

MCLAREN

SAFETY, HEALTH, ENVIRONMENTAL, QUALITY PLAN
(SHEQ) PLAN

PROJECT: *One Mabledon Place*

Contract No: *M1309*



Controlled Copy No 1

COPY HOLDER – PROJECT / SITE MANAGER

PLAN PREPARED / AUTHORISED BY – Ian Hopkinson



SAFETY, HEALTH, ENVIRONMENTAL, QUALITY PLAN
(SHEQ) PLAN

Insert project picture

PROJECT: *One Mabledon Place*

Contract No: *(M1309)*

Controlled Copy No 2

COPY HOLDER – CDM Co-ordinator

PLAN PREPARED / AUTHORISED BY – Ian Hopkinson

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|----------|---|
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| 9 | MMS002 Schedule of Responsibilities |
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| 11 | SAF12 Fire Risk Assessment & Fire Plan (Written & Drawing) |
| 12 | SAF33 Register of SAF Forms |
| 13 | Contract Directory |
| 14 | Construction Programme |
| 15 | MMS034 Master Filing List |
| 16 | Flying Start |

1. STATUS REGISTER / AMENDMENT RECORDS / REVIEW

[illegible]

2. DISTRIBUTION AND AUTHORISATION RECORDS

The controlled distribution of this document is detailed in the table below.

Copy No 1 will be retained at the Site Office as the "Master Copy".

| COPY N ^o | RECIPIENT | LOCATION |
|---------------------|--------------------------------|--------------------------------|
| 1 | PROJECT / SITE MANAGER | SITE OFFICE |
| 2 | DUNCAN BOBBY - CDM COORDINATOR | PFB, 72 Cannon Street EC4N 6AE |
| | | |
| | | |

This plan has been based upon known activities and information available at the time of preparation.

It is the responsibility of the Project Manager to authorise the plan, and to ensure that during the contract period, the plan is reviewed and developed to reflect the contract requirements and works being carried out, including information from the CDMC, designers, subcontractors and any unforeseen variations.

The company operates a Master Filing System (MMS 034) which will be in operation on all MCL sites.

Any revisions made to the master plan shall be issued to all other controlled copyholders

It is the responsibility of the controlled copyholder to amend their plan as revisions are received.

Site Specific Form Amendments

Should any enhancements be required to any **McLaren** forms (i.e. Client requirement) then a local amendment must be recorded in the SHEQ Plan and a copy of the amended form added. The forms must not have anything removed from them and as stated must be **McLaren** controlled forms. The exception to the rule is the use of sub contractors work inspection sheets and inspection test plans which may be used if meeting McLaren's requirements.

3. ISSUES AND RECEIPT RECORD

| SHEQ MANAGEMENT PLAN ISSUE RECORD | | |
|---|-----------------------------|---------------------------|
| CONTROLLED COPY N ^o : 2 | | ISSUE N ^o : 1. |
| NAME: (CDM Coordinator) | | |
| FROM: | | |
| Please sign and return a copy of this record to the Site Office, confirming receipt of the following: | | |
| REFERENCE SECTION | SUBJECT / AMENDMENT DETAILS | AMENDMENT N ^o |
| N/A | SHEQ MANAGEMENT PLAN | 0 |
| | | |
| | | |
| | | |
| | | |

[illegible]

4. FORWARD

McLaren Construction Ltd (MCL) has prepared this document based on the Construction (Design & Management) Regulations and ACoP L144. It should be read in association with MCL's MMP document and the Pre-Construction Information (Appendix 1) where applicable. Where MCL have contract design responsibility, specific Health and Safety requirements raised by the designer(s), shall be included. Requirements raised by the CDM Coordinator shall also be included.

It has been developed specifically to address the SHEQ requirements for this contract, including any information about restrictions which may affect the work such as neighbouring buildings, utility services, vehicular and pedestrian traffic flows and work activities of the client.

If all of the information relating to the project is not available to develop the plan fully before construction works commence amendments to the plan will be implemented within the appropriate section and subsequently recorded within the Index of Amendments contained above.

5. INTRODUCTION

MCL is committed to ensuring the health; safety and welfare of their employees, contractors and any other person affected by the activities being undertaken under their control are not put at risk. This plan will be developed and maintained as necessary as the project progresses with the input of the project management team and all contractors to allow employers to disseminate information and effectively manage their employees.

