



CONTRACTOR MANAGEMENT PLAN (QSHE PLANS)

Company Name & Post Code Address:	FK Group Keenan House, 22-26 Stockport Road, Altrincham WA15 8EX
Client Name & Address:	Lendlease Limited 20 Triton Street, Regents Place, London, NW1 3BF
Package Name	Rainscreen and Curtain Wall Installation Works
Project Address	Globe & Simpson Water Street Manchester M3 4JQ
Package Number	41171.01

Document Number	FK/SMS/FM/SS/01(13)
Revision	Initial Draft
Issue Date	27 October 2020
Drafted by	A. Smith
Approved By	C. Jones

Note:

This document has been produced by FK Group for the contract as instructed by our client, Lend Lease, and supersedes Quality, Environmental and Health and Safety Plans within the FK system.

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2. REGISTER OF RECIPIENTS, AMENDMENTS AND REVIEWS

2.1 DISTRIBUTION

Copy Number	Holder's name	Organisation
1	Jack Overson	Lendlease Project Manager
2	Nigel Richards	Contractor's Manager (copy must be on site.)
3	Amy Watson	FK QSHE Document Controller
4	Chris Jones	FK Operations Director

2.2 RECORD OF AMENDMENTS

Revision	Date	Comments
1	06/11/2020	Initial Draft
2	Click here to enter a date	Click here to enter text.
3	Click here to enter a date	Click here to enter text.
4	Click here to enter a date	Click here to enter text.
5	Click here to enter a date	Click here to enter text.
6	Click here to enter a date	Click here to enter text.
7	Click here to enter a date	Click here to enter text.

2.3 RECORD OF REVIEW

To be reviewed every two months, as a minimum, and updated as necessary.

Revision reviewed	Date of review	Comments
1	Click here to enter a date.	Click here to enter text.
2	Click here to enter a date.	Click here to enter text.
3	Click here to enter a date.	Click here to enter text.
4	Click here to enter a date.	Click here to enter text.
5	Click here to enter a date.	Click here to enter text.
6	Click here to enter a date.	Click here to enter text.
7	Click here to enter a date.	Click here to enter text.

NOTE: COVID-19

THE ATTACHED INFORMATION SHOULD BE READ IN CONJUNCTION WITH FK COVID-19 POSITION PAPER REV 8 AND RISK ASSESSMENT COVID 19 GENERAL REQUIREMENTS REV 3. THESE DOCUMENTS, DATED 15 APRIL 2020 FOLLOW ISSUE OF VERSION 7 OF THE CCLC SOP WHICH ALIGNS CLOSE ENOUGH TO OUR POSITION TO BE REFERENCED INTO OUR DOCUMENTATION.

OPERATIVES SHOULD BE MADE AWARE OF ADVICE IN RELATION TO TRAVEL TO WORK AND WORK PLANNING TO AVOID CLOSE WORKING.

ANY CONCERNS OR QUESTIONS CAN BE RAISED WITH FK LINE MANAGEMENT IN THE FIRST INSTANCE.

3. SCOPE OF WORKS

The Lend Lease Globe & Simpson project comprises development of an office building alongside public realm works and additional developments at Water Street, Manchester site of former Granada Studios located on the Manchester/Salford border.

The project comprises development of a steel frame office building with ground, mezzanine and 8 storeys with plant room and lift overrun at roof level. There will be a glass canopy above the main entrance.

Scope of works:

Rainscreen and curtain wall glazing to a new city office development managed by the Principal Contractor, Lend Lease.

Cladding/Rainscreen Work/Glazing

- Kawneer AA110 aluminium curtain walling system (with expansion transom) to façade envelope
- Anodised aluminium rainscreen panels
- External swing & sliding doors
- Kawneer AA110 aluminium glazed canopy
- Glass balustrade on roof
- Trimo composite cladding to roof plant areas
- Renson Louvres

3.1 OFF-SITE MANUFACTURE

- Curtain Walling - Premo to fabricate external curtain wall system using Kawneer components.
- Rain Screen Claddings - Premo to fabricate external curtain wall system using Kawneer components.
- Glazing - Eckelt Glass GmbH (Austria) to fabricate and supply all glass.
- Louvres - Renson
- Cavity Barriers - Siderise
- Doors - Kawneer
- Plant lift room overrun – Tremo composite panels
- Curtain wall stainless steel rails and hand rails - Premo
- Aluminium Copings - Premo
- Glass Canopy – Premo curtain wall system fabricated using Kawneer components

4. CERTIFICATION

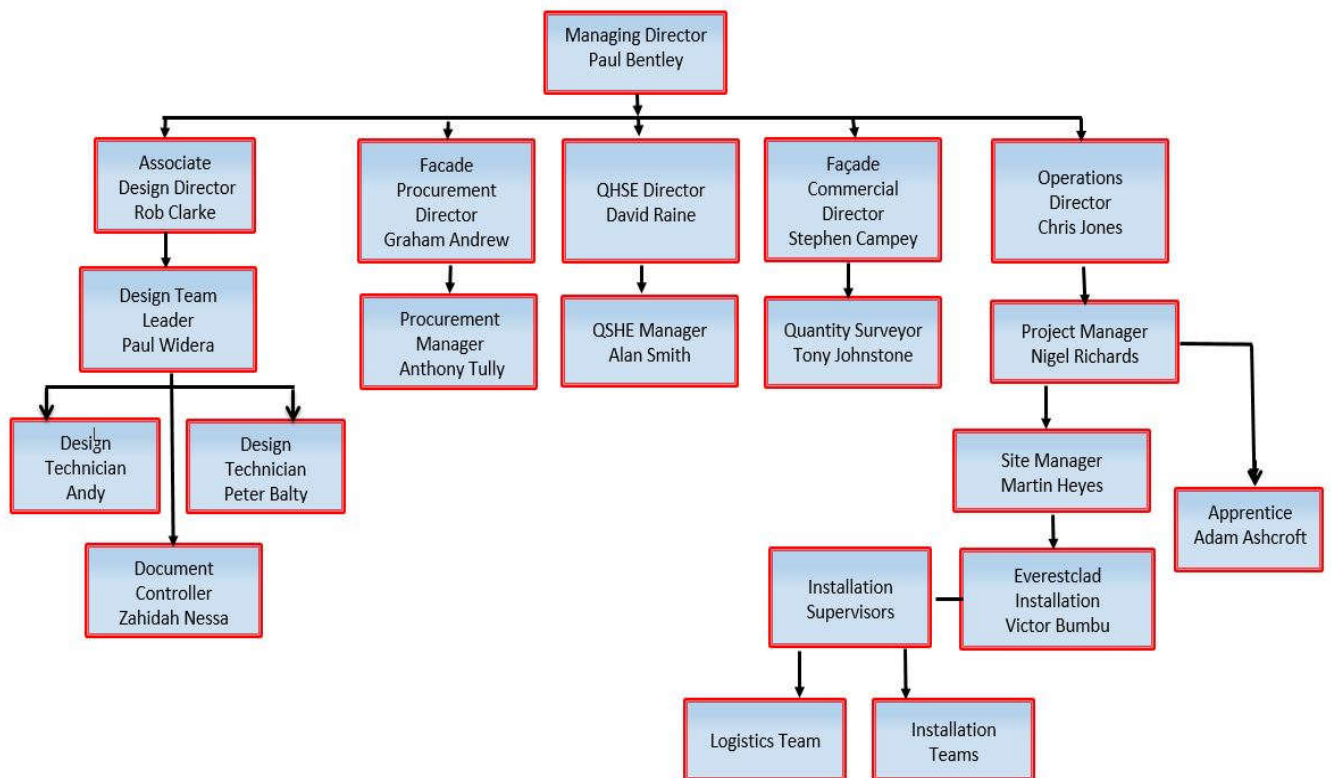
- FK Group Certificate ISO45001 Expiry 26/04/23
- FK Group Certificate ISO14001 Expiry 26/04/23
- FK Group Certificate ISO9001 Expiry 26/04/23
- FK Group Safe Contractor Expiry 22/07/21
- FK Group CHAS Certificate Expiry 26/04/21
- FK Group BC Achilles Certificate Expiry 17/12/20
- Attach copies of valid certificates included in Appendix A.

5. PROGRAMME AND RESOURCE

Contract Start Date:	23/11/2020	Start Date on Site:	23/11/2020	Forecast Finish Date:	13/08/2021
Duration: (Weeks)	35	Indicate level of resource including supervisors: (Attach labour histogram where relevant)			25

6. ORGANISATION CHART

PROJECT RESOURCE



7. COMPETENCY OF OPERATIVES AND STAFF

We will hold all operatives' skill matrix and competency list as per the example below. The document will be updated (regularly / daily) and copy will be issued to Lendlease on request.

Role (Name)	IIF	CSCS		SMSTS Training	Environmental Training (Specify)	Inspection & Test Plan Training	Benchmark / Toolbox Training	Firestopping Intumescent Training	Quality Training (Specify)
		Required	Type / Colour						
Nigel Richards Project Manager	No	✓	Black	✓	FK Internal Training	FK Internal Training	IPAF Demonstrator Certificate Working at Height/Leading Edge	Siderise Rainscreen RV/RH Installation Training	FK Internal Training
Martin Heyes Site Manager	No	✓	Blue	✓	FK Internal Training	FK Internal Training	Working at Height/Leading Edge		FK Internal Training
Alan Smith SHEQ Manager	No	✓	Black		FK Internal Training	FK Internal Training	IPAF Demonstrator Certificate	IFC Advanced Level for Cavity Barriers – Part B	ISO 45001:2018 Internal Auditor (OH&S Management Systems) Training
Operatives Information to be Added.									

8. DESIGN MANAGEMENT

Where elements of the design are carried out by FK Limited or its subcontractors, the principal contractor will be duly advised. The principal contractor may request details of the work proposed to ensure that adequate information will be provided for inclusion in the construction phase plan and/or the health and safety file and that the design is fully co-ordinated between designers.

A representative of FK Limited will be available, given reasonable notice, design team meetings.

Changes in design which may significantly affect the resources necessary to comply with health and safety shall be referred to the principal contractor in writing before any change is implemented.

The selection and control of subcontractors.

Prior to the appointment, subcontractors are appraised against the following criteria:-

- Their Health and Safety Policy, organisation and arrangements.
- Awareness of their statutory responsibilities including those under the Construction (Design and Management) Regulations 2015.
- Competence to carry out the work and allocation of adequate resources to enable them to comply with the relevant statutory requirements.
- Ability to produce appropriate, Risk Assessments and Method Statements which must be in the possession of the Senior Project Manager prior to their work commencing.
- Able to produce proof of training that all personnel involved are properly trained and competent for the tasks they have to perform and any plant or equipment they will operate.

