and Experience or specific training required for the safe undertaking of work	Risk assessment should include: <ul style="list-style-type: none"> ■ CISRS Training ■ SMSTS or SSSTS Training ■ Temporary Works Supervisor Training
Risk Assessments should make reference to the levels of Supervision, Inspection and Monitoring required for the safe undertaking of work	Risk assessment should include: <ul style="list-style-type: none"> ■ Inspector or Supervisor Qualifications ■ Nature of Supervision ■ Frequency of Inspection or Monitoring
Risk Assessments should clearly reference the arrangements for accidents and emergencies	Emergency procedures should include arrangements for: <ul style="list-style-type: none"> ■ Rescue ■ First Aid ■ Fire
Risk Assessments should clearly reference the arrangements for weather conditions	Arrangements should include procedures for the following weather conditions: <ul style="list-style-type: none"> ■ Hot Weather ■ Cold Weather ■ Wind ■ Snow ■ Rain
Risk Assessments should reference any PPE required for the safe undertaking of work	Risk assessment should detail the Type, Grade and Specification of PPE
Risk Assessments should reference any equipment required for undertaking the work	Required equipment may include: <ul style="list-style-type: none"> ■ Scaffold Step ■ Advanced Guardrail ■ Gin Wheel ■ Goods Hoist
Demonstration of the procedures that are in place to address change	<ul style="list-style-type: none"> ■ Updated Risk Assessments ■ Dynamic Risk Assessments
Risk Assessments should make reference to, or include, the relevant personnel briefed for the safe undertaking of the work	Briefing Register, or reference to a Briefing Register

Method Statements

Specific Compliance Point	Examples of Suitable Evidence
Method Statements should be suitable for the nature of the contractor's business	Method Statements should include: <ul style="list-style-type: none"> ■ Erection and Dismantlement of Scaffold ■ Lifting Operations ■ Movement of Equipment and Materials
Method Statements should indicate the scope and limits of the work being undertaken	Method Statements could include details of the following examples: <ul style="list-style-type: none"> ■ Area of Work ■ No Go Areas ■ Specific tasks
Method Statements should reference the organisational arrangements relevant to the safe undertaking of the work	Organisation Arrangements could include the following: <ul style="list-style-type: none"> ■ Induction ■ Working at Height ■ Temporary Works ■ Control of Contractors
Method Statements should contain a Sequence of Operations or a Method of Work	<ul style="list-style-type: none"> ■ Step by Step Guide for Tasks
Method Statements should reference all relevant documents required for the safe undertaking of work	Method Statements could include: <ul style="list-style-type: none"> ■ Risk Assessments ■ Plans and Drawings ■ Manufacturer's Information ■ Compliance Sheets ■ Guidance Documents ■ Permits
Method Statements should indicate the equipment and PPE required for the safe undertaking of work	PPE could include: <ul style="list-style-type: none"> ■ Harness ■ Lanyards ■ Scaffold Step ■ Advanced Guardrail ■ Respiratory Protective Equipment (RPE)
Method Statements should clearly reference the arrangements for accidents and emergencies	Accident and emergency arrangements should include: <ul style="list-style-type: none"> ■ Rescue ■ First Aid ■ Fire
Method Statements should make reference to, or include, the relevant personnel briefed for the safe undertaking of the work	Briefing Register, or reference to a Briefing Register

Work at Height

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for the management of Work at Height	<ul style="list-style-type: none"> ■ Policy Statement
Demonstration that Work at Height is correctly planned, assessed, and organised	<ul style="list-style-type: none"> ■ Risk Assessment ■ Method Statement
Demonstration that there is an Emergency Rescue Plan in place relevant to the type of work being undertaken	<ul style="list-style-type: none"> ■ Documented Rescue Plan ■ Rescue Procedure Training ■ Rescue Equipment
Demonstration that Work at Height takes into account weather conditions	<p>Working at Height arrangements should include procedures for the following weather conditions:</p> <ul style="list-style-type: none"> ■ Hot Weather ■ Cold Weather ■ Wind ■ Snow ■ Rain
Documentation evidencing that all employees involved with Work at Height have the necessary training and competence required for the safe undertaking of work	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Records
Demonstration that Work at Height is undertaken from a safe place	<p>Safe Working at Height could be undertaken from the following places:</p> <ul style="list-style-type: none"> ■ MEWP ■ Scaffolding ■ Existing Building or Structure
Demonstration that the risks associated with fragile surfaces are adequately controlled or mitigate	<ul style="list-style-type: none"> ■ Risk Assessment
Demonstration that the risks associated with a person falling are adequately controlled or mitigated	<ul style="list-style-type: none"> ■ Risk Assessment ■ Method Statement <p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> ■ Fall Prevention ■ Fall Mitigation ■ Fall Arrest
Demonstration that the risks associated with falling objects are adequately controlled or mitigated	<ul style="list-style-type: none"> ■ DROPS Policy ■ Risk Assessment ■ Method Statement <p><i>Control measures could include:</i></p> <ul style="list-style-type: none"> ■ Netting ■ Sheeting ■ Guards ■ Fans ■ Safe Zone ■ Tethered Tools
Demonstration that Work at Height equipment is to the correct standard	<ul style="list-style-type: none"> ■ Certificates of Conformity
Documentation evidencing that Work at Height equipment is appropriately inspected	<ul style="list-style-type: none"> ■ Statutory Inspections ■ Handover Certificates