5.1 *Preparation & Review of the SHEQ Plan*

The SHEQ Plan will be prepared prior to the commencement of the project in conjunction with information from the client and the CDMC in the form of the Pre-Construction Information. The initial approval and review will be carried out at the Pre-Commencement SHE Planning Workshop SAF001.

Once prepared and authorised the SHEQ Plan must be issued to the CDMC for approval in accordance with CDM 2007. Once approved by the CDMC written confirmation is to be obtained and held with the SHEQ Plan

Throughout the duration of the project the MCL project management team, assisted by their contractors and the project safety committee will review the plan at regular intervals, not to exceed one working month. These reviews will take into account significant changes to the project such as but not restricted to:

- Planning restrictions.
- Specific phased completions.
- Changes to personnel appointments and responsibilities.
- Updates to emergency arrangements.
- Traffic management.
- Environmental aspects and impacts.

5.2 *Project Health & Safety Objectives & Goals*

It is the intention of MCL to ensure that health and safety is given due regard on this contract. To achieve this; the co-operation of all contractors is essential together with good planning, adopting a risk assessment approach to identify hazards and so eliminate risks.

Along with any client objectives issued and to assist the project team and contractors the following objectives have been agreed with the project team

- All operatives on site to have completed Asbestos Awareness Training
- Use of eye protection will be mandatory at all times (suitably rated for the task at hand)
- To produce and maintain first class site offices and welfare facilities.
- To reduce to an absolute minimum any accidents, incidents or near misses
- To engender an open door policy/attitude to all H&S issues where all can contribute

MCL will act as co-ordinator for the various contractors working on the project. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in this Plan, which will be brought to the attention of employees, visitors and contractors working on the site.

MCL will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents MCL must be informed and if the incident is reportable to the Health and Safety Executive a copy of the report form must be given to MCL. Further guidance can be found in the section entitled "Emergency Procedures"

We ask contractors and their employees to assist MCL in implementing this Plan and so ensure a safe and healthy site for everyone. MCL will have a visiting safety adviser and site personnel will be able to voice their feelings with regards to health and safety to the safety adviser or they should contact the Site Manager. In addition if any employee sees an unsafe situation or finds themselves in a position of danger they should stop work and report it immediately to their supervisor or to the Site Manager.

6. DESCRIPTION OF THE PROJECT

6.1 Project Directory

The Project Directory will be expanded as necessary, but as a minimum shall be

The Client

| | |
|--|----------------------------------|
| Stanhope Plc 31 St James's Square London SW1Y4JJ | Contact Name: Rob Watts |
| | Tel: 020 7329 1221 |
| | Fax: |
| | Email: rob.watts@stanhopeplc.com |

The CDM Coordinator

| | |
|---|-------------------------------------|
| PFB 2n Floor 72 Cannon Street London EC4N6AE | Contact Name: Duncan Boddy |
| | Tel: 020 7329 1221 |
| | Fax: |
| | Email: Duncanboddy@pfbconsult.co.uk |

The Principal Contractor

| | |
|---|---------------------------------------|
| McLaren Construction Limited 4 th Floor 10 Chiswell street London EC1Y 4UQ | Contact Name: Ian Hopkinson |
| | Tel: 020 7078 6963 |
| | Fax: |
| | Email: ian.hopkinson@mclarengroup.com |

The Lead Designer – Architect

| | |
|--|---|
| Bennetts Associates 1 Rawstorne Place London EC1V7NL | Contact Name: David Laing |
| | Tel: 020 7520 3300 |
| | Fax: |
| | Email: David.Laing@bennettsassociates.com |

The Environmental Consultant

| | |
|-----------------------------------|---------------|
| Arups 8 Fitzroy Road London | Contact Name: |
| | Tel: |
| | Fax: |
| | Email: |

6.2 Enforcing Authorities

Health & Safety Executive

| | |
|--|----------------------------------|
| Construction Unit Rose Court 2 Southwark Bridge London SE1 9HS | Contact Name: |
| | Tel: 020 7717 6000/0845 345 0055 |
| | Fax: |
| | Email: |

Local Authority

| | |
|--|---|
| Camden town hall extension Argyle Street London WC1H8NJ | Contact Name: Gordon Hamilton, Mario Houska |
| | Tel: 020 7974 2744 |
| | Fax: N/A |
| | Email: |

Environment Agency

| | |
|---|---|
| Camden Council Camden Town Hall Extension Argyle Street London WC1H 8NJ | Contact Name: Gordon Hamilton, Mario Houska |
| | Tel: 020 7974 2744 |
| | Fax: |
| | Email: |

