

CONSTRUCTION MANAGEMENT PLAN



***FERROUS
CAPITAL & CENTRIC***

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B APPROVAL, DISTRIBUTION, MONITORING, REVIEW AND CONTINUAL IMPROVEMENT

B1 APPROVAL

	Date	Signature
Approved by Project Lead	21-10-21	D Joyce
Approved by Off Site Line Manager*	21-10-21	N Wainwright
Reviewed by the HSE Advisor**		
Customer		

B2 DISTRIBUTION OF CONSTRUCTION MANAGEMENT PLAN

Copy No	Name	Position	Location
1	Daniel Joyce	Project Lead	BCEGI Construction (UK) Ltd Voyager House Chicago Avenue Manchester Airport Manchester M90 3DP
2	Neal Wainwright	Off Site Line Manager	BCEGI Construction (UK) Ltd Voyager House Chicago Avenue Manchester Airport Manchester M90 3DP
3	CAPITAL & CENRTRIC	Customer	Capital & Centric Phoenix Building 72 Chapeltown Street Manchester M1 2EY
4	Chris Holden	Customers Agent/Rep.	CHROMA Chroma Consulting UK Ltd 3rd Floor One St Peters Square

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STANDARD FORM
CONSTRUCTION MANAGEMENT PLAN

			Manchester M2 3AE
5	Bill Jenkins	CDM Co-ordinator (if applicable)	JDS 2-4 Houghton Street Bury Greater Manchester BL9 0TA

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B3 MONITORING AND REVIEW

The Project Lead will review the Plan monthly and ensure that

- the objectives and requirements of the CMP are still valid and are being met.
- forthcoming activities are reviewed and any necessary amendments to the CMP are put in place before the relevant work begins
- current Project processes continue to be suitable and effective.

B4 RECORD OF CMP MONITORING REVIEWS AND AMENDMENTS

Date	Detail of Review/Amendment	By Whom	Action Taken	Signed
Oct 21	1 st Issue	DJ	N/A	

B5 AUDIT AND ASSURANCE ACTIVITIES

Formal planned audits of the System shall be carried out by the Assurance Function and reports shall be submitted to the Project Lead. These audits shall include assessments of the Integrated management system operating on the Project

Should there be any planned external/client audit requirements; every effort will be made to combine these with those carried out by the Assurance function.

The Project Lead will review and evaluate any output in order to maximise learning and ensure that appropriate action is taken to improve the control of specific risks, to improve overall health, safety, environmental and quality performance and further develop the project specific health, safety, environmental, quality and sustainability procedures.

The System will be formally audited in accordance with the requirements of ISO 9001, ISO 14001, ISO 45001 and the BCEGI Company Audit Programme.

B6 CONTINUAL IMPROVEMENT

Our approach to Continual Improvement centres on generating and sharing ideas for improvement, best practice and innovations. This is achieved through engagement with all stakeholders on the project, the broader BCEGI community and across the sectors in which we operate.

Our process to ensure continual improvement includes the following:

- generating and building on best practice, lessons learnt and innovations from BCEGI using the information and tools available through our on-line Knowledge Centre
- utilising Lean Techniques to improve productivity in our methods and processes e.g. Visual Management, Collaborative Planning etc.
- periodic review of the CMP and its controls to ensure these are current and effective

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- review of customer feedback reports and development of any specific action plans
- reviews with our supply chain and their workforce to identify either process or product improvement measures
- review of audit/inspection/site visit feedback recommendations and findings
- review of internal reports/meetings e.g. MSR, MER, site safety committee, monthly project reviews, lessons learnt reviews etc

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C CONSTRUCTION MANAGEMENT PLAN (CORE)

C1 INTRODUCTION, OBJECTIVES AND OVERVIEW

We will perform the central role in managing Health, Safety, Environment, Quality, Sustainability and continual improvement during the Project. Our Project Leadership will ensure that the works are carried out to a high standard, in compliance with Customer requirements, Construction (Design and Management) Regulations, and other relevant current legislation and guidance. We will achieve this by application of our Integrated management system (iMS) and also by applying the recognised standards which apply to construction industry, including BS-EN-ISO-45001 (Health & Safety), BS-EN-ISO14001 (Environmental) and BS-EN-ISO-9001 (Quality). Sustainability will be measured against our 2020 Vision whilst Health & Safety will be measured against our Zero Harm Make Safety Personal aims.

PURPOSE OF THE PROJECT STRATEGY & EXECUTION PLAN (PSEP)

Our PSEP is an integrated Plan, specifically designed with the requirements of this project taken into account. It has been developed from the information detailed within the Contract Specification, Customer Requirements and Pre-Construction information.