Temporary Works

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for the management of Temporary Works	<ul style="list-style-type: none"> ■ Policy Statement and Procedures should be in line with BS 5975
Details of the Designated Individual for Temporary Works	<ul style="list-style-type: none"> ■ Appointment Letter ■ Contract of Engagement ■ Documented Procedure
Demonstration of the procedures that are in place for the development of design briefs	Design brief procedures should be in line with BS 5975 <i>Procedures should detail:</i> <ul style="list-style-type: none"> ■ Information Gathering Process ■ Scope of Work ■ Exchange of Information
Demonstration of the procedures that are in place to enable the appropriate design checks	Design check procedures should be in line with Table 1 of BS 5975
Demonstration of the procedures that are in place for the approval of designs	Design procedures should include: <ul style="list-style-type: none"> ■ Conformity to any relevant standards ■ Version Control ■ Stage of Issue
Demonstration of the procedures that are in place for undertaking Temporary Works	Temporary Works procedures should detail the following, <i>where applicable</i> : <ul style="list-style-type: none"> ■ Training ■ Design Drawings ■ Certification ■ Permits ■ Tie Testing
Demonstration of the procedures that are in place for the supervision of Temporary Works	<ul style="list-style-type: none"> ■ Temporary Works Supervisor ■ Inspection Records

Construction Design and Management (CDM)

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for the management of CDM 2015	<ul style="list-style-type: none"> ■ Policy Statement ■ Management Plan <i>Procedures should detail:</i> <ul style="list-style-type: none"> ■ Exchange of Information ■ Coordination and Cooperation ■ Assessment of Competence and Capability ■ Induction ■ Monitoring and Supervision ■ Welfare Facilities

Control of Contractors

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures that are in place for the procurement of Contractors	<ul style="list-style-type: none"> ■ Policy Statement <p><i>Procurement checks should include the following:</i></p> <ul style="list-style-type: none"> ■ Insurance ■ Work References ■ Third Party Accreditations ■ Competence and Capability ■ Membership of Trade Associations of Institutions
Demonstration of the procedures in place for managing Contractors	<p>Contractors should be managed in line with CDM 2015.</p> <p><i>Procedures should include:</i></p> <ul style="list-style-type: none"> ■ Supervision, Instructions and Information ■ Cooperating, Communicating and Coordinating ■ Contractor Review

Welfare Provision

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place to ensure that appropriate Welfare Facilities are available	<ul style="list-style-type: none"> ■ Policy Statement ■ Provision of Facilities by Main Contractor or Client ■ Purchase Receipts

First Aid

Specific Compliance Point	Examples of Suitable Evidence
Suitable assessment has been undertaken for establishing the First Aid requirements appropriate for the nature of the contractor's business	<ul style="list-style-type: none"> ■ First Aid Risk Assessment
First Aid training should be undertaken in line with the First Aid assessment	<p>The Training Matrix and Records could include the following training:</p> <ul style="list-style-type: none"> ■ Emergency First Aid at Work ■ First Aid at Work – 3 Days
First Aid equipment should be provided, monitored and replenished in line with the First Aid assessment	<ul style="list-style-type: none"> ■ Accident Book ■ Inspection Books ■ Purchase Receipts
Demonstration that information regarding First Aid provision is communicated to those persons affected	<ul style="list-style-type: none"> ■ Induction ■ Risk Assessments and Method Statements ■ Toolbox Talks ■ Pictorial Signage ■ Notice Boards ■ Handbooks