6.3 Utilities

Water

| | |
|-----------------------------------|--------------------|
| Thames Water Reading (RG2 OBY) | Contact Name: |
| | Tel: 0845 850 2777 |
| | Fax: |
| | Email: |

Electricity

| | |
|-----------------|---------------------------|
| Smartest Energy | Contact Name: Dean McFwan |
| | Tel: 01473 234 138 |
| | Fax: |
| | Email: |

Gas

| | |
|---------------|----------------------------|
| Squire Energy | Contact Name: John Clifton |
| | Tel: 01372 360 607 |
| | Fax: |
| | Email: |

Telecommunications

| | |
|-----|---------------|
| TBC | Contact Name: |
| | Tel: |
| | Fax: |
| | Email: |

6.4 Emergency Services

Local Addresses and contact numbers are for information; always dial 999 in an emergency.

Hospital (Accident & Emergency)

| | |
|---|--------------------|
| University College Hospital 235 Euston Road London NW1 2BU | Contact Name: |
| | Tel: 0845 155 5000 |

Fire Brigade

| | |
|--|--------------------|
| London Fire Brigade 169 Union Street London SE1 0LL | Contact Name: |
| | Tel: 020 8555 1200 |

Police

| | |
|---------------------|---------------|
| Metropolitan Police | Contact Name: |
| | Tel: 101 |

6.5 Project Notification to HSE & Other Statutory Notices

On receipt of the (F10 Rev) from the CDM Coordinator; a copy will be displayed on the main site notice board and a copy is held at Appendix 3 to this Plan. The following information is also to be displayed on the main site notice board:

- Health & Safety Law Poster. (All information boxes to be completed where relevant)
- A copy of the company IMS Policy Statement (see Appendix 3)
- A copy of the company certificate for Third Party Liability Insurance.

6.6 General Description of the Project

The project is the redevelopment of an existing 10 storey office building into new office space, updated to meet the requirements of the modern workforce. The project involves the complete strip out of the building back to the basic concrete frame. The existing precast concrete cladding panels remain on the building but will be cleaned to give a new appearance. The existing glazing system will be removed and replaced in its entirety. The podium building to the West side of the development will be partially demolished, replaced and extended back upwards in a new light weight steel and metal deck solution. A new reinforcement concrete lift core will be constructed from basement level B4 back up to level 6, linking into the existing tower structure at each level

The office floors will be fitted out to a CAT A fit out with raised access flooring and exposed concrete soffits. The MEP installation will be replaced in its entirety including all items of capital plant

6.7 Project Dates

Site Possession – 29th July 2013

Time in Weeks - 50

Planned Completion Date 14th July 2014 (19th August 2014 follow EOT)

6.8 Hours of Work

Monday – Friday 08.00 – 18.00

Saturday - 08.00 – 13.00 (By appointment only)

6.9 Existing Records, Drawings & Information

6.9.1 Existing Structures

A full set of structural drawings are now on site

6.9.2 Existing Use

The building was fully cleared of all materials by McGee prior to our arrival on site. Prior to McGee starting on site the building was occupied by unison.

6.9.3 Existing Services

Contractors are responsible for ensuring services are traced, identified, protected and marked before work commences. The accuracy and detail of all service drawings is to be verified. When undertaking excavation works a Permit to Dig SAF024 must be obtained prior to commencement from the MCL Site Manager. SHE Procedure SHE014 - Excavations & Underground Services is to be referred to at all stages of work on excavation and buried services.

6.9.4 Existing Ground Conditions & Ground Survey Reports

A ground survey report can be found at Appendix 1, key detail from the survey is as follows:

6.9.5 Previous Use of Adjacent Sites

6.9.6 Current Use of Adjacent Sites

6.9.7 Road and Traffic Systems Adjacent to the Site

6.10 Planning and other Restrictions Applicable to the Site

All works must be planned to minimise the impact and disruption to existing clients, tenants, neighbours and the public; this should also include road users. Construction activities audible at the extremes of the site boundary may only take place between the hours of 08:00 – 18:00hrs Monday to Friday and 08:00 – 13:00hrs on Saturday. These timings have been agreed with Camden councils. Contact Gordon Hamilton

The selection of plant, equipment and methodology; including delivery times will be taken into account. Noise and Vibration will be reduced to the lowest level to comply with both environmental and occupational health concerns.