Subcontractors will be informed of any specific health and safety conditions relating to the works, either contractual or as specified in information provided by the principal contractor.

Do you have design responsibilities on this project? Yes

What element of your scope of works requires Contractor design?	Would this be designed by your company?	Who else is involved in, or providing the design?	When will the design be completed? (Specify completion(s) date)	Are there any of your design elements necessary for other contractor(s) to complete their works? (if Yes, specify elements)	Are there any other contractor design elements necessary, that you need to complete your works? (if Yes, specify elements)	In what format will the design be provided?	Is there any third-party involvement for the approval or verification of your design before installation? (if Yes, specify names)
Full external façade envelope (exc. roofing)	Yes	<u>Dormakaba</u> Sliding Doors <u>Madeley Façade Engineering</u> , Canopy <u>Substation Door</u> Supplier	15/02/21	N/A	Roofing waterproofing details. Design strength & slab thickness. Steelwork sections/setting out	Detailed design drawings & Calculation	Client employed cladding consultant
Mast climber Installation	No	Apollo Cradles				Temporary works drawings & Calculation	Lend Lease temporary works approval

8.1 SPECIFICATION OF MATERIALS & PRODUCT

FK are contracted to provide:

- Kawneer AA110 aluminium curtain walling system (with expansion transom) to façade envelope
- Anodised aluminium rainscreen panels
- External swing & sliding doors
- Kawneer AA110 aluminium glazed canopy
- Glass balustrade on roof
- Trimo composite cladding to roof plant areas
- Renson Louvres

The following specifications are to be adopted for the works:-

ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE LATEST SPECIFICATION AND DRAWINGS.

- Refer to the attached drawing register, FK/QMS/FM/DC/03
- Refer to the contract QS, Tony Johnston for the contract document.

Where the client instructs verbally that contract work is carried out in a different manner to initially planned, the instruction will be recorded and confirmed on the Client - Confirmation of Verbal Instruction Form, FK/QMS/FM/QR/09.

Where FK instructs verbally that subcontract work is carried out in a different manner to initially planned, the instruction will be recorded and confirmed on the Subcontractor - Confirmation of Verbal Instruction Form, FK/QMS/FM/QR/10.

9. SPECIFICATION OF FIXINGS (FIXING RECORD SHEETS AND TRACKER)

9.1 FIXINGS SAMPLE DISPLAY BOARD

We will be installing a fixings sample board at an appropriate location to include all types of fixings that are to be used on the project.

9.2 FIXINGS OPERATIVE BRIEFING STRATEGY

FK will provide site fixing boards that have a sample of the fixing and its location for use.

FK Construction issue drawings also show all fixings, locations and description of the fixing.

10. INFORMATION CONTROL

FK will utilise Conject Digital Task Management used by Lend Lease. We will also use our own internal system called Business Collaborator for the management of documents.

FK have their own internal process within the design department for the approval of drawings. Once this has been carried out the drawing are sent to the client, for review and approval by the Client.

The following lists of drawings have been approved by the client, for the purpose of costing the contract:

- Please refer to the attached drawing register FK/QMS/FM/DC/03

11. SINGLE SOURCE INSPECTION AND TEST PLAN

The single source ITP and supporting checklists are provided as a separate document. This will cover 100% of Quality Control, covering all activities in our scope of works.

Refer document FK/QMS/FM QR 02(01)

Inspection frequency will include documentary evidence that every occurrence of that item has been inspected; hold points are observed where no work on that specific element can continue until a satisfactory check is carried out by Lend Lease; surveillance where note is taken of correctness of item during routine visits by Lend Lease or specified party; and witness where a test is carried out in the presence of Lend Lease or relevant party.

FK will use Sablono Digital Task Management

12. HANDOVER OF WORK BETWEEN TRADES PROCESS

FK will carry out a formal handover process to Lend Lease, and confirm the actual handover date and As-Built information on a signed handover sheet(s).

On handover of works, we will provide full checklists and verification documents, defect free.

The following Certificates of Compliance will be issued during the course of our works to certify that all key components and the final works have been carried out in accordance with the specified requirements.

- Handover Certificate FK/QMS/FM/QR/03
- Finishing List FK/QMS/FM/QR/04
- Quality Assurance Checklist – Certificate of Compliance FK/QMS/FM/QR/07

13. SAMPLES/MOCK-UPS/ BENCHMARKING

The following mock ups and/or samples are required by the contract team:

- VMU
- PMU

ALL REQUIRED SAMPLES WILL BE ISSUED TO THE SITE OFFICE/DESIGN TEAM AS REQUIRED WITHIN THE CONTRACT SPECIFICATION.

13.1 SAMPLE / MOCK-UP / BENCHMARK REGISTER

The below table and attached Samples Register (refer to Appendix A0 will serve as a tracking register, however Individual item sign-off will be recorded formally in Sample / Mock-up / Benchmark Acceptance Record Sheet and uploaded on Conject PC for traceability and internal third party review.

The samples and benchmarks provided in the table below will match the record sheet, submitted through conject PC.

Definition:

Sample and Mock-ups – to set a standard of workmanship, to agree materials and components before final orders are placed and to put the design into reality and resolve interface issues between trades.

Benchmark – Inspection of the first permanent installation to confirm the agreed standard and thereafter used as a reference for Inspection of similar installations, to achieve consistency.

Item	Description of Installation	Acceptance Record Sheet Ref. No.	Sample / Mock-up / Benchmark ?	Date Available for Inspection	Final Date for Inspection	Comments: (how the operatives will be trained in what is required)
PMU	PMU - Performance Mock Up installed at Vinci Technology Centre					
VMU	VMU - Visual mock-up installed on site					

14. CONTROL OF SUB-CONTRACTORS / SUPPLIERS / THIRD PARTY INSPECTORS

Prior to the appointment, subcontractors are appraised against the following criteria:-

- Their Health and Safety Policy, organisation and arrangements.
- Awareness of their statutory responsibilities including those under the Construction (Design and Management) Regulations 2015.
- Competent to carry out the work and allocation of adequate resources to enable them to comply with the relevant statutory requirements.
- Ability to produce appropriate, Risk Assessments and Method Statements which must be in the possession of the Senior Project Manager prior to their work commencing.
- Able to produce proof of training that all personnel involved are properly trained and competent for the tasks they have to perform and any plant or equipment they will operate.
- Subcontractors will be informed of any specific health and safety conditions relating to the works, either contractual or as specified in information provided by the principal contractor.

Sub-Contractors.

FK Group Limited recognises the requirement of the Construction (Design and Management) Regulations 2015 and associated revised guidance that 'only those who are adequately resourced and competent to do the work safely should be selected and engaged'. FK Group Limited also recognises that in appraising a subcontractor's ability to deliver the service required then it is prudent to check that the subcontractor is able to meet other requirements with regard to quality, environmental, financial and commercial management.

Selection

FK Group Limited require bona fide subcontractors (labour, plant and material), labour only subcontractors (LOSC), designers, Labour Agencies, and key material and/or fabrication suppliers to complete a questionnaire. The completed questionnaires with the required supporting documentation (if required) is returned for appraisal prior to an order being placed with the subcontractor as detailed in the Employment and Control of Subcontractors procedure in the Quality Management System.

The QS who is issuing the order will ensure that the questionnaires are issued, returned and passed to the QSHE Department for appraisal.

It is further recognised that no single staff member is competent to carry out the appraisal however the process will be facilitated by the QSHE Department who will liaise with other members of staff to complete the appraisal.

The questionnaire contains a number of sections and these are completed and reflect the services the subcontractor will deliver.

The results of appraisals will be collated on databases which will be made available to all members of staff via the company IT system.

Designers are classed as anyone involved in preparing designs for construction work, including variations, preparing drawings, design details, specifications, bills of quantities and the specification (or prohibition) of articles and substances, as well as all related analysis, calculations and preparatory work.

Designers include, Architects, civil and structural engineers, building surveyors, sub-contractors, landscape architects, consultants, manufacturers and design practices contributing to or having responsibility for any part of the design.

Before placing an order the QS for a contract will check the databases and ensure that the subcontractor is on the database. If not on the database the appropriate questionnaire is to be issued to the subcontractor and no order placed until the subcontractor has been appraised, approved for use and entered on the database. If the subcontractor is on the database then the QS is to check that the subcontractor has current valid insurances.

Control

The Senior Project Manager will ensure that subcontractors are competently supervised both in respect of their work and safety duties that include:

- Compliance with the group occupational health and safety policy and site rules
- Promptly providing relevant information, risk assessments, method statements, plans, incident data etc.
- Contributing to occupational health and safety consultation meetings
- Ensuring that their own staff are competent, inducted and given briefings and appropriate tool box talks etc.
- Providing details of any design changes, variations affecting the health and safety plan and file etc.
- Providing information on all accidents, near miss incidents and other events.
- Maintaining a tidy workplace

Monitoring

The Senior Project Manager and QS must ensure that the performance of subcontractors is monitored whilst working for FK Group Limited and the results of this monitoring recorded on inspection reports and records of consultation and progress meetings as appropriate.

If the monitoring activity identifies any deficiency, corrective action must be taken to remedy the deficiency immediately. Repeated failure of subcontractors to deliver the required services should be reported to the Project Director and the QSHE department.

Review

The overall performance of subcontractors, including the self-employed, must be reviewed during the contract and upon completion of the project and details recorded in the post contract review meeting minutes, which will be disseminated to relevant staff including the Project Director and the QSHE department.

Sub-Letting

Sub-contractors must be left in no doubt that work may only be sub-let to those who demonstrate competence and resources sufficient to comply with the company's high standards. There must be prior agreement with FK Group Limited management before work is sub-let.

Exchange of health and safety information between subcontractors:

The Senior Project Manager shall secure co-operation between subcontractors and ensure that relevant information is exchanged between all parties. Site conflicts which may arise unexpectedly shall be dealt with immediately by the Senior Project Manager who shall ensure that the situation is resolved to the satisfaction of all parties concerned.

FK Limited shall provide further information to persons under their control on activities controlled by FK Limited and shall gather from them information with regard to pre-existing medical conditions, PPE, training/competence and confirmation of knowledge of the risk assessments and method statements associated with their work.

Effective training is an essential feature of the company's activity and the aim is to ensure all personnel are trained to work safely and protect themselves and other people from injury.

Manager, supervisors and operatives training needs are assessed and, if there is a need, internal or external courses of instructions are arranged.

All managers and supervisors are competent through approved safety courses and are familiar with current legislation and codes of practice, relative to health and safety.

Where it is necessary to reinforce or remind about certain aspects of site rules, hazards or risks, toolbox talks will be held. A record of these talks will be kept on site.