Our iMS defines the controls we will implement on this Project to control all our related activities, and will be used to:

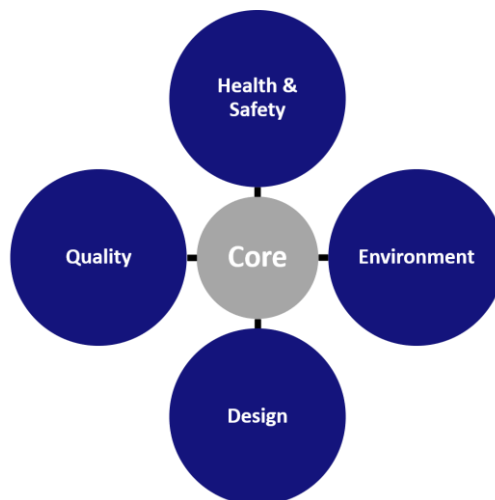
- comply with the Conditions of Contract and Customer Requirements
- provide information to the workforce on the key management principles for the control of the Project.
- Will form the basis of all site-based training including Induction
- supply information to the supply chain on their respective roles and responsibilities
- Identify how the Project will comply with legal and statutory duty

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STRUCTURE OF THE PROJECT STRATEGY & EXECUTION PLAN

The PSEP is split into sections as follows:

- **Project Strategy Plan** detailing how the Project Management Team will deliver on both BCEGI's wider/strategic organisational aims, and those of the Client
- **Core Plan** contains the Project Manager's Plan for the project, including information and management controls which apply across the whole Project, regardless of discipline or function.
- **Technical Management Plans** which capture specific management controls and information to achieve company and project specific targets for the following disciplines:
 - Health and Safety
 - Environmental
 - Sustainability
 - Quality
 - Design (only when the project has overall and/or specific supply chain design responsibility)
 - Other sections may be added where required by specific project requirements.



OVERVIEW OF THE INTEGRATED MANAGEMENT SYSTEM (IMS) THAT SUPPORTS THE CONSTRUCTION MANAGEMENT PLAN

Our iMS is hosted on the BCEGI Intranet and is built on SharePoint. A logical menu driven structure combined with fully integrated search provides our people with simple and quick access to the documentation. An offline capability function is also included.

Change is managed within the SharePoint platform which includes a submission and authorisation process which governs the release of new and improved controls to the iMS. SharePoint retains archived iMS controls, indefinitely, for future access should it be required.

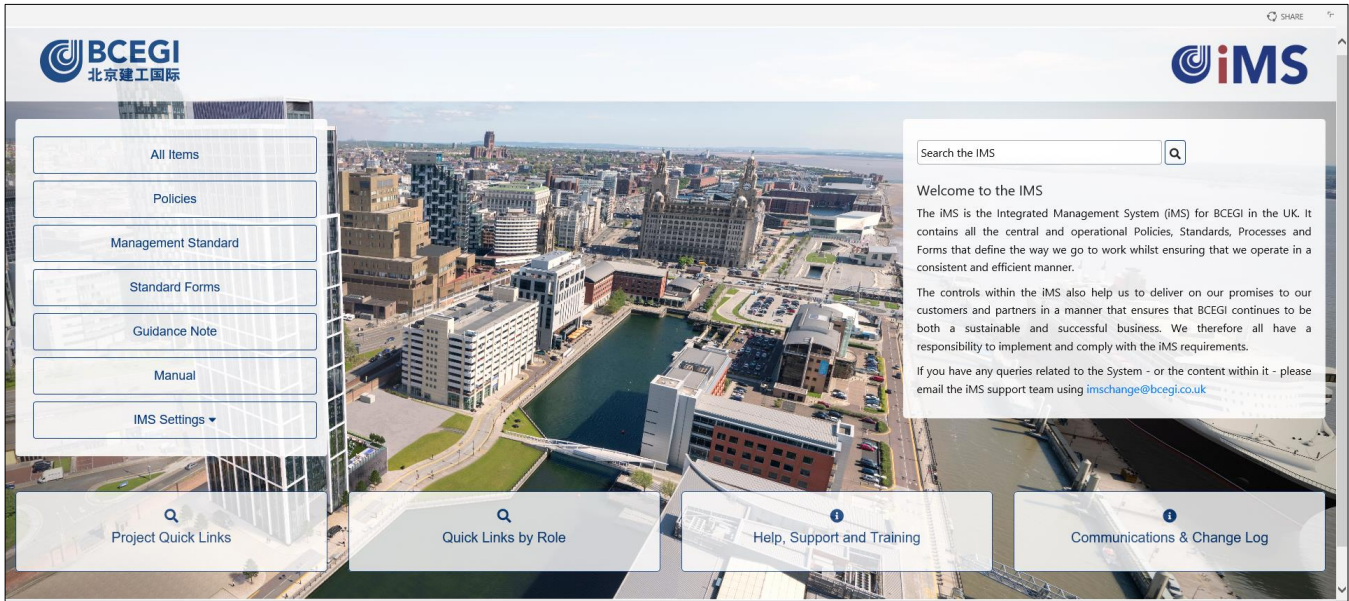
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STANDARD FORM

