PROJECT SPECIFIC AUTHORISATION

The appointments included in this document are:

- Community Relations & Considerate Constructor Coordinator
- Computer/IT Coordinator
- Coordinator for submission of the Weekly Plant Returns
- Drawing & Document Controller
- Emergency Coordinator
- Fire Wardens
- Explosive Cartridge Coordinator
- First Aider
- Hazardous Materials Coordinator
- Instrument Controller
- Lifting Operations Coordinator
- Method Statement Coordinator
- Permit Coordinator
- Plant/Equipment Coordinator
- Site Environmental Coordinator
- Site Quality Coordinator
- Work at Heights Coordinator
- Site Safety Coordinator
- Temporary Electrical Services Coordinator
- Temporary Works Coordinator (TWC)
- Temporary Works Supervisor (TWS)
- Traffic Coordinator/Site Logistics
- Waste Champion
- Appointed person (Cranes and Lifting Operations)
- Project Asbestos Coordinator
- “Spot it, Shout it” Champion

It should be noted that this Project Authorisation document supersedes all other documents/letters you may have received concerning any appointments.

The project start date is _____ this is the effective date of the relevant appointment

Before accepting any appointment you must have attended the relevant course which must be acceptable to the Director responsible for the project and or project leader.

Ensure that a deputy is appointed in all circumstance

All appointments will be formally reviewed at suitable intervals by the Project Leader and will terminate/amend appointments as required.

The appointments below are to be deleted as required, however appointments are to be made site specific for each project.