6.11 Access to Site

Vehicular and pedestrian traffic will always be segregated where possible on site. All vehicles must observe the site speed limit as indicated in the Traffic Management Plan SAF044 at Appendix 4 and comply with warning, directional and information signs. All vehicles must be under the supervision of a banksman when reversing and be fitted with an audio/visual alarm when reversing.

Access to site is from: Mabledon Place

6.12 Site Fencing & Security

MCL will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site fencing if required. The resultant effect will be that the site is securely fenced by 2 metre high fencing which will be of the Heras type or close boarded hoarding. Hoarding will come under the control of a Temporary Works Coordinator and will be erected as detailed in the design drawings and be included in the Temporary Works Register SAF057. SHE procedure SHE005 Temporary Works shall be referred to at all times when carrying out Temporary Works. The Temporary Work Co-ordinator is detailed in Section 7.4.

Access gates to the site will be kept closed except when in use. Notices will be posted advising employees, visitors and site operatives of the PPE requirements on site.

A separate gate will be provided for pedestrian access to site to segregate pedestrians from vehicular and mobile plant movements at the site entrance area.

7. COMMUNICATION & MANAGEMENT OF THE WORK

7.1 Management

The specific management structure for this contract is contained within section 7.2 and 7.3 of this plan.

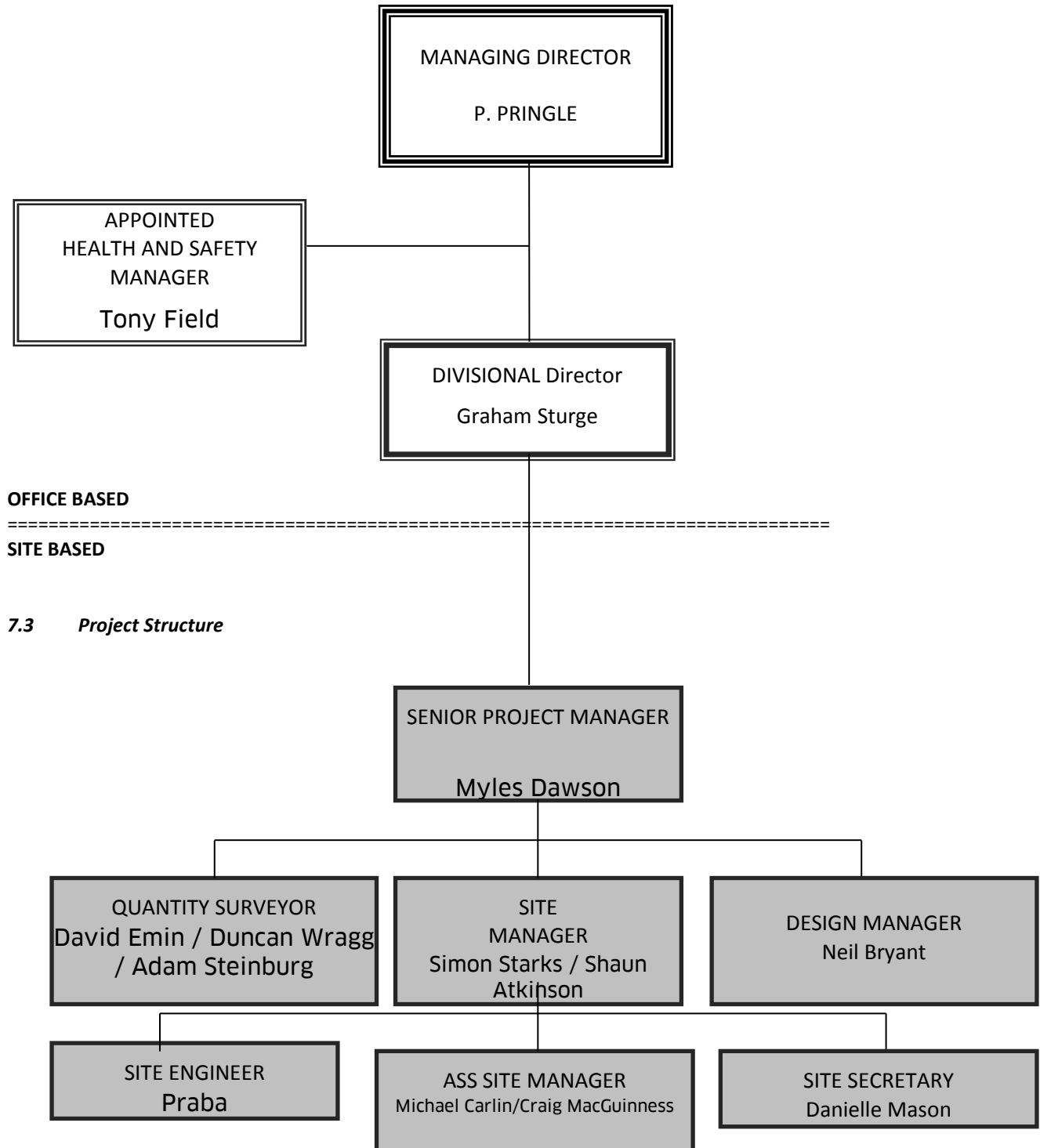
Responsibilities of the various members of the project team whether site or office based are described in the MCL Management procedures.