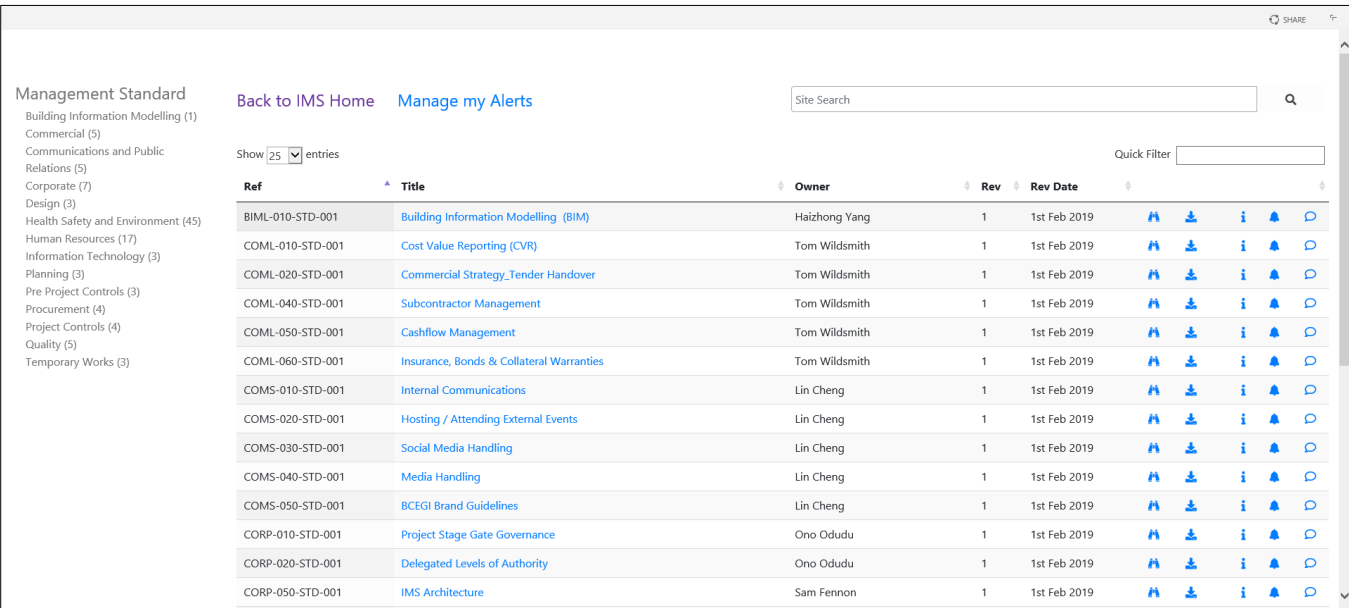
CONSTRUCTION MANAGEMENT PLAN



IMS LANDING PAGE:



NAVIGATION MENU:



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C2 PROJECT DESCRIPTION AND KEY DELIVERABLES/GOALS

BASE PROJECT INFORMATION

The table below details information from Tender and Contract Documents.

	Project Details		
Full Title:	FERROUS		
Project Location & Address:	Chapelton St, Manchester		
Customer:	CAPITAL & CENTRIC		
Customer's Agent:	CHROMA		
CDM Co-ordinator:	JDS		
Design Team:	BDP / WML / JHP / DFC		
Principal Contractor:	BCEGI		
Project Notification (F10) Location if applicable):	N/A		
Contract Type:	TBC		
Form of Contract:	TBC		
Contract Award Date:	TBC	Contract Start Date:	2022 TBC
Contract Completion Date:	TBC		
Phased Completion Dates:	TBC		
Reference Date for Standards:	N/A		
Defects Date (Maintenance Period):	N/A		
Contract Documents: (Including Specifications)	N/A		
Detailed Description of The Project and Programme Details Including Key Dates	15 Story residential project, 107no. Apartments		

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PRE-CONSTRUCTION RISKS & EXISTING RECORDS AND PLANS

PRE-CONSTRUCTION

The pre-construction information and existing records and plans have identified the following significant safety risks and issues. These will be considered and included along with any subsequent safety risks identified by Project Management, within the various Construction Phase project specific Work Package Plans (Method Statements) and Risk Assessments, complimented by the provision of appropriate controls, sufficient information, training and ongoing monitoring and review.