	NAME	SIGNATURE	DATE
DIRECTOR RESPONSIBLE FOR THE PROJECT			
PROJECT LEADER			

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Community Relations & Considerate Constructor Coordinator	• Become the focal point for all community related queries/complaints. • Establish and maintain a positive relationship with the local community. • Determine level and type of interaction with interested parties, including progress reports, site visits, news articles etc. • Identify or create opportunities for partnership with community and other interested parties. • Liaise with Company's insurance company with regard to complaints • Be the focal point for all Considerate Constructor audits and request	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Computer/IT Coordinator	• Be the point of contact for the coordination of all IT queries for the Project. • Monitor the IT systems and structures to maximise efficiency of data storage and retrieval. • Software/hardware familiarity training for project personnel. • Coordination of external training programmes if deemed necessary and agreed with the Project Manager. • Re-location of IT hardware within the project office.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Coordinator for submission of the Weekly Plant Returns	• Liaise with contractors for the collation of weekly plant. • Sign off plant returns from contractors • If required issue contractors a copy of the relevant section of SAF042	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Drawing & Document Controller	• Manage the interface with Viewpoint (formerly 4 Projects) • Coordinate printing off of drawings/documents from Viewpoint • Manage the external printing resources • Manage hard-copy files	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Emergency Coordinator **<u>Fire Wardens</u>**	• Check that the project fire procedures are observed, and that the requirements of the emergency plan with regard to fire safety remain adequate, available and in good order. Recording the results of these checks and ensuring that any corrective actions are carried out. • Inspect the site regularly for work, storage of materials or accumulation of waste which may give rise to fire. • Promote a safe working environment at all times. Ensure that specialist contractors carry out "TBT's" detailing emergency procedures. • On calling the fire brigade, provide information on access, number of people trapped, temporary hoists, lift shafts any special hazards such as gasses flammable liquids or chemicals are present and the availability of water. • Direct the emergency services to the location of the incident. • Liaise with the emergency services i.e. and hazardous materials and gasses present within the building/on site. • Liaise with the Site Safety Coordinator during periodic reviews of the emergency plan ensuring that any actions from that review are carried out. • Ensure that everyone leaves the building in an orderly fashion to the assembly points when the alarm of fire is raised by a route which if possible is away from the source of fire. • In the event of an emergency that a role call is held at the assembly points. • That periodic evacuation drills are carried out.	Name …… …… *(sign)* Name …… …… *(sign)*	Name …… …… *(sign)* Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Explosive Cartridge Coordinator	• Ensure records of all deliveries of explosive cartridges are maintained including those of specialist contractors. • Ensure that the storage of explosive cartridges is suitable and upholds all required standards. • Ensure the recording of issues, and receipts of unused cartridges are maintained. • Ensure that only trained operatives use explosive cartridges.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
First Aider *Role Requires written acceptance and review of specific training needs*	• Undertake First Aid training. • Display First Aid insignia and make yourself known as a First Aider. • Assist with Emergencies in line with training. • Ensure training is kept up-to-date.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Hazardous Materials Coordinator	• Ensure records of all deliveries of hazardous materials are maintained including those of specialist contractors. • Ensure that the storage of hazardous materials is suitable and upholds all required standards. • Ensure the recording of issues, and receipts of hazardous materials are maintained. • Ensure that only trained operatives use hazardous materials.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Instrument Controller	• Record all instruments in the instrument log, including the date of the test certificate. • Ensure that the relevant tests are carried out and the results noted in the instrument check record. • Periodically check level books to ensure that each entry includes the date and the identification number of the instrument used. • Ensure that any instruments found to be out of adjustment are returned to the hirer. • Where instruments are found to be inaccurate carry out investigation to determine extent of non conformance. • Ensure that instruments are stored correctly in a controlled environment. • Ensure that no instruments are used on site without a current test certificate.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Lifting Operations Coordinator	• All lifting operations are planned and carried out by competent trained persons.(specialist contractors method statements and risk assessments) • That the right equipment for the job has been selected. • The crane and lifting equipment test certificates are up to date (Cert. inspected before lifting) and included in SAF052 • The weekly inspection as been carried out and recorded • The driver is trained and experienced in the operation of the type of crane being used. • Advise if the ground conditions have altered since the planning stage and that a CR test has been completed, i.e. backfilled trenches, manholes etc, before the crane is set up. • Ensure competent person have been appointed for all lifting operations.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Method Statement Coordinator	• Complete SAF09 for all method statements. • Distribute method statements to all relevant parties. • Maintain a Register of method statements SAF08. • Ensure that all method statements are correctly briefed to all operatives involved by the contractor's supervisor. • Ensure that operatives sign SAF019 as an understanding of the scope of work	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Permit Coordinator	▪ **Permit to Dig:** Ensure marked up drawings showing underground services are included with the permit. ▪ **Permit to Enter Confined Space:** Ensure personnel are trained and gas detection and monitoring equipment and rescue equipment is available. ▪ **Permit to Discharge:** Ensure an environmental agency permit to discharge has been obtained. ▪ **Hot works Permit:** Ensure Fire extinguishers are available and after work checks are being made. ▪ **Permit to ISOLATE:** Ensure a safe system is in place for the isolation and integrity of all machinery and other potentially live systems prior to any work commencing in that area.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Plant/Equipment Coordinator	• All operations are planned and carried out by competent trained persons • That the equipment is suitable for the job. • The equipment test certificates are up to date (certificate inspected before operating). • That inspection has been carried out and recorded. • The driver is trained and experienced in the operation of the type of crane being used. • A competent, trained person has been appointed to act as a banksman during the operation. • Ensure that daily and weekly inspections are carried by contractors out and completed forms submitted to the managed team	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Site Environmental Coordinator	• Be the point of contact for the coordination of environmental issues project. • Carry out inspections identifying compliance with the SHEQ plan and proposing initiatives to mitigate the impact of environmental effects. • Ensure waste is monitored and reduced to a minimum. • Ensure that wherever practical, waste is reused or recycled. • Ensure adherence to Environmental controls • Ensure that energy and water consumption is controlled and recorded and submitted on either the SAF 50 or uploaded via Smartwaste to head office. • Review ongoing operations and actively pursue improved methods for risk reduction.	Name …… …… *(sign)*	Name …… …… *(sign)*

	• Ensure the site is kept tidy. • Ensure stored waste does not pollute the environment. • Ensure waste is disposed of correctly. • Ensure that either the McLaren WMP (ENF008) is prepared and updated on a regular basis or the SWMP section has been filled out on Smartwaste		