The following arrangements and procedures will be used in the managing of issues on site at several stages throughout the contract;

- Prior to commencement on site a Pre-Commencement SHE Planning Workshop SAF001 is held to review the information available for inclusion within the SHEQ Plan. The completed minutes from the meeting can be found at Appendix 10. The project management team applicable to the contract and the relevant health and safety manager will attend this meeting. Company Standard Risk Assessment SAF002 will also be completed at this meeting.
- As part of the above process MMS044 Flying Start will be completed and can be found at Appendix 16
- It is deemed within the tender enquiry documents that all sub-contractors/suppliers must carry out their works, and allow within their quotation to meet the requirements of the Health and Safety at Work etc. Act 1974, and in particular the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2007, as well as the MCL health and safety requirements as a minimum. At the time of tender, sub-contractors/suppliers are made aware that project specific documentation is available in particular the Pre Construction Information the SHEQ Plan and contract documentation, together with any other relevant health and safety information.
- A Pre Start Meeting SAF003 is held with each sub-contractor prior to commencement to review and develop all health, safety and environmental information that requires taking.
- All operatives and visitors who visit site will receive an induction from the operational management team who will explain, complete and give a copy of the site rules to all persons before commencing or visiting site for the first time see Appendix 5 for the site specific rules. All personnel will be expected to complete Personnel Safety Induction Record SAF16.
- Monthly meetings will be held to review health and safety matters past and future and deal with corrective and preventative action. Monthly Site Safety Committee meeting minutes SAF060 will be produced and distributed to all sub-contractors on site. Sub-contractor Progress Workshops MMS031 will also be held where health and safety matters are reviewed and addressed.

7.2 Management Structure within McLaren Construction Ltd

The duties and responsibilities of all duty holders are detailed in the MCL Management Procedures, a copy of which is held on every site. Each site will implement a Schedule of Responsibilities MMS002, this can be found at Appendix 9



7.4 Competent Persons Organisational Chart

Insert names as appropriate

| |
|---|
| <p>Senior Project Manager</p> <p>Myles Dawson</p> |
|---|

| | Site Health & Safety Representative | Site Environmental Representative | First Aider | Fire Marshal | Temporary Works Coordinator | Crane Coordinator | Scaffold Coordinator | Asbestos Coordinator |
|----------------------|---|--------------------------------------|----------------|-------------------|-----------------------------------|----------------------|-------------------------|-------------------------|
| Designated Person | Simon Starks | Praba | Simon Starks | Praba | Myles Dawson | Simon Starks | Michael Carlin | Michael Carlin |
| Deputy | Craig MacGuinness | Simon Starks | Michael Carlin | Michael Carlin | Praba | Michael Carlin | Praba | Simon Starks |

7.5 Designated Signatories

All MCL site personnel signatures shall be maintained on the following page of this section, which will detail the scope of authority allocated by the person appointed responsible for the management of the contract, such as letters / plant / materials / work inspection sheets etc.

If upon inspection at the time of delivery, any material/product is found to be either, incorrectly delivered or damaged, it shall be returned by the same transport and the ticket clearly marked.

Where this is not possible, the material/product shall be segregated from mainline operations and stored in a Designated area or clearly marked as damaged or incorrect until it can be replaced or re-classified.

The delivery tickets shall be recorded and maintained in the site office daily.

Delivery tickets shall be checked against raised orders for compliance.