- Construction Method Statements with associated risk assessments will be produced for work activities in accordance with the Safety Management System for all FK operatives and any specialist sub-contractors utilised on this contract. These documents will be briefed to the relevant site supervisors and operatives as work proceeds to assist in the correct use of all materials and components.

Construction Risk Assessments and Method Statements

Risk Assessments and Method Statements are produced using our knowledge and experience of the construction, cladding and roofing industry and by evaluating the contract specific site conditions provided by the client, Lend Lease. Specialist sub-trades are required to submit RAMS prior to works and these will be evaluated by FK QSHE

Sub-contractors / Suppliers Matrix

Sub-Contractor / Supplier/ 3 rd Party Inspectors	Trade	Will be working under our system and treat them as company employees. (Yes / No)	Will submit their own system but we will be responsible to manage their submission under our company heading as indicated above. (Yes / No)	Indicate frequency of Audit or Visits to monitor progress & Quality output before delivery	Registrations & Certificates with a UKAS accredited company. Indicate what certificates and accreditations the sub-contractor / supplier hold. (attached all certs with this plan)
Everest Clad	Façade Installation	Yes	Yes	Annually	
Apollo Cradles	Mast Climber Installation	Yes	Yes	Annually	
Liddle Doors	Substation Door Installation	Yes	Yes		

15. CONTROL OF SNAGS AND DEFECTS (NON-CONFORMITIES)

We will ensure the delivery of all the works are Defect free in line with our contractual obligations.

If snags and defects occur, we will record and manage the corrective and preventive actions to ensure closure in expected time.

If snags and defects are raised by the Client and Third Party Inspectors against our works, we will record and manage the corrective and preventive actions in the same manner as above to ensure it is closed in expected time and works are delivered to contract requirements.

The following Certificates of Compliance will be issued during the course of our works to certify that all key components and the final works have been carried out in accordance with the specified requirements.

- Handover Certificate FK/QMS/FM/QR/03
- Finishing List FK/QMS/FM/QR/04
- Quality Assurance Checklist FK/QMS/FM/QR/07

Non-Compliance Procedure

The recording and rectifications of any noncompliance with the agreed specifications will be carried out by utilising the Non Compliance/Remedial Action Report FK/QMS/FM/NC/01

Damage Reporting Procedures

If damage occurs to the works it will be reported to The Operations Director, by the Senior Project Manager, in writing, using the Damage Report FK/QMS/FM/QR/05

16. CALIBRATION

The following procedures will be adopted to ensure that all instruments and test equipment are within the required calibration criteria:

- All records will be available on site for the client, to inspect.
- Plant and machinery will be inspected every week as a minimum, also pre use plant inspections will be carried out by the operative using the plant before work commences.
- Instruments, if used, will be provided with calibration certificates from the supplier.

FK produce O&M's which are developed during the course of the contract and will be handed to Lend Lease when the works under the contract are sufficiently complete to do so.

The O&M's include but not limited to: Work Description, Work Operation, Maintenance, Manufacturers Documentation, Supplier and Subcontractor documentation and contact details and test and inspection sheets.

Instrument matrix

Instrument type	No.	Checks required (Yes / No)	Frequency	Record
Torque Renchs	TBA	Yes	12 months	
Torque Screwdrivers	TBA	Yes	12 months	

17. DELIVERY, HANDLING, STORAGE, PROTECTION OF MATERIAL & CUSTOMER PROPERTY

Plant and equipment for the contract will be supplied in accordance with the Plant Forecast Schedule, FK/QMS/FM/PR/02, produced by the procurement department. The Senior Project Manager will receive this equipment on site, confirm it meets the requirements and delivery dates on the schedule and inform the procurement department of any deficiencies.

The Senior Project Manager will review the plant on site on a weekly basis with the procurement department and record this in a weekly report. Should plant in addition to that recorded on the schedule be required the Senior Project Manager will raise a Plant Requisition Form, FK/QMS/FM/PR/01 and forward the form to the procurement department.

Plant for off-hire will be notified to the supplier by the Senior Project Manager who will also update the project plant schedule with off hire date and supplier reference number.

A record of plant and equipment issued to subcontractors will be kept by the Senior Project Manager, the pre use checklists for MEWPS, Telehandler, Forks and mobile towers responsibility form in the safety management system will be utilised, and all other equipment will be recorded in the Work Equipment Issue Sheet, FK/QMS/FM/CA/05.

Materials for the contract will be supplied in accordance with the material schedules produced following review of the material bulk orders identified at the estimating and tendering stage. The Senior Project Manager will receive these materials on site, confirm they match the details on the material order and inform the procurement department of any deficiencies. Should materials in addition to that identified in the material orders for the contract be identified the Senior Project Manager will raise a Material Requisition Form, FK/QMS/FM/MR/01 and forward the form to the procurement department.

The above items will be addressed as follows:-

Handling:

All materials are offloaded by telehandler/forklift and stored in the designated storage areas set out by the client, Lend Lease. FK have produced RAMS for Offloading and Distribution, submitted to the Lend Lease for approval.

Refer separate risk assessment relating to handling.

Storage:

All materials will be stored as per manufacturer's recommendations and in the designated storage area agreed with the client, John Sisk & Sons.

Transport:

Purpose made vehicles will deliver all materials in line with the FK Programme

17.1 DELIVERY

Deliveries will be pre-planned and logged on the M site delivery booking system.

17.2 HANDLING

All materials are offloaded by telehandler/forklift and stored in the designated storage areas set out by the client, Lend Lease.

Offloading and Distribution RAMS have been prepared and submitted to Lend Lease for approval.

17.3 STORAGE

All materials will be stored as per manufacturer's recommendations and in the designated storage area agreed with the client, Lend Lease.

17.4 PROTECTION

The FK Handover Certificate FK/QMS/FM/QR/03 will be issued to the client, Lend Lease for acceptance during installation. There is a Permit to work system in place for any work activity being carried out by any company other than FK to minimise damage to the installed material. FK are to control their work area until it can be handed over as complete to the client.

17.5 PROTECTION TO FINISHED PRODUCT

Completed areas of work handed over to the client, and the end user will be maintained in line with the Operational & Maintenance Manual referring to the Manufacturers Recommendations & Good Practice.

These manuals are produced by FK which incorporates all manufactures data and certificates for the products being used.

Damage Reporting Procedures

If damage occurs to the works it will be reported to The Operations Director, by the Senior Project Manager, in writing, using the Damage Report FK/QMS/FM/QR/05

17.6 CUSTOMER PROPERTY

The following property has been identified as belonging to our customer or an external provider. This property will be cared for while under control of or being used by FK (can include materials, components, tools and equipment, premises, intellectual property and personal data).

- None identified at this time.

FK will verify, protect and safeguard the property provided for use or incorporate it into the products and services. Should the property be lost, damaged or found unsuitable for use, this shall be reported to the customer or external provider and documents retained on what has occurred.

18. PROJECT COMPLETION AND HANDOVER

The following Certificates of Compliance will be issued during the course of our works to certify that all key components and the final works have been carried out in accordance with the specified requirements.

- Handover Certificate FK/QMS/FM/QR/03
- Finishing List FK/QMS/FM/QR/04
- Quality Assurance Checklist Register FK/QMS/FM/QR/06
- Quality Assurance Checklist FK/QMS/FM/QR/07

18.1 RECORDS FOR SUBMISSION & RETENTION

We will submit 100% QA records, the exact copies of all the agreed sign off records in electronic format to Lendlease project team.

Records will be maintained on Sablono and BC

All Quality Records pertaining to this contract will be retained within the FK archive system for a period of 12 years.

Activity (Follow Project Completion & Handover Strategy in Sequence)	% by Activity	Provided when	
		As Works Progress (Yes / No)	At Handover (Yes / No)
Not Applicable – FK will use Sablono	100%	Yes	Yes

19. ENVIRONMENTAL MANAGEMENT

FK Group operates an ISO 14001 Environmental Management System.

A contract Environmental Plan has been produced for the project. This included assessment of the following

- Site details
- Environmental Impact Assessment
- Key activities
- Site specific environmental issues
- Organisation and responsibilities
- Management of sub-trades and suppliers
- Objectives and targets
- Emergency and contingency planning

LEGAL REQUIREMENTS

Refer to Table 5 of FK Compliance Obligations document FM/EMS/FM/EP(02)

Waste management

FK will comply with the clients site waste management plan and endeavour to minimise the type and quantities of wastes arising from its site operations. The work will be carried out by a number of subcontractors engaged by and managed by FK. FK will work with the client and subcontractors to minimise waste and ensure correct disposal.

Waste will be segregated wherever practical and stored under suitable conditions.

Where recycling is not a realistic option, FK will ensure that all its waste materials are managed correctly and in accordance with the Duty of Care. Waste transferred from site will use a licensed waste carrier, processor or

disposal site and documented correctly through Waste Transfer Notes. A register of waste transferred from site will be maintained by the site management utilising EMS/FM/EP09/02 - Waste Transfer Note Register.

FK will carefully plan and control any operations where water management from the roof is their responsibility and route the run off to a point designated by the client.

FK will endeavour to ensure that there is no pollution of drains, watercourses or groundwater as a result of its operations

18.2 DISPOSAL OF WASTE FROM SITE

We will ensure that all the waste that is created from our site works will be placed in the skips provided by Lend Lease in line with the site segregation requirements

Sub-contractors will submit suitable methods of work to address the environmental impacts identified in the assessment, for evaluation by FK, prior to works commencing.

FK will monitor the segregating and disposing of waste materials by sub-contractors to ensure that they fully comply in all respects with the Site Waste Management Plan and the agreed proposals set out in method statements and commercial arrangements

Waste Carrier			Waste Destination		
Company Name	Company Licence	Expiry Date	Company Name	Destination Postcode	Waste Management Licence Number
TBA					

18.3 FUEL & CHEMICAL STORAGE

Complete the following matrix

Fuel / COSHH Rated Chemical	Use	Predicted Total Quantity required for works (Ltrs)	Maximum Quantity of fuel to be stored on site	Secondary Containment System	Fuel be used to Directly Power or Heat Building
Diesel	Plant/Machinery	4000	500	Bunded	

18.4 ENERGY REDUCTION

If the area is likely to be highly sensitive to noise or vibration pollution, FK shall comply with the clients requirements

The following measures shall be applied to all FK and subcontractor plant used on site in order to minimise noise emissions:

- Plant shall be fitted with suitable silencers and will be correctly maintained in accordance with manufacturers' recommendations;
- Compressors and generators shall be fitted with acoustic covers and located on site so as to minimise noise disturbance;
- The company will use energy responsibly. Users will turn off electrical equipment wherever it is possible and practicable to do so. Use of water will be minimised wherever possible.
- Vehicle movements will be kept to the minimum level required and comply with the clients traffic management plan.
- Odours will be minimised through correct management of wastes (regular removal, etc.). No burning of waste or other materials is permitted on site.