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Site Quality Coordinator	• Production of the Quality management plan. • Control and issue of local works instructions. • Liaison with the client and his representatives on matters of compliance. • Liaison with statutory authorities in particular with regard to building control. • Preparation and Implementation of the project training programme. • Ensure documents are reviewed in a timely manner by the appropriate personnel for the specific activity. • Ensure that a works inspection test plan is prepared and completed	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Work at Heights Coordinator	• Review method statements and risk assessments for adequate control measures with respect to working at height or depth • Coordinate working at height interface issues • Ensure adequate weekly inspections are carried out and recorded • Be the liaison with the SHEQ Team for additional advice and support. • Raise project awareness on the risks associated with operations at height or depth.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Site Safety Coordinator	• Ensure health & safety inspections SAF07 are carried out and that records are maintained. • Ensure that site induction's are carried out, and that a programme of tool box talks is developed and executed • Appoint Emergency Coordinator, Fire Wardens and Marshals for the project. • Hold regular contractor meetings to review the emergency plan to update according to progress on site, highlight any deficiencies or improvements that can be made. • That fire escape routes remain clear and accessible at all times. • That weekly inspections of fire fighting equipment, test alarms and detection devices installed are carried out. • Be responsible for the periodic maintenance of Fire Fighting equipment and the	Name …… …… *(sign)*	Name …… …… *(sign)*

	installation of any additional equipment. • Risk assessments have been carried out for all hazardous activities and materials (COSHH). • Suitable PPE is available and that persons have been trained in its use. (toolbox talks) • Ensure that weekly contractor and 4 weekly safety meetings are held		

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Temporary Electrical Services Coordinator	▪ Management of the design and planning along with the Building Services Manager. ▪ Preparation of the Scope of Works document B80g and procurement of the Provider and Contractor along with the Supply Chain Manager. ▪ Act as the lead reviewer of the Contractor's Method Statements and Risk Assessments. ▪ Management of the mobilisation, installation, completion, testing and handover of the temporary electrical services installation. ▪ Preparation of a draft Operational Strategy Document for inclusion into the PMP, which should include procedures and contacts for repairs and out of hour's emergencies. ▪ Management and control of the day-to-day operation and coordination of the installation, identifying and resolving potential problems. ▪ Maintaining records of cable routes, updating the distribution schematic drawings and collation of records of inspections and tests undertaken. ▪ Ensuring the log book for the Emergency Lighting system is maintained to record details of inspections, brief details of defects and remedial actions and alterations. ▪ Programming and management of modifications, extensions and the safe removal /recovery of the installation. ▪ Management of maintenance requirements and damage repairs.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Temporary Works Coordinator (TWC)	• Ensuring that the design is checked and approved. • Ensuring that selected methods and materials satisfy the requirements of the design • Ensuring changes and corrections are designed, verified and carried out as required • Ensuring inspections are done at critical stages during the erection of the temporary works and before they are loaded • Ensuring the strength of the permanent works is adequate to permit removal of the temporary works. • Ensuring formal permits to load/dismantle are issued on the appropriate pro-forma. • Liaison with the CDM Coordinator.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Temporary Works Supervisor (TWS)	• Ensuring the safety of the Works is maintained at all times. • Understanding the design details and asking for more detail from the TWC if not completely sure of what is required. • Recognising the authority of the TWC and carrying out their instructions. • Ensuring any details or methods remain unless changes are agreed in writing by the TWC. • Advising the TWC of unforeseen conditions, impractical details etc. if the arise.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
Traffic Coordinator/Site Logistics	• Check that there is adequate pedestrian/vehicular segregation. • Ensure that delivery restrictions (if applicable) are known and that Contractors comply. • Ensure system is in place to direct traffic at the site entrance and protect the public. • Liaison with security. • Ensure that there is always an emergency access evacuation route available. • Monitor standards of welfare arrangements. • Monitoring of waste removal strategy to ensure legal compliance. • Site inspections of access/egress to review implications of changing permanent and temporary works (e.g. Scaffold standards adjacent to roads). • Correct usage of designated lay down areas. • Ensure plant/vehicles use the designated parking when not in use or are left in areas so as not to present an obstruction to others. • Condition of access routes (dust/mud/damage). • Monitoring of minor lifting operations with regard to availability of a method statement/risk assessment covering the specific activity. • Monitoring of plant operators daily/weekly vehicle checks. • Confirm competence of all site transport operatives has been checked, including all applications to be undertaken. • Plan and maximise efficient usage of all materials handling on the project, including hoists, fork lifts etc.	Name …… …… *(sign)*	Name …… …… *(sign)*