EXISTING RECORDS AND PLANS

The pre-construction information has identified the following details of the extent and location of existing records and plans, and information about existing structures and services that are relevant to health and safety on site.

Pre-Construction Risks, Records and Plans	
1	Live Metrolink to south of project, project is set outside of TFGM no build zone.
2	Existing services within footpaths surrounding project
3	Occupied residential projects adjacent to project
4	Site surveys to determine further risk required

PROJECT KEY DELIVERABLES AND GOALS

The Project Lead is responsible for health, safety, environmental, quality, sustainability and continuous improvement matters on this project.

Our objectives for this project are to carry out our work safely with no detriment to the health of our employees, sub-contractors and third parties, to take due care of the environment and produce a quality product, sustainably, efficiently and economically, to deliver our Customer's requirements.

This PSEP is specific to this project and does not contain the complete Management System for Health, Safety, Quality, Environmental and Sustainability matters. These are contained in our iMS available on our intranet.

The controls documented in the iMS are minimum requirements, and dilution of these controls are not permitted. However, enhancement can be made to controls providing the requirements are still met. Any such variances shall be recorded in the Project Specific Controls section of this Plan and shall take precedence.

The objective of the Company's Zero Harm Journey is to ensure zero deaths, zero injuries to the public and zero ruined lives among all our people. This means no seriously disabling injuries, no long-term harm to health and aiming for Zero AFR while we achieve below 0.1.

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For this Project these are our specific goals and the management for each of these goals and deliverables is identified within the relevant section of this CMP:

Element	Description
Safety	Zero Harm zero deaths, zero injuries to the public and zero ruined lives among all our people.
Programme	To complete the works on time without delay or disruption to the Customer team. Completion Date/s on TBC. To achieve an earlier completion to all or part of the project.
Sustainability	Reducing energy use, reducing waste and waste to landfill, reducing water use, benefiting local communities, in addition to delivering our Customer's sustainability aspirations.
Environmental	To deliver a project which has minimal negative environmental impact and positively enhances the environment where possible.
Quality	Exceed Customers expectations. Zero Defects at Completion.
Commercial	To keep project on budget To agree all variations To make achieve a reduced target
Continuous improvement	Productivity improvement through Lean construction or value engineering. Generating, developing and sharing innovation, best practice and lessons learnt.
Additional Project Specific issues	Avoid any disruption or disturbance to the adjacent Metrolink Operations. Avoid any disruption or unnecessary disturbance to adjacent occupants.

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C3 PROJECT DIRECTORY (INCLUDING KEY CONTACT NUMBERS)

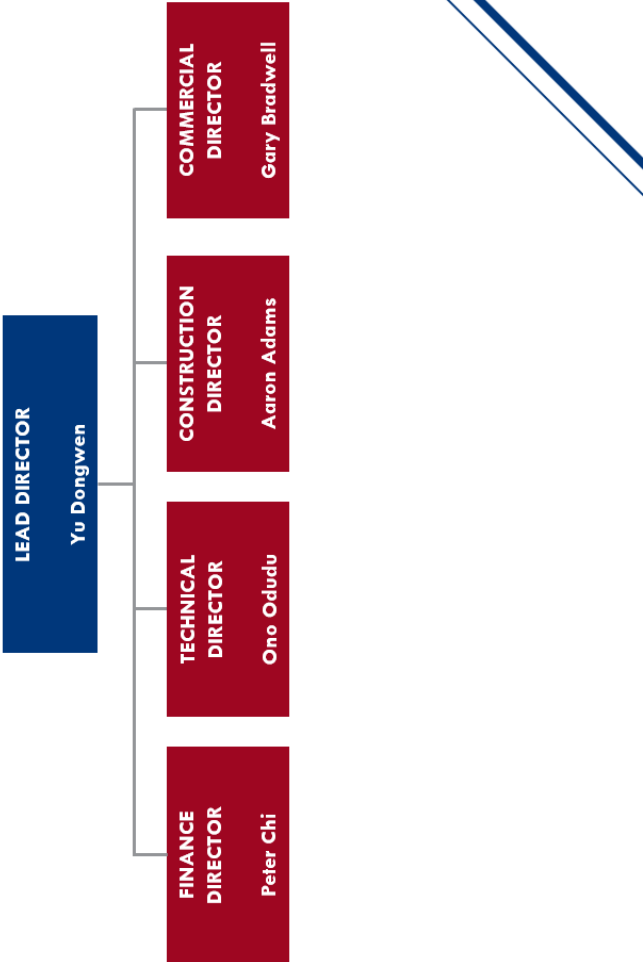
Below is the project specific directory containing details of Design Team, End Users and other key stakeholders etc as required.