FK will carefully plan and control any operations where water management from the roof is their responsibility and route the run off to a point designated by the client.

FK will endeavour to ensure that there is no pollution of drains, watercourses or groundwater as a result of its operations.

A responsible person will normally supervise fuel, oil and chemical deliveries to prevent overfilling and to ensure the correct tank is used. All fuel, oil and chemical stores will be located as directed by the client, with adequate secondary containment and spill kit provision.

FK will co-ordinate traffic movements to minimise the number of vehicles arriving and departing to and from the site with the client and comply with the client's traffic management plan.

18.5 ENVIRONMENTAL COMPLIANCE

Environmental inspections form part of our regular QSHE Inspection Reports. FK have an Environmental Inspection form refer FK/EMS/FM/EP/05(01) and an incident form for recording site mishaps.

FK shall endeavour to avoid any environmental incidents. It is the responsibility of the Site Management to ensure that all incidents are duly reported in accordance with procedures. Complaints will be dealt with as an incident and recorded using FK/EMS/FM/EP05/03 – Incident Investigation Report.

The reporting structure shall ensure that the incident is investigated and that any changes to operations or methods are carried out in a timely manner. Client requirements for reporting incidents will supplement the FK procedures.

18.6 FSC COMPLIANCE

Not applicable

18.7 TRACEABILITY - CERTIFICATES OF COMPLIANCE

Not applicable

Building Element	Material	Supplier	Documented Recycled Content (%)	Distance from Site (Miles)	Certification status & (number)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

19. HEALTH & SAFETY MANAGEMENT

FK Limited has a robust EH&S Management system and associated Safe System of Work (SSOW) to underpin our commitment to operate Incident & Injury Free and associated programmes.

19.1 FALL PREVENTION

The risk associated with working at height is high risk and measures shall be taken to prevent falls as far as is reasonably practicable. The measures to be taken will include the use of, mast climber, scaffolding or proprietary guardrail systems, safety decking systems, mobile scaffold towers mobile elevating work platforms, crash decks, safety nets, running lines, lanyards, harnesses and ladders. Work from ladders of all types will be discouraged and where used must be justified through the process of risk assessment.

19.2 LOGISTICS MANAGEMENT

All materials are offloaded by telehandler/forklift and stored in the designated storage areas set out by the client, Lend Lease. FK have produced RAMS for Offloading and Distribution, submitted to the Lend Lease for approval.

Refer separate risk assessment relating to handling.

STORAGE:

All materials will be stored as per manufacturer's recommendations and in the designated storage area agreed with the client, Lend Lease

TRANSPORT:

Purpose made vehicles will deliver all materials in line with the FK Programme

All deliveries will be logged on M site system

19.3 ELECTRICAL

The provision of temporary services installations is primarily the responsibility of the Principal Contractor. FK Limited will ensure that any equipment connected to such installations is fit for purpose.

FK Limited have been made aware of the following services:

Service Location

- Overhead electricity - None Notified
- Underground electricity - None Notified
- Water - Not Notified
- Gas - Not Notified
- Drainage - Not Notified

The maintenance and use of plant and equipment.

The Senior Project Manager will maintain registers of plant and equipment in use on the contract along with current certificates of examination/inspection. A weekly plant inspection return will be submitted to Lend Lease and FK Procurement Department. Sub-contractors will provide the information for their own plant and equipment.

Pre-use checks carried out by users will be in accordance with the manufacturer's recommendations and the Senior Project Manager will ensure that these checks are made and recorded.

Records will be retained with the equipment during the week and entered into the records folder at the end of the week.

19.4 FIRE & EMERGENCY

Fire and emergency procedures are primarily the responsibility of the Principal Contractor, Lend Lease FK Limited will co-operate with the Principal Contractor in implementing the fire and emergency procedures. Fire extinguishers will be provided in any accommodation supplied by FK Limited.

19.5 BURIED SERVICES

FK have not been made aware of buried services. Lend Lease will advise location as project progresses.

19.6 EFFECTIVE RAMS

FK operate a robust Safe System of Work for activities.

Specific risk assessments and method statements will be required for all work being controlled by FK Limited.

Where the operatives are labour only subcontractors these will be produced by the Senior Project Manager in consultation with the operatives.

Other sub-contractors will produce their own specific risk assessments and method statements for appraisal by the Project Director or nominated person prior to work commencing.

Copies of all risk assessments and method statements will be provided to Lend Lease.

When risk assessments and/or method statements call for a permit to work as a control measure to manage the work, the permit will be requested and received from Lend Lease prior to the work commencing.

Should FK Limited be delegated the responsibility of issuing permits in a designated area then the Senior Project Manager shall ensure that permits are issued prior to work commencing.

When risk assessments and/or method statements or site rules/induction call for PPE then the Senior Project Manager shall issue and record the equipment to persons whose work they are directly controlling.

All persons undertaking an activity are to be briefed on the contents of their specific risk assessments and method statements and a record of the briefing retained. A Task Activity Brief will be used on a daily basis to provide information on the working environment and point of works risk assessment.

19.7 HEALTH MANAGEMENT

Health Risks

Manual handling.

Mechanical lifting of objects should be the first considered option and where this is not practicable a risk assessment will address the alternative option.

Particular attention shall be given to work of a repetitive nature

Use of substances (COSHH).

Chemicals and hazardous substances identified in the being used on site will be subject to an assessment as required by the COSHH Regulations 2002 and operatives will be made aware of its implications.

The Senior Project Manager will ensure written assessments are available. Sub-contractors will provide assessments for the materials they use.

Hand arm vibration (HAV).

The use of power tools at work can lead to operatives being exposed to harmful vibration levels. Risk assessments will be required for activities where HAV is an identified hazard.

The policy of FK Limited is to limit exposure to below the Exposure Action Value.

The following table gives data on typical tools used on a regular basis.

Equipment	Acceleration (m/s ²)	Exposure Action Value (hours)
Battery drill	2.5	8
Chop saw	2.5	8
Nibbler	2.5	8
Tech screw gun	2.5	8
Evolution saw 9"	3.9	3.25
¾ " Impact wrench	5	2
Jig saw	6	1.25
Grinder 9"	5	2
Reciprocal saw	11	0.4

Noise.

Risk assessments will be required for activities where noise is an identified hazard. The policy of FK Limited is to take reasonable steps to prevent noise nuisance and limit exposure to below the first Action Value.

Operatives are advised that between 80-85 decibels, suitable and efficient ear protection is available for their use.

When exposure levels reach 85 decibels, ear protection will be provided to all exposed person and, accordingly, they will be advised of their statutory obligation to ensure that it is used.

Other significant health risks.

FK Limited has been informed of the following other significant health risks:

Other Significant Health Risks	FK Control Measures
Working at Height	Inform operatives, relevant training/certificates
High volume of plant movement	Inform operatives, keep to walkways – observe Lend Lease site rules

[Click here to enter text.](#)

20. APPENDIX A

FK Group Certificate ISO45001 Expiry 26/04/23

FK Group Certificate ISO14001 Expiry 26/04/23

FK Group Certificate ISO9001 Expiry 26/04/23

FK Group Safe Contractor Expiry 22/07/21

FK Group CHAS Certificate Expiry 26/04/21

FK Group BC Achilles Certificate Expiry 17/12/20

FK Group Constructionline Gold Expiry 08/11/20

Attach copies of valid certificates included in Appendix A.

FK Group COVID-19 Position Paper - Rev 8

General Requirements – FK-OHSMS-G-300-W8 (06) - Covid-19 - Rev7

Samples Register

Drawing register, FK/QMS/FM/DC/03

Handover Certificate FK/QMS/FM/QR/03

Finishing List FK/QMS/FM/QR/04

Quality Assurance Checklist – Certificate of Compliance FK/QMS/FM/QR/07

Confirmation of Verbal Instruction Form, FK/QMS/FM/QR/09.

Confirmation of Verbal Instruction Form, FK/QMS/FM/QR/10.

Material Requisition Form, FK/QMS/FM/MR/01

Non Compliance/Remedial Action Report FK/QMS/FM/NC/01

Damage Report FK/QMS/FM/QR/05

Certificate of Registration

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - ISO 45001:2018
(SSIP)

This is to certify that:

F K Group Limited
Keenan House
22-26 Stockport Road
Altrincham
Manchester
WA15 8EX
United Kingdom

Holds Certificate Number:

OHS 570059

and operates an Occupational Health and Safety Management System which complies with the requirements of
ISO 45001:2018 (SSIP) for the following scope:

Please see scope page.



For and on behalf of BSI:

Andrew Launn, EMEA Systems Certification Director

Original Registration Date: 2019-03-06

Effective Date: 2020-04-27

Latest Revision Date: 2020-06-10

Expiry Date: 2023-04-26



SAFETY
SCHEMES IN
PROCUREMENT

Page: 1 of 4

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Certificate No: OHS 570059

Registered Scope:

The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.

BSI also confirms as a registered member of the Safety Schemes in Procurement Forum, that the organisation has demonstrated its compliance with the core criteria for organisational capability as specified in Appendix 1 of SSIP's rules and bylaws for all relevant duties as detailed within the scope above.

[Previously certified to BS OHSAS 18001:2007 since 2011-07-04]



Original Registration Date: 2019-03-06

Latest Revision Date: 2020-06-10

Effective Date: 2020-04-27

Expiry Date: 2023-04-26

Page: 2 of 4

This certificate was issued electronically and remains the property of BSI and is bound by the conditions of contract.

An electronic certificate can be authenticated [online](#).

Printed copies can be validated at www.bsigroup.com/ClientDirectory

Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

Certificate No: OHS 570059

Location	Registered Activities
F K Group Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
F K Group Limited 1 Water Vole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
F K Construction Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
F K Construction Limited 1 Water Vole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
F K Facades Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
F K Facades Limited 1 Watervole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.

Original Registration Date: 2019-03-06

Latest Revision Date: 2020-06-10

Effective Date: 2020-04-27

Expiry Date: 2023-04-26

Page: 3 of 4

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Certificate No: OHS 570059

Location	Registered Activities
F K Projects Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry including activities as a contractor.
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Original Registration Date: 2019-03-06
Latest Revision Date: 2020-06-10

Effective Date: 2020-04-27
Expiry Date: 2023-04-26

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Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

Certificate of Registration

ENVIRONMENTAL MANAGEMENT SYSTEM - ISO 14001:2015

This is to certify that:

F K Group Limited
Keenan House
22-26 Stockport Road
Altrincham
Manchester
WA15 8EX
United Kingdom

Holds Certificate Number:

EMS 570058

and operates an Environmental Management System which complies with the requirements of ISO 14001:2015 for the following scope:

The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.