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person (*Signature*)	Deputy Person (*Signature*)
SmartWaste Coordinator	• Complete the registration for Smartwaste with the Regional Administrator • Ensure compliance with the Smartwaste protocols documents located on the portal • Comply with any client requirements in recording waste statistics. • Coordinate the activities of all trades on site in respect of Waste Management, including a Waste Management Contractor as appropriate. • Ensure that waste statistics for the entire project including sub-contractors are recorded on Smartwaste • Ensure that the SAF050 Monthly Report is completed with the exception of the Smartwaste information • McLaren Smartwaste Sub-Contractor Registration form to be completed for any contractors not register on Smartwaste	Name …… …… *(sign)*	Name …… …… *(sign)*
Appointed Person (Cranes & Lifting Operations)	• Produce a Site/Project Lifting Plan • Check/Ensure lifting operations by contractors are planned by an appointed person (AP) • Ensure statutory inspections are carried out • Ensure that all cranes and lifting appliances are operated by competent operators with the relevant training certificates • The AP appointed to have overall planning of lifting operations • Carry out risk assessments • Produce method statements if required	Name Shayne Stirling [redacted]	Name Please contact the HSW Dept.

	• Authorisation in writing of the crane co-ordinator, crane supervisor(s) and slinger/signallers • Maintaining records of thorough examinations, inspections and function tests. • Ensuring that all members of the lifting team are fully briefed before lifting operations begin. • Changes to the safe system of work can only be authorised and implemented by the appointed person; they have the ultimate responsibility for ensuring that the lifting operation is carried out safely. The appointed person duties, but not their responsibilities, may be delegated i.e. to the crane co-ordinator. Note: The Appointed Person must have successfully completed the CPCS Appointed Person (Lifting Operations)-A61, 4 day course. They must also have at least 2 years' experience in planning lifting operations and preferably hold a Blue, Competent Operator, CPCS card, before accepting the appointment. If a Red CPCS card is held then an assessment by the MCL Lead Crane Appointed person must be carried out. This includes people selected for the deputy appointment.		

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person *(Signature)*	Deputy Person *(Signature)*
Project Asbestos Co-ordinator	To ensure that the Company Asbestos Policy and Procedures are implemented on site. To ensure that Asbestos Removal Contractors, Asbestos Survey Contractors and Analytical Specialists are competent to carry out the duties required of them. To ensure that all relevant information is available prior to the commencement of any asbestos related work To co-ordinate and control the Asbestos Management on site, in accordance with the Company procedures. Ensure the implementation of the Site Asbestos Plan and that any necessary management Arrangements are in place to co-ordinate the work. Ensure that method statements submitted by the asbestos removal contractor are reviewed to determine their compliance with MCL policy and MCL Management procedures.	Name …… …… (sign)	Name …… …… (sign)

Appointed Nomination/Role	Scope of Key Tasks	Appointed Person *(Signature)*	Deputy Person *(Signature)*
Project "Spot it, Shout it" Champion	To ensure SAF082 is completed and returned to the SHEQ department by the 5th of the month. To update the "You said, we did it" board weekly To ensure all "spot it, shout it" cards are closed out in a timely manner. Promote the "spot it, shout it" cards / SISI QR code across the project. Identify trends and develop site campaigns/deliver toolbox talks	Name …… …… (sign)	Name …… …… (sign)