Designated Parties	Company Name	Contact Name	E-mail	Mobile
Customer	Capital & Centric	Tom Wilmott	tw@capitalandcentric.com	-
Customer's Representative	CHROMA	Chris Holden	cholden@chromaconsulting.co.uk	-
CDM Co-ordinator	JDS	Bill Jenkins	bill.jenkins@jenkins-design.co.uk	-
Local HSE Office	Redgrave Court Merton Road Bootle Merseyside L20 7HS	-	-	-
Local EA/SEPA/NRW Office	TBC	-	-	-
Local Authority	MCC	-	-	-
Architect	BDP	James Sinclair	James.sinclair@bdp.com	-
C&S Engineer	WML	Anna Wildman	Anna.wildman@wmlconsulting.com	-
MEP	JHP	Steve Bird	steve.bird@jppartners.co.uk	-
Community Groups	TBC	-	-	-
Local Employment Groups	TBC	-	-	-

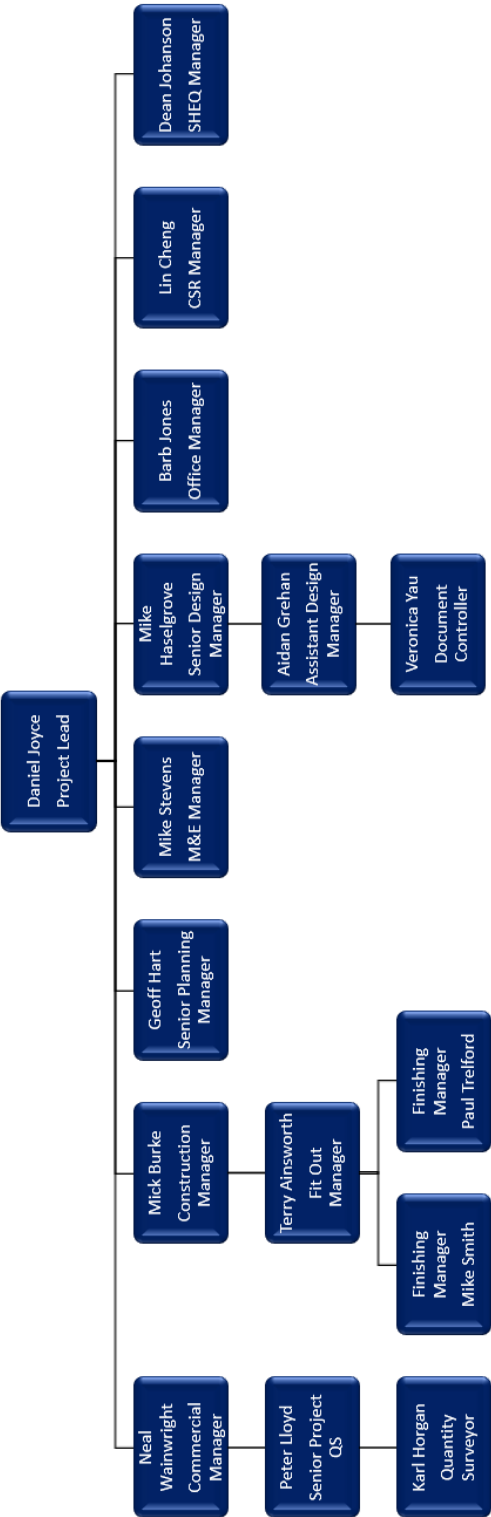
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C4 PROJECT ORGANISATION AND ACCOUNTABILITIES
MANAGEMENT STRUCTURE AND RESPONSIBILITIES

OUR OPERATIONAL MANAGEMENT TEAM



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PROJECT ORGANISATION CHART

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GENERAL PROJECT ACCOUNTABILITIES

Project Lead	
Name(s)	Daniel Joyce
Deputy Name(s)	Mick Burke
Contact Number:	
Area of Designated Responsibility	
Health, Safety, Environmental, Quality & Sustainability Responsibilities • Overall responsibility for management of HSEQS matters • Preparation of Project Management Plan and supporting documentation • Monthly review of Project Management Plan • Allocation of sufficient resources • Production of monthly reports • Resolution of findings from functional inspections • Chair monthly site HSEQS meeting(s) • Review & approval of direct & sub-contract documentation (including Work Package Plans/Method Statements, Risk Assessments & ITPs etc) • Completion of Site Safety Organisation and Emergency Arrangements Chart • Signing of all Licenses, Consents and Authorisations • Main point of contact with Regulatory bodies • Liaison with design team • Designated approval authority for contractors submissions • Customer satisfaction • Establishment and monitoring of Quality Performance Indicators • Production and review of Site Waste Management Plan	