For and on behalf of BSI:

Andrew Launn, EMEA Systems Certification Director

Original Registration Date: 2012-04-30

Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27

Expiry Date: 2023-04-26



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Certificate No: EMS 570058

Location	Registered Activities
F K Group Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
F K Group Limited 1 Water Vole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
F K Construction Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
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F K Facades Limited 1 Watervole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.

Original Registration Date: 2012-04-30

Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27

Expiry Date: 2023-04-26

Page: 2 of 3

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Certificate No: EMS 570058

Location	Registered Activities
F K Projects Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
F K Projects Limited 1 Watervole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.

Original Registration Date: 2012-04-30
Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27
Expiry Date: 2023-04-26

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Certificate of Registration

QUALITY MANAGEMENT SYSTEM - ISO 9001:2015

This is to certify that:

F K Group Limited
Keenan House
22-26 Stockport Road
Altrincham
Manchester
WA15 8EX
United Kingdom

Holds Certificate Number:

FS 570057

and operates a Quality Management System which complies with the requirements of ISO 9001:2015 for the following scope:

The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.

For and on behalf of BSI:



Andrew Launn, EMEA Systems Certification Director

Original Registration Date: 2011-12-02

Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27

Expiry Date: 2023-04-26



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Certificate No: FS 570057

Location	Registered Activities
F K Group Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
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Original Registration Date: 2011-12-02

Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27

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Certificate No: FS 570057

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F K Projects Limited Keenan House 22-26 Stockport Road Altrincham Manchester WA15 8EX United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.
F K Projects Limited 1 Watervole Way Balby Doncaster DN4 5JP United Kingdom	The management of the detailing design, supply, installation and maintenance of building envelope solutions to various sectors of the construction industry.

Original Registration Date: 2011-12-02
Latest Revision Date: 2020-05-19

Effective Date: 2020-04-27
Expiry Date: 2023-04-26

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An electronic certificate can be authenticated [online](#).
Printed copies can be validated at www.bsigroup.com/ClientDirectory

Certificate of Accreditation

This is to certify that

FK Group Limited

has achieved SafeContractor accreditation

Date: 22nd July 2020

This certificate is valid until: 22nd July 2021

Certificate number: DM2082

Signed:

Alyn Franklin
Alcumus CEO



Alcumus SafeContractor, Axys House, Parc Nantgarw, Cardiff, CF15 7QX

T: 029 2026 6749 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com

This certificate is the property of Alcumus SafeContractor and must be returned on request



Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

Work Categories:

Curtain Walling / Cladding: Cladding (Commercial), Curtain Walling / Cladding

Designer: Designer (CDM Compliant)

Principal Designer: Principal Designer

Roofing Contractor: Flashing, Guttering and Rainwater Systems, Industrial Roofing, Roofing Contractor

Windows and Doors Contractors: Doors & Windows (Aluminium)

Industry Roles:

Construction Contractor, Designer, Principal Designer

Category Related Activities:

Fixed Scaffolds, Hot Works, Ladders / Step Ladders, MEWPs, Selection & Control of Subcontractors, Tower Scaffolds, Working at Height, Working on Roofs

This SafeContractor Accreditation has been awarded as part of a previous SSIP accreditation

SSIP Originator Scheme: **British Standards Institution (BSI)**

SSIP Originator Scheme expiry: **27/02/2021**

SafeContractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

www.safecontractor.com
www.alcumusgroup.com

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Company registration number: 07618138

 **Alcumus**[®]
Your Trusted Partner



CERTIFICATE

OF

ACCREDITATION

This is to certify that

F K Group Ltd

has demonstrated compliance with the CHAS
standards in line with SSIP Core Criteria and UK
H&S Legislation and has been awarded
accreditation to the requirements of the CDM
Regulations 2015



Contractor - Construction




Ian McKinnon
Managing Director

H&S

VALID UNTIL

26

020 8545 3838

APRIL

CHAS.co.uk

2021



BuildingConfidence

Powered by Achilles

Certificate of Membership

Advanced

THIS IS TO CERTIFY THAT

F K Group Ltd

has successfully achieved the Achilles BuildingConfidence
Advanced membership, having completed an online pre-
qualification questionnaire

Achilles ID: 4900067

Start date of membership: 18/12/2019

Expiration date: 17/12/2020

Lee Brunson
Head of Sector – Construction
Achilles

Achilles

BuildingConfidence

MEMBER



Constructionline
Gold Member

Certificate of membership

FK Group Ltd

Registration No: **146244**

Expiry Date: **08/11/2020**

This certifies that the firm named above has met pre-qualification requirements appropriate to public and private sector procurement.

John Edmunds
Chief Executive Officer

FK Group Covid 19 Position Paper

INDEX

- 1. Introduction**
- 2. Continuing to Work**
- 3. Vulnerable People**
- 4. Social Distancing**

Appendices

- A. Risk Assessment – Covid 19 –General Requirements**
- B. Practical Examples of Social Distancing**
- C. Health and Safety Executive (HSE) Advice**

AMENDMENT RECORD

DATE	REVISION	SECTION
31 March 2020	Initial draft	Full document
01 April 2020	Rev 1 - Wording for 15 minutes replaced to as short a duration as possible	Page 4 Social Distancing and Page 9 Additional Measures Close Contact
01 April 2020	Rev 2 - Wording for vulnerable people Assessor of risk	Section 3 Appendix A & B
01 April 2020	Rev 3 – Formatting of text	Whole document
02 April 2020	Rev 4 – Addition of HSE advice	Section 2 and Appendix D
15 April 2020	Rev 5 - Construction Leadership Council (CLC) Standard Operating Procedures (SOP) Version 3 - Protecting Your Workforce During Coronavirus (Covid-19) referenced. Amend Risk Assessment General Requirements. Withdraw Risk Assessment Additional Measures	Introduction Appendices A & B.

19 May 2020	Rev 6 - Construction Leadership Council (CLC) Standard Operating Procedures (SOP) Version 3 - Protecting Your Workforce During Coronavirus (Covid-19) referenced. Removal of the requirement for face to face contact to be kept to 15 minutes or less The section on PPE now links to the latest Government guidance on face coverings References to one-way systems and the reconfiguration of seating and tables and an update on portable toilets The requirement to share risk assessments with the workforce Clarification on when to travel to work, as set out in the Government's COVID-19 Recovery Strategy Updated links and wording on social distancing.	Introduction
30 June 2020	Rev 7 Review RA	Appendix A
02/07/20	Rev 8 - Review Risk Assessment Rev 6 - Construction Leadership Council (CLC) Standard Operating Procedures (SOP) Version 5	Introduction Appendix A

1. Introduction

FK Group will comply with current government guidance and the Construction Leadership Council (CLC) Standard Operating Procedures (SOP) Ver 5 - Protecting Your Workforce During Coronavirus (Covid-19).

FK Group activities have not been deemed non-essential in government guidance.

FK Group recognise that it needs to work with their clients and supply chain

2. Continuing to Work

FK Group is following Government guidance and HSE advice and as a business continuing to work.

Government guidance to employers and business on staying open is given in

<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240620.pdf110520.pdf>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Extract as below:

With the exception of some non-essential shops and public venues, we are not asking any other businesses to close – indeed it is important for business to carry on.

However, you should encourage your employees to work from home unless it is impossible for them to do so.

Sometimes this will not be possible, as not everyone can work from home. Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.

Government have provided further supporting advice on staying open and social distancing at

<https://www.businesssupport.gov.uk/business-closures-and-stay-at-home-faqs/>

If I have to have people on site but cannot fully follow health guidance on social distancing at work due to the nature of the work, can I continue to operate?

Extract as below:

Yes, you can continue to operate so long as the guidance is followed where possible. This is consistent with the Chief Medical Officer's advice. The guidance is [available here](#).

The Health and Safety Executive (HSE) have provided supporting advice on social distancing, keeping businesses open and in-work activities during the coronavirus (COVID-19) outbreak

https://www.hse.gov.uk/news/social-distancing-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=social-distancing-2&utm_content=digest-2-apr-20

Extract as below:

Keep your business open. With the exception of some non-essential shops and public venues, we are not asking any other businesses to close – indeed it is important for business to carry on.

If you are travelling to your workplace you will still need to observe the social distancing guidance whilst you are travelling, as far as is practical. Social distancing means staying 2 metres (6ft) apart from other people.

In your workplace you need to observe, where possible, the social distancing guidance

3. Vulnerable People

Employees that have been classified as extremely vulnerable people and who have received a letter from the NHS instructing to isolate for 12 weeks are not attending work within FK Group. These individuals are identified in the guidance

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

Extract as below:

This group includes those who are:

- *aged 70 or older (regardless of medical conditions)*
- *under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):*
 - *chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis*
 - *chronic heart disease, such as heart failure*
 - *chronic kidney disease*
 - *chronic liver disease, such as hepatitis*
 - *chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy*
 - *diabetes*
 - *problems with your spleen – for example, sickle cell disease or if you have had your spleen removed*

- *a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy*
- *being seriously overweight (a body mass index (BMI) of 40 or above)*
- *those who are pregnant*

Note: there are some clinical conditions which put people at even higher risk of severe illness from COVID-19. If you are in this category, next week the NHS in England will directly contact you with advice about the more stringent measures you should take in order to keep yourself and others safe. For now, you should rigorously follow the social distancing advice in full, outlined below.

People falling into this group are those who may be at particular risk due to complex health problems such as:

- *people who have received an organ transplant and remain on ongoing immunosuppression medication*
- *people with cancer who are undergoing active chemotherapy or radiotherapy*
- *people with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment*
- *people with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)*
- *people with severe diseases of body systems, such as severe kidney disease (dialysis)*

4. Social Distancing

Individuals attending work are practising social distancing as identified in the guidance

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#going-to-work>

Extract as below:

As set out in the section on staying at home, you can travel for work purposes, but only where you cannot work from home.

With the exception of the organisations covered above in the section on closing certain businesses and venues, the government has not required any other businesses to close – indeed it is important for business to carry on.

Employers and employees should discuss their working arrangements, and employers should take every possible step to facilitate their employees working from home, including providing suitable IT and equipment to enable remote working.

Sometimes this will not be possible, as not everyone can work from home. Certain jobs require people to travel to, from and for their work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.

If you cannot work from home then you can still travel for work purposes, provided you are not showing coronavirus symptoms and neither you nor any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

Employers who have people in their offices or onsite should ensure that employees are able to follow Public Health England [guidelines](#) including, where possible, maintaining a 2 metre distance from others, and washing their hands with soap and water often for at least 20 seconds (or using hand sanitiser gel if soap and water is not available).

We have encouraged people to work from home and only have a minimum number of staff in our offices.