Accident and Incident Reporting

Specific Compliance Point	Examples of Suitable Evidence
Documented records of all accidents and incidents	Records of the accident statistics for the previous 3 years
Documented records of all reportable occurrences	Records of any occurrences reported to the HSE
Documented records of the changes implemented following review	Records of accident or incident investigation, review of any raised issues, the actions taken as a result of them, and details of the any improvements or changes that were implemented

Health Surveillance

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Health Surveillance	<ul style="list-style-type: none"> ■ Policy Statement ■ Health Assessments ■ Inspections and Medicals ■ Record Keeping
Demonstration of the procedures in place for the identification of health risks	<ul style="list-style-type: none"> ■ Risk Assessments ■ Constructing Better Health Matrix

Hazardous Substances

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Hazardous Substances	<ul style="list-style-type: none"> ■ Policy Statement
Documented register of Hazardous Substances	<ul style="list-style-type: none"> ■ COSHH Register
Suitable assessment has been undertaken for determining the risks associated with Hazardous Substances	<ul style="list-style-type: none"> ■ COSHH Assessments
Hazardous Substance training should be undertaken in line with the procedures and assessments	<p>The Training Matrix and Records could include the following training:</p> <ul style="list-style-type: none"> ■ COSHH Awareness ■ Face Fit Testing ■ Spill Procedures ■ Confined Space
Information on hazardous substances is communicated to those affected	<ul style="list-style-type: none"> ■ Induction Records ■ Risk Assessments ■ Signage

Manual Handling

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Manual Handling	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessment has been undertaken for determining the risks associated with Manual Handling	Manual Handling Assessments should reference the Hierarchy of Controls
Manual Handling training should be undertaken in line with the procedures and assessments	The Training Matrix and Records could include the following training: <ul style="list-style-type: none"> ■ Manual Handling ■ Load Management

Personal Protective Equipment (PPE)

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of PPE	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessment has been undertaken to establish PPE requirements	<ul style="list-style-type: none"> ■ Risk Assessments
Personal Protective Equipment should be fit for purpose and compatible with other PPE	<ul style="list-style-type: none"> ■ Risk Assessments
Personal Protective Equipment should be readily available, monitored and stored in line with the procedures	<ul style="list-style-type: none"> ■ Purchase Receipts ■ Issue Records ■ Site Stock ■ Drying Room
Personal Protective Equipment training should be undertaken in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Records ■ Toolbox Talks
Demonstration that inspection, monitoring and supervision of PPE is undertaken in line with the procedures	<ul style="list-style-type: none"> ■ Harness Inspection Records ■ Lanyard Inspection Records ■ Site Inspection Records

Fire

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Fire	<ul style="list-style-type: none"> ■ Policy Statement
Suitable On Site Fire Risk Assessments are undertaken	<ul style="list-style-type: none"> ■ Site Fire Risk Assessment <i>In some instances these may be provided by the Client / Main Contractor</i>
Fire training should be undertaken in line with the procedures and assessments	<p>The Training Matrix and Records could include the following training:</p> <ul style="list-style-type: none"> ■ Fire Fighting ■ Fire Management ■ Fire Warden ■ Fire Awareness
Fire Equipment should be provided, monitored and replenished in line with the Fire Risk Assessment	<ul style="list-style-type: none"> ■ Test and Inspection Records ■ Service Agreements ■ Purchase Receipts <i>In some instances these may be provided by the Client / Main Contractor</i>
Demonstration that information regarding Fire is communicated to those persons affected	<ul style="list-style-type: none"> ■ Induction Records ■ Signed Risk Assessments ■ Signage

Electricity

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Electricity in the workplace	<ul style="list-style-type: none"> ■ Policy Statement
Demonstration of the procedures in place for the identification and assessment of Electrical Hazards on site	<p>Assessments should include the following:</p> <ul style="list-style-type: none"> ■ Electrical Tools and Equipment ■ Overhead Cables and services
Electrical systems and equipment should be inspected and serviced in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Site Fixed System Certificate ■ PAT Test Certificates

Asbestos

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Asbestos Risk on site	<p>Policy Statement which should detail the following:</p> <ul style="list-style-type: none"> ■ Information Gathering and Sharing Process ■ Emergency Procedures ■ Training Requirements
Asbestos training should be undertaken in line with the procedures	<ul style="list-style-type: none"> ■ Training Matrix ■ Asbestos Awareness Certificates
Scaffold Contractor's Ancillary Asbestos License where required for the business	<ul style="list-style-type: none"> ■ Scaffold Contractor's Ancillary Asbestos License