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Managerial, Supervisory and Engineering Staff	
Name(s)	Mick Burke
Deputy Name(s)	TBC
Contact Number	
Area of Designated Responsibility	
Health, Safety, Environmental, Quality & Sustainability Responsibilities • Undertaking inductions and briefings • Promoting site HSEQS initiatives • Reporting accident, incidents, near misses, corrective actions and unsafe conditions • Management of day to day construction works including associated HSEQS issues. • Ensure all works constructed to required quality • Management of specialists • Preparation of Consents, Licenses and Exemptions • Review of Risk Register • Co-ordination of monitoring • Co-ordination of the site files • Reporting of accidents, incidents, near misses and/or • Managing logistics including material handling, communications, transport, plant and equipment • Assistance with review of Project Risk Register • Conducting buildability reviews (as required) • Managing production of As Built records • Obtain design information from sub-contractors • Assessing material samples for compliance with the Specification • Producing ITPs • Reviewing sub-contractor and supplier documentation	

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C5 RISK MANAGEMENT

The Company arrangements for risk management are detailed in the iMS.

The Schedule of Key Tasks contained within Section 2 (Health & Safety), identifies activities that require Work Package Plans (Method Statements), Task Briefing Sheets and Risk Assessments (both direct and subcontracted). It also details the dates by which they are required and the members of staff responsible for their production. All Work Package Plans (Method Statements), Task Briefing Sheets and Risk Assessments shall be appraised and approved by a competent person. At the Subcontract Pre-Start Meeting, each subcontractor's activities and the member of their staff responsible for producing Risk Assessments, Work Package Plans (Method Statements) and Task Briefing Sheets shall be identified. The Project Team is responsible for ensuring that all parties are consulted on interfaced activities and will consider risks identified by designers when producing construction Risk Assessments.

All persons associated with site activities will be specifically briefed on the relevant hazards and control measures applicable to the safe system of work for their tasks. Records will be maintained of these briefings.

Risk Champion	
Name(s)	Neal Wainwright
Deputy Name(s)	Peter Lloyd
Contact Number	
Area of Designated Responsibility	
• Development and maintenance of Risk Management Plan • Facilitating the identification and response of project risk including reviews and workshops • Mentoring project staff on aspects of the risk management process • Ensuring the risk register is completed and maintained • Analysis of risk information for consistency using qualitative and quantitative techniques • Aggregation and reporting of risks within the project. • Reporting and escalation of risks within the business and externally as required.	
Designated Signature:	
Deputy(s) Signature(s):	

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C6 PLANNING AND PROJECT CONTROLS

DUTIES AND WHO IS RESPONSIBLE

We recognise that planning and project control is a fundamental part of project and construction management and that it is a part of every manager's role on projects. The Integrated management system (iMS) is intended to cover all aspects of planning, programming and project controls undertaken by anyone in a planning and project controls role.

A Planner is any person who has been assessed as competent to perform a primary planning role on a project and is responsible for ensuring they understand and comply with planning and project controls success criteria, process maps, procedures and reference material.

The iMS identifies how to successfully manage and develop contract programmes, minimise associated time risks, manage resources, monitor cost and time related issues, manage change and communicate the philosophy to the Project Team.

PLANNING AND PROGRAMME CONTROLS RESOURCE REQUIREMENTS

Requirement	Yes or No	Name	Title
Resident Planner Required	Yes	Geoff Hart	Snr Planning Manager
Number of Planners Required	TBC	TBC	TBC
Visiting Planner Required	TBC	TBC	TBC
Project Planning Co-ordinator	TBC	TBC	TBC
Compensation Event Planner Required	TBC	TBC	TBC
Earned Value Management (EVM) Resource Required	TBC	TBC	TBC
Specialist Work Package Planning Required (e.g. M&E/Possession)	TBC	TBC	TBC

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PLANNING AND PROGRAMME CONTROLS REQUIREMENTS

Requirement	Yes or No	Comment
Mobilisation Programme Required	Yes	
Design Programme Required	Yes	
Procurement Programme Required	Yes	
Programme Development Required	Yes	
Short Term Weekly Programmes Required	Yes	
Stage or Section Programmes Required	Yes	
Completion Programme Required	Yes	
Work Package Programme Management Required	Yes	

PERIODIC PLANNING AND PROGRAMME CONTROLS REPORTING REQUIREMENTS

Requirement	Yes or No	Update Frequency	Reporting Frequency
General Information	Yes	TBC	TBC
Key Milestones	Yes	TBC	TBC
Activity Day Count	Yes	TBC	TBC
Key Metric KPI Number 1	Yes	TBC	TBC
Key Metric KPI Number 2	Yes	TBC	TBC
Key Metric KPI Number 3	Yes	TBC	TBC
Programme Total Float Comparison	Yes	TBC	TBC

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BUSINESS IMPROVEMENT PLAN TO SUPPORT DELIVERING VALUE AND REMOVAL OF PROCESS WASTE

The Project Lead will determine the Business Improvement Plan actions required to support productivity improvements and certainty of delivery.