Individuals will be confirming on a daily basis that they and members of their household are not displaying symptoms of Covid 19 and a daily log is being maintained of peoples wellbeing.

Activities on FK Group sites have been reviewed, activities that cannot be carried out without close contact between individuals have been assessed to identify an alternative methodology. Where an alternative methodology is identified it will be adopted, where it cannot be identified the individuals will work in designated teams who have existing close personal relationships outside of the work environment and the activity requiring close contact will be restricted to as short a duration as possible

FK Group have advised their employers of the need to follow social distancing guidance.

Government guidance on social distancing is given at

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Extract as below:

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

- 1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough*
- 2. Avoid non-essential use of public transport when possible*
- 3. Work from home, where possible. Your employer should support you to do this. Please refer to [employer guidance](#) for more information*
- 4. Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.*
- 5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media*
- 6. Use telephone or online services to contact your GP or other essential services*

Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- *are over 70*
- *have an underlying health condition*
- *are pregnant*

This advice is likely to be in place for some weeks.

Appendices

- A. Risk Assessment – Covid 19 –General Requirements
- B. Practical Examples of Social Distancing
- C. HSE Position

Appendix A

Risk Assessment Form: W8

Activity: Covid19 – General Requirements Rev 7				
Contract Name: Guidance			Contract No:	
Assessor Name: D. Raine		Date: 02/07/2020	Review Date: 31/07/20	
Persons at Risk:	E	S/C	V	P

This risk assessment has been produced using UK Government Guidance and the Construction Leadership Council - Site Operating Procedures (CLC – SOPs)

Existing level of risk					
No:	Potential hazard / harm	F	S	F x S	RR
1	Someone develops a high temperature or a persistent cough while at work possibly with loss of sense of smell and/or taste	1	3	3	L
2	Minimising contact with other workers – including avoiding close working	3	3	9	H
3	Maintain good hygiene measures	3	3	9	H
4	Travel to and from work	3	3	9	H
5	Canteens and eating arrangements	2	3	6	H
6	First Aid	1	3	3	L

Control measures (hierarchy of eliminate, reduce, isolate, control, PPE)
Only travel to work if you feel 100% fit and well. Avoid touching anything where possible, return home immediately, follow the guidance on self-isolation
Follow Government Guidance and Construction Leadership Council - Site Operating Procedures with particular emphasis for workers to maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include: • Minimise the frequency and time workers are within 2 metres of each other and the number of workers involved in these tasks • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment Keep groups of workers that have to work within 2 metres: • Together in teams e.g. (do not change workers within teams) • As small as possible Where face to face working is essential to carry out a task when working within one metre with risk mitigation
Wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Clean and disinfect frequently touched objects and surfaces. Monitor provision of hand cleaning products and report where inadequate.
Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
Enhanced cleaning procedures should be in place across the site. Comply with the principal contractors requirements and the CLC - SOPs
Always wear nitrile surgical gloves (keep some in your pocket). Where possible IP's are to self-administer under instruction from the first aider. Practice good hygiene at all times. Ensure face shields are used for CPR. First aider to avoid breathing zone of IP when assessing IP or performing chest compressions.

Existing level of risk					
No:	Potential hazard / harm	F	S	F x S	RR
1	Someone develops a high temperature or a persistent cough while at work possibly with loss of sense of smell and/or taste	1	3	3	L
2	Minimising contact with other workers – including avoiding close working	2	2	4	M
3	Maintain good hygiene measures	2	2	4	M
4	Travel to and from work	2	2	4	M
5	Canteens and eating arrangements	1	2	2	L
6	First Aid	1	2	2	L

Persons at risk	Frequency (F)	Severity (S)	Risk Rating (RR)
E - Employee	1 – Possible occurrence	1 - Minor injury	1-3 Low (L)
S/C - Subcontractor	2 – Occasional occurrence	2 - Major injury	4 Medium (M)
V - Visitor	3 – Frequent occurrence	3 - Fatality	6.9 High (H)
P – Member of public			

Appendix B

Social Distancing in Mastclimber



Social Distancing Installing Curtain Walling Frames



Social Distancing Working on Scaffold



Social Distancing Working in MEWP Scissor



Social Distancing Smoke Break





Social distancing, keeping businesses open and in-work activities during the coronavirus (COVID-19) outbreak

Social distancing

- In these extraordinary times, HSE is constantly reviewing the fast-moving situation with our partners across government to support the national effort to tackle COVID-19.
- While social distancing is fundamentally a public health measure introduced to reduce the spread of infection, we recognise the concerns raised on social distancing within the workplace and are in contact with trade unions.
- Where HSE identifies employers who are not taking action to comply with the relevant PHE guidance to control public health risks, eg employers not taking appropriate action to socially distance or ensure workers in the shielded category can follow the NHS advice to self-isolate for the period specified, we will consider taking a range of actions to improve control of workplace risks. These actions include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements with the PHE guidance.

Essential and non-essential work

- Keep your business open. With the exception of [some non-essential shops and public venues](#)^[1], we are not asking any other businesses to close – indeed it is important for business to carry on.
- Employers should take every possible step to facilitate their employees working from home. Where it is not possible to work from home you can still travel for work purposes, provided you are not showing coronavirus symptoms and neither you nor any of your household are self-isolating.

https://www.hse.gov.uk/news/social-distancing-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_

- Employers who have people in their offices or onsite should ensure that employees are able, where possible, to follow [Public Health England guidelines](#)^[2] on social distancing (including, where possible, maintaining a 2 metre distance from others), and hygiene (washing their hands with soap and water often for at least 20 seconds). Follow [government guidance on how to keep your employees safe](#)^[3].

In-work activity

- All workers are encouraged to keep working and should be working from home if they can.
- Only travel to work when you absolutely cannot work from home. Protect yourself, your workers and help save lives by staying at home. Follow [government guidance on what you need to do](#)^[4].
- If you are travelling to your workplace you will still need to observe the social distancing guidance whilst you are travelling, as far as is practical. Social distancing means staying 2 metres (6ft) apart from other people.
- In your workplace you need to observe, where possible, the social distancing guidance.

Link URLs in this page

1. some non-essential shops and public venues
<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance#businesses-and-premises-that-must-remain-closed>
2. Public Health England guidelines
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
3. government guidance on how to keep your employees safe
https://www.gov.uk/coronavirus?utm_source=linkedin&utm_medium=social&utm_campaign=coronavirus-hse&utm_term=stay-home&utm_content=hsecontent
4. government guidance on what you need to do
https://www.gov.uk/coronavirus?utm_source=linkedin&utm_medium=social&utm_campaign=coronavirus-hse&utm_term=stay-home&utm_content=hsecontent

Is this page useful? ☐ Yes ☐ No

https://www.hse.gov.uk/news/social-distancing-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm...

Risk Assessment Form: W8

Activity: Covid19 – General Requirements Rev 7				
Contract Name: Guidance			Contract No:	
Assessor Name: D. Raine		Date: 02/07/20		Review Date: 31/7/2020
Persons at Risk:	E	S/C	V	P

This risk assessment has been produced using UK Government Guidance and the Construction Leadership Council - Site Operating Procedures (CLC – SOPs)

Existing level of risk					
No:	Potential hazard / harm	F	S	F x S	RR
1	Someone develops a high temperature or a persistent cough while at work possibly with loss of sense of smell and/or taste	1	3	3	L
2	Minimising contact with other workers – including avoiding close working	3	3	9	H
3	Maintain good hygiene measures	3	3	9	H
4	Travel to and from work	3	3	9	H
5	Canteens and eating arrangements	2	3	6	H
6	First Aid	1	3	3	L

Control measures (hierarchy of eliminate, reduce, isolate, control, PPE) Only travel to work if you feel 100% fit and well. Avoid touching anything where possible, return home immediately, follow the guidance on self-isolation Follow Government Guidance and Construction Leadership Council - Site Operating Procedures with particular emphasis for workers to maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include: • Minimise the frequency and time workers are within 2 metres, or '1 metre' plus of each other and the number of workers involved in these tasks • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment • Keep groups of workers that have to work within 2 metres, or '1 metre plus' together in teams e.g. (do not change workers within teams) • Keep teams as small as possible Where face to face working is essential to carry out a task when working within one metre with risk mitigation Wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Clean and disinfect frequently touched objects and surfaces. Monitor provision of hand cleaning products and report where inadequate. Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces Enhanced cleaning procedures should be in place across the site. Comply with the principal contractors requirements and the CLC - SOPs Always wear nitrile surgical gloves (keep some in your pocket). Where possible IP's are to self-administer under instruction from the first aider. Practice good hygiene at all times. Ensure face shields are used for CPR. First aider to avoid breathing zone of IP when assessing IP or performing chest compressions.

Existing level of risk					
No:	Potential hazard / harm	F	S	F x S	RR
1	Someone develops a high temperature or a persistent cough while at work possibly with loss of sense of smell and/or taste	1	3	3	L
2	Minimising contact with other workers – including avoiding close working	2	2	4	M
3	Maintain good hygiene measures	2	2	4	M
4	Travel to and from work	2	2	4	M
5	Canteens and eating arrangements	1	2	2	L
6	First Aid	1	2	2	L

Persons at risk	Frequency (F)	Severity (S)	Risk Rating (RR)
E - Employee	1 – Possible occurrence	1 - Minor injury	1-3 Low (L)
S/C - Subcontractor	2 – Occasional occurrence	2 - Major injury	4 Medium (M)
V - Visitor	3 – Frequent occurrence	3 - Fatality	6.9 High (H)
P – Member of public			



FK GROUP

SAMPLE APOVAL INDEX

CONTRACT:

