

### Core criteria for demonstration of competence:

<b>Project Name and reference:</b>					
<b>Date:</b>		<b>By Whom:</b>		<b>Stage One</b>	

Ref.	Criteria	Standard to be achieved and evidence of compliance	Evidence Provided		Suitable	
			Yes	No	Yes	No
Organisations						
1	Health and Safety Policy and organising for health and safety	<ol style="list-style-type: none"> <li>1. A signed, current copy of the policy.</li> <li>2. It identifies the roles and responsibilities at all levels</li> </ol>				
2	Arrangements	<ol style="list-style-type: none"> <li>1. Sets out the risk profile of the company / organisation</li> <li>2. Sets out how the company / organisation will discharge its duties under CDM<sup>2015</sup>.</li> <li>3. There is a clear indication as to how the arrangements are communicated to the workforce.</li> </ol>				
3	Has access to competent advice. This needs to be both corporate and construction related.	<ol style="list-style-type: none"> <li>1. Is access to competent advice indicated?</li> <li>2. Does the advisor provide general health and safety advice?</li> <li>3. Does the advisor (from the same source or elsewhere) provide construction health and safety advice?</li> <li>4. Name and competency details of the advice source provided?</li> <li>5. Obtain examples of the advice over the last 12 months</li> </ol>				

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4	Training and information.	<ol style="list-style-type: none"> <li>1. Arrangements indicate that a training policy and programme is in place including CPD</li> <li>2. Training is aimed at everyone in the organisation</li> <li>3. Employees have the skills and understanding necessary to discharge their duties</li> <li>4. Training records including certificates of attendance</li> <li>5. Induction training for site-based workforce</li> <li>6. Sample 'toolbox talks'.</li> </ol>				
5.1	Individual qualifications and experience For STFC and contractors	<ol style="list-style-type: none"> <li>1. Employees have the appropriate qualifications and experience</li> <li>2. Details of qualifications and/or experience – corporate level including health and safety advisor</li> <li>3. Other key roles identified with details of relevant qualifications and experience</li> </ol>				
5.2	Competence For Contractors	<ol style="list-style-type: none"> <li>1. Individuals – CITB Construction Skills test or similar and S/NVQ certificates</li> <li>2. For site managers – CITB – 'Site Management Safety Training Scheme' certificate or equivalent</li> <li>3. For professionals – qualifications / institution membership</li> <li>4. Evidence of company based training programme</li> </ol>				
5.3	For Designers:	<ol style="list-style-type: none"> <li>1. Individuals – CITB Construction Skills test or similar schemes</li> <li>2. For professionals – qualifications / institution membership</li> <li>3. Specific qualifications – NEBOSH Construction Certificate; APS Design Register etc.</li> </ol>				
5.4	Principal Designers	<ol style="list-style-type: none"> <li>1. Individuals - CITB Construction Skills test or similar schemes</li> <li>2. For professionals – qualifications / institution membership</li> <li>3. Specific qualifications – NEBOSH Construction Certificate; APS Design Register, IMaPS, CMaPS etc.</li> </ol>				

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6	Monitoring, audit and review	Procedures in place to: 1. Monitoring the safety management system 2. Auditing the safety management system at periodic intervals 3. Reviewing the safety management system at periodic intervals 4. Evidence of recent monitoring / audits / reviews 5. Copies of site inspection reports				
7	Workforce involvement	1. Clear evidence of how consultation takes place with the workforce 2. Health and safety committee meeting notes / records 3. Names of safety representatives				
8	Accident reporting and enforcement action; follow-up investigation	1. Last 3 years records of all RIDDOR reportable events 2. Evidence of a system in place for reviewing all incidents, and recording the action taken as a result 3. Any enforcement action taken against the company over the last 5 years and the actions taken to remedy matters 4. For large companies – statistics showing incidence rates of major injuries over 3 days – for the last 3 years				
9	Sub-contracting / consulting procedures (if applicable)	1. Arrangements in place for appointing competent sub-contractors / consultants 2. Be able to demonstrate how the sub-contractors / consultants appointed also have arrangements in place for appointing competent organisations 3. Examples provided of assessments 4. Evidence relating to how monitoring of sub-contractor performance is undertaken				

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10	Hazard elimination and risk control – Designers only	<ol style="list-style-type: none"> <li>1. Demonstration of Arrangements for CDM<sup>2015</sup> Regulation 9 – covering the following areas:</li> <li>2. methods for co-operation and co-ordination with other Designers / Contractors</li> <li>3. methods for hazard elimination and how remaining risks will be controlled</li> <li>4. Examples of how risk was reduced through design</li> <li>5. A short summary on how changes to design will be managed</li> </ol>				
11	Risk assessment leading to a safe method of work – Contractors only	<ol style="list-style-type: none"> <li>1. Clear procedures for carrying out risk assessments and for developing and implementing safe systems of work / method statements</li> <li>2. Sample risk assessments / safe systems of work / method statements</li> <li>3. How health and safety issues will be identified</li> </ol>				
12	Co-operating with others and co-ordinating work with that of other Contractors – Contractors only	<ol style="list-style-type: none"> <li>1. Demonstrate how co-operation and co-ordination is achieved with other companies</li> <li>2. Demonstrate how the workforce is involved in drawing up method statements / safe systems of work</li> </ol>				
<b>Stage 2</b>						
1	Work experience	<ol style="list-style-type: none"> <li>1. Relevant experience provided</li> <li>2. Recent projects / contracts with contact details</li> </ol>				