Business Improvement Plan					
Item	Description	Required	Who	Target Date	Status
1	Use of Visual Meeting for daily/weekly meetings in support of programme delivery and productivity improvement	Y	TBC	TBC	TBC
2	Use of Visual Management for daily/weekly meetings in support of collaborative planning	Y	TBC	TBC	TBC
3	Awareness Training for site team in Lean Techniques	Y	TBC	TBC	TBC
4	Nominated individual for leading lean implementation	Y	TBC	TBC	TBC
5	Identify any specific Lean projects to be undertaken:	Y	TBC	TBC	TBC

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C7 SUPPLY CHAIN

The Procurement Strategy must be documented as an Appendix to the Project Management Plan and all procurement activities should be in accordance with the Procurement Procedures.

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT RESOURCE REQUIREMENTS AND ACCOUNTABILITIES

The Commercial Lead has appointed the following competent people to manage the project procurement activities:

Role	Yes or No	Name	Title
Procurement Lead	YES	Neal Wainwright	Commercial Manager
Subcontract Procurement	Yes	Neal Wainwright	Commercial Manager
Material Procurement	No		
Plant Procurement	No		

PURCHASE CARD HOLDERS FOR THE PROJECT:

Name	Title	Contact Details

GROUP PROCUREMENT AGREEMENTS

The use of Group Procurement Agreements is mandatory unless an exception has been agreed by the Procurement and Supply Chain Director. A list of agreed exceptions is detailed below:

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TENDER SUPPLY CHAIN AGREEMENTS

Where pre-Tender agreements have been established then these must be maintained unless there is specific approval in place with the appropriate Commercial Director to depart from the pre-tender agreement. Where applicable, list below the pre-tender agreements applicable to this project:

Package	Supplier	Contact Details of Supplier Lead
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC

SUPPLIER PERFORMANCE MANAGEMENT

The frequency of supplier performance scoring will be quarterly unless defined otherwise below:

Frequency of scoring: Quarterly / Monthly

Detail below those project personnel responsible for completing supplier performance assessments:

Name	Title	Contact Details
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC

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C8 COMMUNICATION AND CONSULTATION

REGULAR LIAISON BETWEEN PARTIES ON SITE

INDUCTIONS, TASK BRIEFINGS, TOOL BOX TALKS AND STAND DOWN EVENTS

Information related to the project will be communicated to the project team through (but not limited to) the following: -

- Project specific Site Inductions
- Project specific (and where appropriate task specific) Toolbox Talks
- Task specific task briefings
- Daily/Nightly Activity Briefings
- Periodic stand down events:
 - Stop for Safety – minimum monthly
 - Sustainability Month – May each year
 - Quality – at specific phases of the project (as defined in the Quality Technical Management Plan)

INTERNAL MEETINGS

Health, Safety, Environment, Quality and Sustainability issues and improvement opportunities will be discussed at all internal meetings but will have specific focus at our Project Progress Meeting, which may include representation from the Customer and our Design Team as well as site and off site team members. Monthly HSEQS meetings will be held on our project. These will be attended by the Project Lead, the HSE Advisor and the Project Team. The Customer, CDM Coordinator, key contractors and designers may also be invited as appropriate. Health and Safety Committee Meetings, where Sub-contractors and the workforce will be consulted, will be held at least monthly.

REGULATORY BODIES

If any of the undernoted are issued to any contractor on site, the Project Lead will immediately contact their Line Manager and the HSE Advisor to discuss the actions required. In addition, written notification will be issued to the Customer/Principal Contractor within 24 hours of the action:

- Notice of Contravention Letters
- Improvement Notice
- Prohibition Notice
- Summons

THIRD PARTIES

Where works are being undertaken on site by third parties, not directly employed by the Principal Contractor, or Tenants are in residence, regular liaison in the form of meetings, letter drops or resident liaison committees will be undertaken as necessary.

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CONSULTATION

The Site will implement a number of effective methods of workplace communication and consultation channels, including:

- The appointment of Employees Safety Representatives
- Health, Safety and Environmental Site Inductions
- Health, Safety and Environmental Toolbox Talks
- Safe System of Work briefings
- Open Door Policy
- Written Health and Safety Concerns Reporting
- Confidential Reporting
- HSE Notice Boards
- Health, Safety and Environment Committee Meetings

In addition, the site will engage all personnel to take corrective actions when observing unsafe acts and conditions by means of immediate intervention and reporting.