F1640 - ST JOHNS, MANCHESTER - GLOBE AND SIMPSON

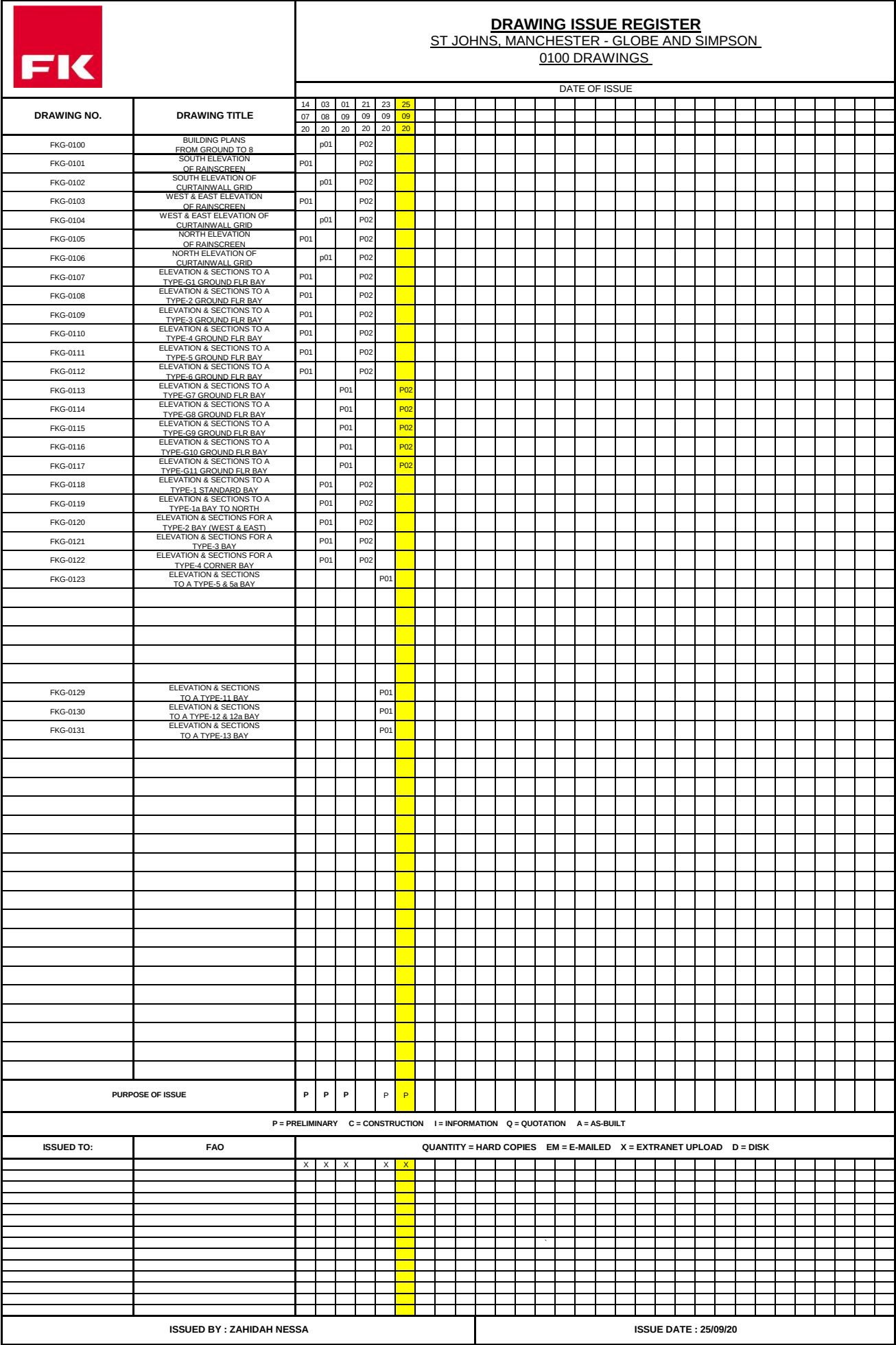
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F1640-SMP-001-REV -	GT1 GLASS TYPE (300x300)	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-002-REV -	GT2 GLASS TYPE (300x300)	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-003-REV -	GT3 GLASS TYPE (300x300)	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-004-REV -	STUD WELD ON ANODISED 3mm ALU	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-005-REV -	ALU. SAMPLE PPC 7012	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-006-REV -	ALU. SAMPLE PPC 7015	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-007-REV -	ANODIZING SAMPLES - UPPER & LOWER LIMITS	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-008-REV -	BLACK ANODISED LOOK PPC - ELOXAL 35 BLACK	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-009-REV -	BLACK ANODISED LOOK PPC - ANODIC BLACK	04/11/2020	18/11/2020			AWAITING ANSWER
F1640-SMP-010-REV -	GLASS FRIT SAMPLE PPC 7004					
F1640-SMP-011-REV -	GLASS FRIT SAMPLE PPC 7012					
F1640-SMP-012-REV -	TERRACE LEVEL CLADDING PANEL TO PLANT SCREEN					
F1640-SMP-013-REV -	GLASS BALUSTRADE					
F1640-SMP-014-REV -	GLASS/ALUMINIUM DOOR TO TERRACE LEVEL					
F1640-SMP-015-REV -	IRONMONGERY BOARD					
F1640-SMP-016-REV -	LOUVRE TO NORTH ELEVATION - HIGH LEVEL					
F1640-SMP-017-REV -	LOUVRE TO NORTH ELEVATION - LOW LEVEL					

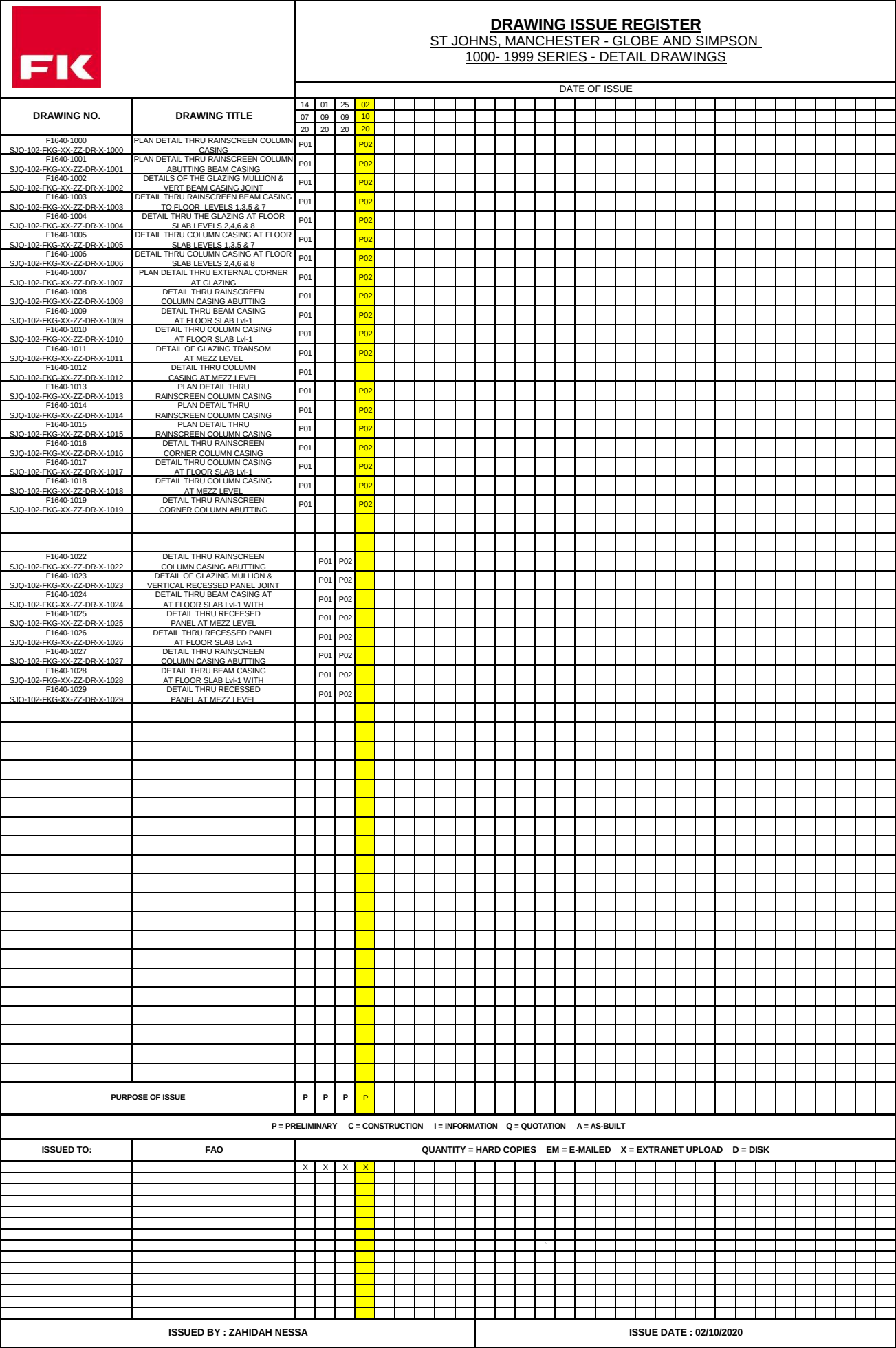
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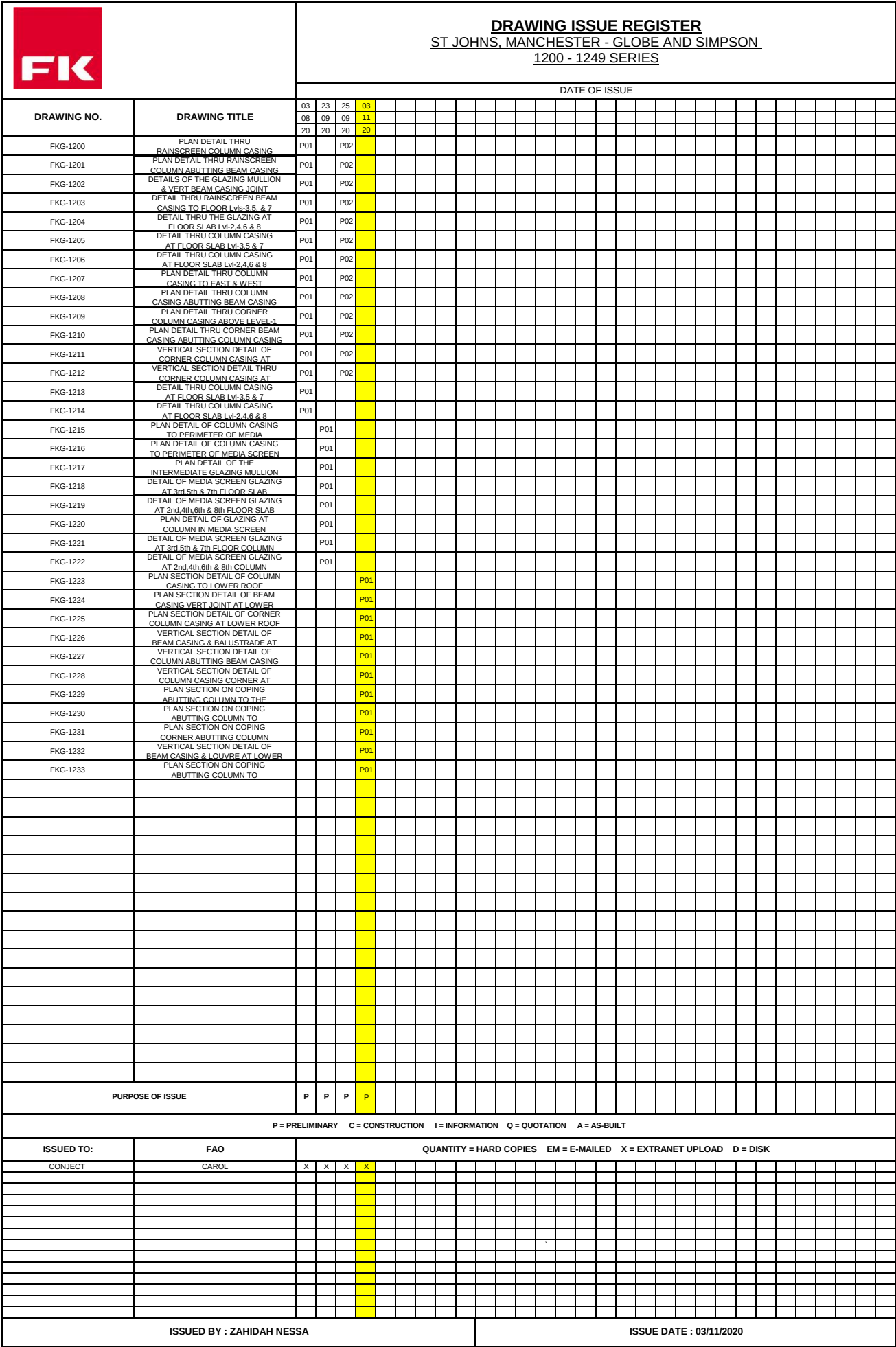
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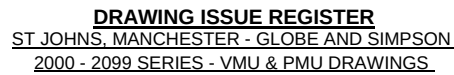
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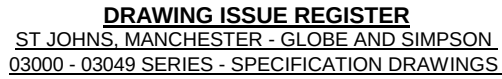
RESPONSE RECEIVED REJECTED OR RESPONSE LATE