Work Equipment

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Work Equipment	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessments should be undertaken to for the selection, use and maintenance of Work Equipment	<ul style="list-style-type: none"> ■ Risk Assessments ■ Service Schedules
Work equipment should be monitored, inspected and serviced in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Service Records ■ Inspection Checklists ■ Quarantine Procedure
Documented records and / or certification for Work Equipment	<ul style="list-style-type: none"> ■ Services Records ■ Equipment Certification ■ Calibration Certification
Work Equipment training should be undertaken in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Records

Lifting Operations

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Lifting Operations	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessments and plans should be made for the undertaking of Lifting Operations	<ul style="list-style-type: none"> ■ Lifting Plan ■ Evidence of Subcontracting <i>where required</i>
Lifting Operation training should be undertaken in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Records <p>Lifting Operation training could include:</p> <ul style="list-style-type: none"> ■ Appointed Person ■ HIAB ■ Load Safety ■ Slinger and Signaller
Lifting Operation equipment should be monitored, inspected and serviced in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Inspection Checklists ■ Inspection Certificates ■ Service Records

Vehicles

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management and use of Vehicles	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessments should be undertaken for the selection, use and maintenance of Vehicles	<ul style="list-style-type: none"> ■ Driver and Vehicle Assessments ■ Service Schedules ■ Traffic Management Plan ■ Weight Assessment
Vehicles should be monitored, inspected and serviced in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Tax ■ MOT ■ Service Records ■ Vehicle Checklists
Vehicle training should be undertaken in line with the procedures and assessments	<ul style="list-style-type: none"> ■ Training Matrix ■ Training Records ■ CPC <i>where required</i> <p>Additional driver training may include:</p> <ul style="list-style-type: none"> ■ HIAB ■ Load Safety ■ Work at Height
Documented Licences and Accreditations where required for the nature of the business	<ul style="list-style-type: none"> ■ Driving Licence Checks ■ Goods Vehicle Operator's Licence ■ FORS Accreditation

Drugs and Alcohol

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Drugs and Alcohol in the workplace	<ul style="list-style-type: none"> ■ Policy Statement ■ Testing Procedures ■ Disciplinary Procedures

Smoking

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Smoking in the workplace	<ul style="list-style-type: none"> ■ Policy Statement ■ Designated Smoking Areas ■ Signage

Lone Working

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Lone Working	<ul style="list-style-type: none"> ■ Policy Statement
Suitable assessments should be undertaken for Lone Workers	<ul style="list-style-type: none"> ■ Risk Assessment ■ Emergency Procedures for Lone Workers

Induction

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Company Induction	<ul style="list-style-type: none"> ■ Policy Statement ■ Induction Records ■ Employee Qualification Checks ■ DBS Checks <i>where required</i>
Demonstration of the procedures in place for the management of Onsite Induction	<ul style="list-style-type: none"> ■ Main Contractor Induction Records ■ Site Risk Assessments and Method Statements

Environment

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of environmental issues	<ul style="list-style-type: none"> ■ Policy Statement ■ ISO 14001
Demonstration of the procedures in place for the ethical procurement, use and disposal of products and equipment	<ul style="list-style-type: none"> ■ Purchase of Sustainable Products ■ Environmental Training ■ Route Planning ■ Recycling Schemes

Bribery

Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of Bribery	<ul style="list-style-type: none"> ■ Policy Statement ■ Anti-Bribery Training

Working Time Agreement

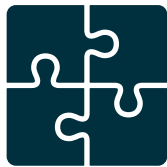
Specific Compliance Point	Examples of Suitable Evidence
Demonstration of the procedures in place for the management of The Working Time Regulations	<ul style="list-style-type: none"> ■ Policy Statement ■ Contracts of Employment ■ Opt-Out Agreement

HSE Enforcement

Specific Compliance Point	Examples of Suitable Evidence
Documented records of any HSE Enforcements	Records of any HSE involvement, the actions taken as a result and the improvements or changes implemented

Insurance

Specific Compliance Point	Examples of Suitable Evidence
Insurance should be sufficient for the nature of the contractor's business	Insurance Certificate and Schedule <ul style="list-style-type: none">■ Employer's Liability■ Public Liability■ Professional Indemnity■ Vehicle Insurance
Where a Company undertakes specialist work we would expect to see details of that work specified within their Insurance Policy Schedule	The Policy Schedule may include: <ul style="list-style-type: none">■ Height Restrictions■ Lifting Operations■ Public Walkways■ Work Over Water■ Asbestos Removal■ Shoring and Façade Retention■ Demolition■ Utilities■ Rail



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