Our Zero Harm campaign to reduce accidents will be introduced at site induction with updates being delivered through briefings, posters and workshops.

The project recognises the importance of early consultation with key stakeholders. For Ferrous these are identified as:

- TFGM / KAM / Metrolink
- MCC Highways
- Phoenix Development

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PROJECT NOTICES AND INFORMATION

The following documents will be displayed on the Project Notice Board as a minimum.

Documents to be Displayed	Site Location
BCEGI Policy Statements - Health & Safety, Environment, Quality, Drugs and Alcohol and Sustainability	SITE OFFICE & WELFARE
Statutory Notices F10 Notification & Certificate of Liability Insurance	SITE OFFICE & WELFARE
Site Rules	SITE OFFICE & WELFARE
Plans - Current Safety Action Plan, Plant, Vehicle and Pedestrian Management Plan, Fire Plan	SITE OFFICE & WELFARE
Posters Golden Rules, H&S Law, Safety Consultation Poster, Noise Levels, fatal risks poster	SITE OFFICE & WELFARE
Emergency Arrangements Organisation and Emergency Arrangements, Spill Response Procedure	SITE OFFICE & WELFARE
Observation Cards and Box	SITE OFFICE & WELFARE
Safety Alerts	SITE OFFICE & WELFARE
BCEGI & Project Newsletters	SITE OFFICE & WELFARE
Considerate Constructors Registration as applicable	SITE OFFICE & WELFARE
<i>Others as applicable by the Project</i>	SITE OFFICE & WELFARE

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C9 SHEQ TRAINING AND COMPETENCE

Our full business arrangements for training are detailed in our IMS.

PROJECT INDUCTION

Prior to any person (direct employee or subcontractor) commencing work on site they will receive a project specific Induction. Designated individuals will conduct the induction at planned times in designated locations.

This induction will include:

- a project specific *PowerPoint/Flipchart (Part 1)* introduction
- a *DVD presentation (Part 2)* which will cover the standard conditions and situations which are common to all company contracts

Each person will confirm their attendance and understanding of the project induction by signing the Project Induction Record.

Our Project Lead will make suitable arrangements to ensure that persons visiting the project on an infrequent basis receive a visitors' induction and are escorted / accompanied by a fully inducted member of the project team, or by relevant fully inducted subcontract personnel (this will include delivery drivers for one off/infrequent visits). The main duties of the escort will be to ensure that non-inducted personnel are made aware of and follow the project-specific health and safety rules and emergency arrangements whilst visiting the project.

SPECIFIC TRAINING

All persons employed in roles covered by approved competency schemes will be trained to the appropriate standard and hold the current competency card i.e. CPCS, CISRS, CSCS, etc. All plant operators must be CPCS registered unless otherwise approved by the HSE Advisor. All personnel on site must be CSCS registered for the operations conducted.

Additional individual training needs of operatives will be identified, both collectively and individually, by Project Leadership and Supervisors, assisted, where appropriate, by the HSE Function.

Additional individual training needs of subcontractors will be identified by Project Leadership and Supervision through the subcontractor selection process and Pre-start Meetings.

Where shortfalls in personnel training have been identified, appropriate health and safety training, delivered by either internal or external training providers, will be carried out to ensure that the identified personnel carry out their duties in a safe and competent manner.

The HSE Function will, at the Project Lead's request, conduct health and safety training sessions for identified personnel on the project e.g. Making Safety Personal, COSHH Coordinator, HAVS, RPE (face piece fit testing), Plant and Vehicle Marshal training. These training sessions involve films, slides, lectures and will be hosted on site wherever possible, or a local venue to address multiple local sites.

In addition, Project Leadership and Supervision will regularly deliver relevant Toolbox Talks using our Toolbox Talk Manual and/or manufacturer's health and safety instructions / operators' manuals.

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UPDATE TRAINING

We conduct a series of health, safety and environment training sessions for all persons on a regular basis. These may involve films, slides, lectures and will be applicable to the site activity.

RECORDS

We will maintain a record of all inductions, briefings and training.

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Refer to procedure QUAL-PC-4007 to establish the standard BCEGI information control and project filing system. Should the project need to invoke bespoke requirements due to Contractual Conditions, identify the controls below:

(Use QUAL-PC-4007 unless otherwise required by Contractual Conditions)

(Use QUAL-TF-4016 unless otherwise required by Contractual Conditions)

(Use QUAL-PC-4006 unless otherwise required by Contractual Conditions)

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C11 PROJECT SPECIFIC PROCESSES

Below is a schedule of project specific controls and forms. Where there is a contractual requirement to implement additional requirements over and above the requirements of the iMS then these controls are documented here.

Number	Schedule of Project Specific Controls If applicable
1	TBC
2	TBC
3	TBC

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