

| Q Ref   | Summary of supporting document required  |                   |    |
|---|--|-------------------|----|
| The following outlines the documents required to undergo the Acclaim assessment, blank and generic forms will not be accepted as evidence of compliance |  |                   |    |
|   |  | Evidence Provided |    |
|   |  | Yes               | No |
| Q1  | 1. Your health and safety policy statement of intent ( <b>signed and dated within past 12 months</b> )<br>2. Your organisation for health and safety (showing duties and responsibilities of staff)  |                   |    |
| Q2  | 1. Index of arrangements/procedures.<br>2. Your full HS Policy or Manual. Or as a minimum arrangements/procedures for: <ul style="list-style-type: none"> <li>• risk assessment</li> <li>• consultation with employees</li> <li>• safe plant and equipment</li> <li>• hazardous substances</li> <li>• information, instruction and supervision</li> <li>• training</li> <li>• accidents, first aid and work related ill health</li> <li>• monitoring</li> <li>• fire and emergency procedures</li> <li>• asbestos</li> <li>• welfare facilities</li> </ul> 3. Your arrangements/procedures for how the company will discharge their specific duties under CDM2015.<br>4. Your means of communicating this information to the workforce |                   |    |
| Q3  | 1. Details of competence of H&S advisor(s) <b>including CV</b> or details of trade body providing advice<br>2. <b>Two</b> examples of advice received from your advisor (from within last 24 months)   |                   |    |
| Q4  | 1. How information is provided to employees<br>2. Training arrangements/procedure<br>3. Training matrix/records for all staff <b>AND</b> certificates  |                   |    |
| Q5  | 1. Proportion of your workforce that hold CSCS/CSR cards.<br>2. Proportion of your staff who hold SMSTS, SSSTS or equivalent qualifications.<br>3. Details of how you operate, at all levels, if you do not use cards/SMSTS/SSSTS.<br>4. Statement on achieving 100% qualification if necessary.<br>5. Copies of Licenses/certificates   |                   |    |
| Q6  | 1. Arrangements/procedure for monitoring audit and review<br>2. Evidence of safety monitoring or audit report with resultant management action<br><b>Or</b><br>OHSAS 18001 certification<br><b>Or</b><br>Health and safety advisor's annual review with resultant management action<br>3. Examples of recent site or work activity inspections   |                   |    |
| Q7  | 1. Arrangements/procedures for consulting with your workforce<br>2. <b>TWO</b> examples of evidence of consulting with workforce on safety issues (e.g. signed tool box talks, briefings, memos, newsletters). Of which should be less than 12 months old.   |                   |    |

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|-----|---|---|--|
| Q8  | <p>1. Accident statistics for last 3 years</p> <p>2. Your arrangements/procedures for recording, reporting and investigating accidents and incidents</p> <p>3. <b>TWO</b> examples of accident investigation (if applicable)</p> <p>4. Details of any HSE enforcement action within the last 5 years and the action you took in response to the enforcement action.</p> <p><b>If no enforcement action has been taken against you in the last five years you must say so.</b></p> |   |  |
| Q9  | <p>1. Competence assessment arrangements/procedures</p> <p>2. <b>Completed</b> sub-contractor assessment and evidence of any ongoing checks of existing subcontractors</p> <p>3. Statement confirming no subcontractors engaged at all (if applicable)</p>  |   |  |
| Q10 | <p>1. Arrangements/procedures for carrying out risk assessments and method statements</p> <p>2. <b>TWO</b> examples of specific risk assessments and <b>TWO</b> method statements relevant to the work your company does. (Copies should be signed and dated)</p>   | x |  |
| Q11 | <p>1. Arrangements/procedures for co-operation and co-ordination of your work</p> <p>2. Evidence of communication with others on your projects. This could be clients, customers, councils, suppliers, contractors etc. (e.g. meeting notes/minutes, emails or similar)</p>   |   |  |
| Q12 | <p>1. Arrangements/procedures for provision of suitable welfare facilities</p> <p>2. Statement on how you check that they are suitable and available if you do not provide welfare facilities yourselves.</p>   |   |  |

| Additional Documentation Required for Principal Contractor |   | Evidence provided |    |
|--|---|-------------------|----|
|  |   | Yes               | No |
| Q4   | Examples of construction related qualifications and/or experience. These examples must include evidence of competency for adequately undertaking the Principal Contractor role. |                   |    |
| Q10  | Example of a recent Construction Phase Plan prepared by your business   |                   |    |
| Q11  | Details of your arrangements which ensure you plan, manage and co-ordinate work during the construction phase of a project.   |                   |    |
| Q11  | Evidence of how you ensure good co-operation and co-ordination of your work activities  |                   |    |
| Q12  | Details of your arrangements for welfare provision and practical evidence illustrating this.  |                   |    |

| Additional Documentation Required for Designer |   | Evidence provided |    |
|--|---|-------------------|----|
|  |   | Yes               | No |
| Q5   | CVs of Designers showing qualifications and experience  |                   |    |
| Q10  | Arrangements/procedures for meeting duties under Regulation 9.                                      |                   |    |
|  | <b>Evidence</b> of co-operation and co-ordination of design work with other designers/ contractors. |                   |    |
|  | <b>Evidence</b> showing how you identify and eliminate hazards and reduce risk.                     |                   |    |
|  | <b>Evidence</b> of how you pass on information regarding residual risks.                            |                   |    |
|  | <b>Evidence</b> showing how you ensure a structure will meet requirements of Workplace Regs 1992.   |                   |    |
|  | Procedures for managing design changes.   |                   |    |

|     | Additional Documentation Required for Designer & Principal Designer   | Evidence provided |    |
|-----|---|-------------------|----|
|     |   | Yes               | No |
| Q5  | CVs of Designers showing qualifications and experience  |                   |    |
| Q10 | Arrangements/procedures for meeting duties under Regulation 9.  |                   |    |
| Q10 | <b>Evidence</b> of co-operation and co-ordination of design work with other designers/ contractors.   |                   |    |
| Q10 | <b>Evidence</b> showing how you identify and eliminate hazards and reduce risk.   |                   |    |
| Q10 | <b>Evidence</b> of how you pass on information regarding residual risks.  |                   |    |
| Q10 | <b>Evidence</b> showing how you ensure a structure will meet requirements of Workplace Regs 1992.   |                   |    |
| Q10 | Procedures for managing design changes.   |                   |    |
| Q10 | <b>Two</b> examples showing how risk was reduced through design.  |                   |    |
| Q11 | Arrangements/procedures for meeting your duties under Regulation 11 which must include the 6 bulleted items above.  |                   |    |
| Q11 | <b>Evidence</b> showing how you communicate with clients to make sure the client is aware of their duties.  |                   |    |
| Q11 | <b>Evidence</b> showing how you co-ordinate designers e.g. evidence of written instructions, meeting minutes.   |                   |    |
| Q11 | <b>Evidence</b> showing how you assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of preconstruction information collated for a project. |                   |    |
| Q11 | <b>Evidence</b> showing how you ensure all designers comply with their duties in regulation 9.  |                   |    |
| Q11 | <b>Evidence</b> showing how you oversee design decisions.   |                   |    |
| Q11 | <b>Evidence</b> showing how you communicate with the principal contractor.  |                   |    |
| Q11 | <b>Evidence</b> showing how you prepare and handover the health and safety file.  |                   |    |