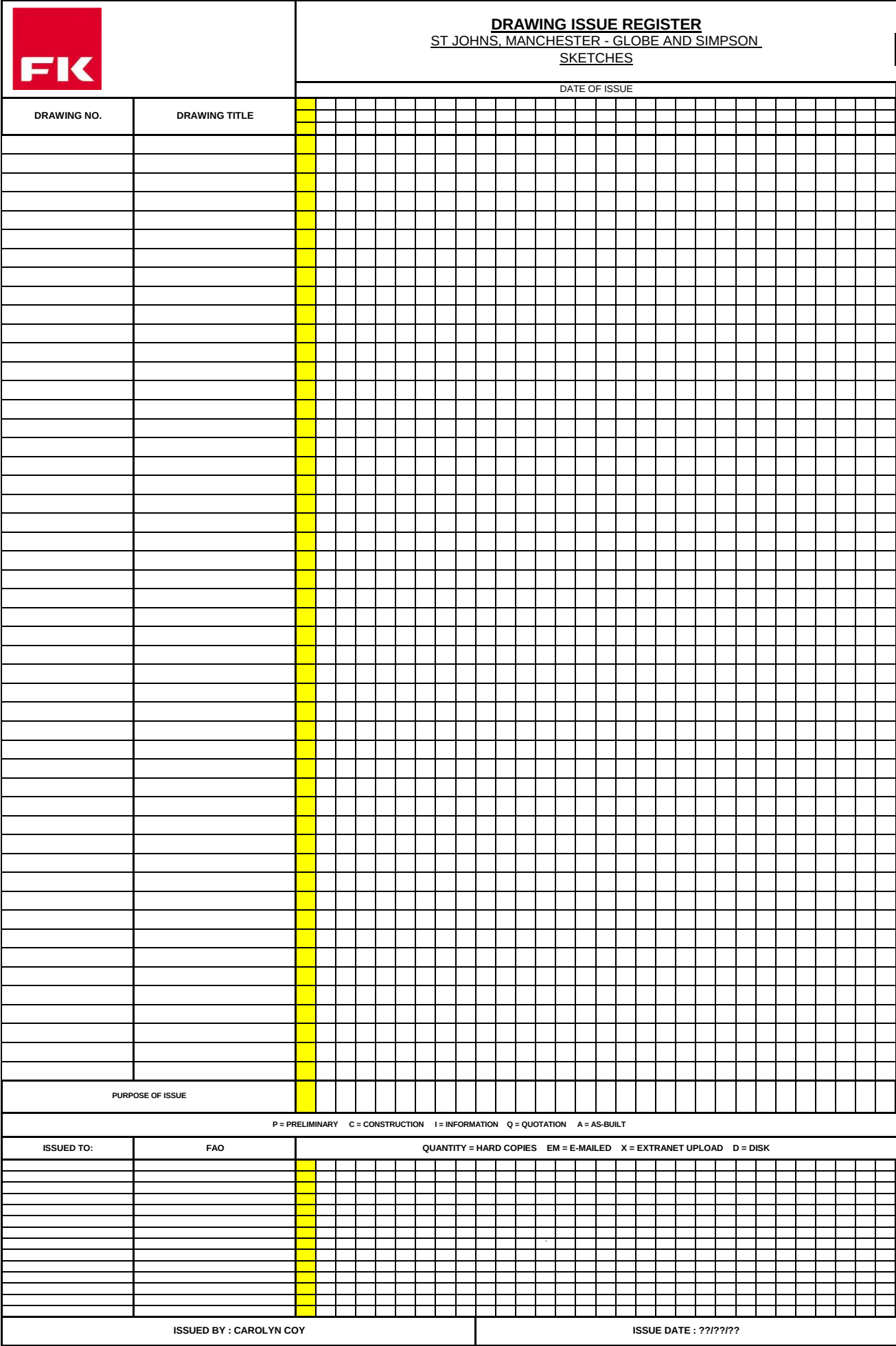






[illegible]

[illegible]



Handover Certificate**Contract:****Contract Number:****Client:**

CONFIRMATION OF HANDOVER FOR: REF NUMBER:
--

We confirm the following area of _____ has been handed over to:
the client, **xxxxxx** as complete.

Area _____

Date _____

Signed _____

Name _____

For: Client, **xxxxx**

ITEM No:	EXCEPTIONS:	CLOSED OUT:

The issuing of this document has been recorded by FK and if comment is not received from the client within 7 days then FK will proceed with its work on the basis that the information issued has been deemed acceptable to the client.

Contract:
Contract No:

FK

FINISHING LIST

[illegible]

Damage Report

Contract:

Contract Number:

Client:

Date:

Report Number:

1. Location/area:
2. Date and time that damage occurred:
3. Person who reported damage:
4. Description of damage:
5. Damage caused by:
6. Manager to who damage reported to:
7. Remedial Work required as result of damage:

NOTE: Must include photographs and marked up drawings as a minimum

To be completed by commercial department.

1. Estimated Value of damage: £
2. Report Made By: _____ Title _____ Dated _____
3. Report Sent To: _____ On The _____
4. Report Sent To: (Other Package Contractors) _____ Dated _____
5. Report Received For _____ By _____ Dated _____

Quality Assurance Checklist

Contract:

Contract Number:

Client:

Date:

Checklist Number:

DESCRIPTION OF WORKS					
DRAWING / SPEC / OTHER SUPPORTING DOCUMENTS					
AREA INSPECTED					
	INSPECTION CRITERIA (Drawing / Spec)	CHECKED INSTALLER	CHECKED FK	CHECKED Client xxxxxxx	Comments
1					
2					
3					
4					
5					
6					

NOTES:

Client - Confirmation of Verbal Instruction Sheet

Contract No:**Contract:****Client:****Date:****CVI Ref:****Location of works Requested to be Carried Out:****Description of works requested to be carried out: (Include photographs and marked up drawings as required for clarity).****Anticipated Labour Resource: (man days)****Anticipated Material Resource: (summary)****Anticipated Plant Resource: (machine days)****Issued By:****Issued To:****Signed:****Signed:****Date:****Date:**

The issuing of this document has been recorded by FK and if comments are not received from the client within seven days, then FK will proceed within its works on the basis that the information issued has been deemed acceptable by the client.

C.C. OPERATIONS MANAGER and COMMERCIAL MANAGER

Subcontractor - Confirmation of Verbal Instruction Sheet**Contract Nr:****Contract:****Client:****Date:****CVI Ref:****Location of works Requested to be Carried Out:****Description of works Requested to be Carried Out: (Include photographs and marked up drawings as required for clarity.)****Lump Sum Cost agreed for works:****Date of Works Completed:****Recoverable/Non Recoverable****Date and Reference of Client CVI or of Client Instruction****Issued By:****Issued To:****Signed:****Signed:****Date:****Date:*****C.C. OPERATIONS MANAGER and COMMERCIAL MANAGER***

Material Requisition Form**Contract:****Contract Number:****Address:****Client:****Date:**

FK Site Manager Name:	Site Manager Reference Number: (2 Initials followed by 2 numbers eg DR01)
Item Required:	
Date Required:	
Reason for alteration and purchase:	
Area for Use:	
Drawing office notified of alteration:	
Draughtsman Comments:	
Notes:	
Copy to: Buyer, QS, Operations Manager, Project Designer.	

Non Conformance Report

Criteria for completing an NCR – 2 or more of the following can be applied:

Completed work will have to be removed/reworked.

It has arisen before on this contract.

Client concession is required to resolve the situation.

It will cost more than £2000 to rectify.

Rectification will cost the project ½ days production (on or off site).

Contract:

Contract Number:

Client:

Date:

Report Number:

Description of Non-Compliance:

Anticipated cost resulting from NCR:

Item No.	Non-Conformity Category	Tick
1	Materials	
2	Plant	
3	Design	
4	Poor Workmanship	
5	Subcontractor (Labour, Plant, Materials)	
6	Other	

Person making report proposed remedial action and confirmation it has been passed to line manager for actioning and QSHE Department for record purposes. Copy to be entered into contract quality records:

Name:

Signature:

Dated:

Line manager, record only / remedial action: if the NCR to be record only complete box on page 2 and sign to confirm it has been passed to site and QSHE Department for information, if further action required complete details below and forward to department / subcontractor / supplier to issue to department / subcontractor / supplier to complete and return their proposed remedial action. Copy of returned form to be entered into contract quality records and forwarded to relevant company department(s):

Name:

Signature:

Dated:

Department/Subcontractor/Supplier Details:

Name:

Address:

Post Code:

Tel:

Record Purposes Only / Proposed Remedial Action:

Please state the root cause, your intended course of action to rectify the Non-Conformance with timescale and subsequent action to prevent recurrence. If rectification is through concession of the client, obtain evidence of the concession and record.

Quantity Surveyor (sign) I have been informed of the NCR:

Name:

Signature:

Dated:

Operations Manager / Operations Director (sign) I have been informed of the NCR agree with the root cause, proposed action and have informed relevant company department(s):

Comments:

Name:

Signature:

Dated:

Photographs and marked up drawings MUST be included with this document for clarity.