Suppliers shall be notified of any discrepancies found as soon as possible, so that a solution can be agreed.

| NAME | SCOPE OF AUTHORITY | SIGNATURE |
|---------------|---|-----------|
| M. Dawson | All | |
| D. Emin | All | |
| C. Hartley | All | |
| S. Starks | Correspondence, Permits, Deliveries, QA | |
| C. McGuinness | As above | |
| Praba | As above including temporary works | |
| M. Carlin | Permits, Deliveries, QA | |
| N. Bryant | Deliveries, Design | |
| L. Beharry | Deliveries, M&E Design | |
| D. Mason | Stationary | |
| S. Winn | Permits, Deliveries, QA | |
| A. Steinberg | All | |
| D. Wragg | All | |

7.6 Monitoring & Review of Health and Safety Performance

MCL will undertake the following monitoring system:

- Daily checks by the Site Manager with regards to general health and safety standards.
- Weekly Site Safety & Environment Inspection SAF007
- Monthly Safety & Environmental Meetings SAF004 (Incorporated into weekly meeting)
- Contractor supervisors will undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and either recorded in the registers located in the Site Managers office; or If the contractor is recording their own inspection in their own registers which must be on site and readily available for checking and auditing.
- Monthly inspections undertaken by the SHEQ Department.
- Random inspections by the senior management team.

With regards to the monthly visits undertaken by the SHEQ Department, a formal written report is submitted and this is copied to the Managing Director and Divisional Directors for their information. If the adviser is concerned about any aspect of the work, he will telephone the Divisional Director and the SHEQ Director to express his concerns so the necessary actions can be rectified without delay.

7.7 Consultation with the CDM Coordinator and Designers

MCL will liaise with the CDM Coordinator and designers as required according to the work in progress and the difficulties experienced. This item will be a standard agenda item at the progress meeting and so the need for further input or liaison with CDM Coordinator or designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

7.8 Consultation with Employees - Health & Safety Meetings

MCL will ensure the establishment of a formal safety committee with meetings being held on a monthly basis. Sub-Contractor supervisor or nominated representative will be required to attend the meeting. Minutes will be produced using Monthly Site Safety Committee Agenda SAF060 with the minutes being distributed to all present and displayed on the site notice boards. The Site Manager will be in daily contract with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the Site Manager.

If a contractor or employee has any concerns relating to health and safety they should bring it to the attention of any member of the MCL team without delay.

7.9 Exchange of Health and Safety Information

MCL will be the “on-site” point of contact for all significant information flow between the CDM Coordinator, Designers and Contractors.

7.10 Exchange of Health and Safety Information between MCL and Contractors

This plan will be updated as the project progresses if the need arises. Information from the CDM Coordinator and the designers has been included in appendices to this plan and this information forms a part of the overall plan. In addition to this plan, details of site specific hazards will be outlined to contractors at the tender stage, in particular the hazards relating to the particular package being tendered by the contractor, together with any special precautions or control measures MCL feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures they will apply in their method statements and risk assessments.

MCL will co-ordinate the activities of contractors on site and if any contractor has a health & safety question or there is a co-ordination problem with other contractors this should be referred to the MCL as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the MCL and discuss precautions that can be adopted to minimise any risk.

7.11 Controlling Design Changes

If a problem arises which questions or may require a change or review of the existing design, MCL will ensure this is formally raised with the designers, and in addition, ensure the CDM Coordinator is also advised. Any changes in design will be evaluated by the company's Project Management team and all interested parties will be advised of these changes with revised drawings and or information being issued. Form MMS039 – Technical Query, MMS021 – Requests for Information refer.

7.12 Selection of Contractors

The procedure for selecting contractors is detailed in the MCL Management Procedures. Contractors are to be signed up to the appropriate CITB CSCS and/or CPCS scheme; only approved contractors will be used. For the purposes of CDM, a contractor is a company or individual who is providing a package of work including plant and materials to the company. For company's supplying labour only, such as bricklayers, painters etc these people will be classed as employees and will be controlled by the Site Manager.

7.13 Control of Contractors

The Site Manager is responsible for ensuring adequate co-ordination and control of all contractors; this will be achieved by:

- Only employing contractors from the companies approved list.
- Ensuring all essential health and safety information is given to the contractors. SAF003 – Sub-contractor pre-start safety and environmental meeting agenda refers, SAF005 – Weekly sub-contractor/supervisors meeting agenda, MMS031 – Sub-contractor Progress Meeting Agenda Refer.
- Ensuring contractors written safe systems of work meet with the company's standards. SAF009 – Method Statement Evaluation Sheet refers.
- If the work is high risk, ensuring contractors produce method statements and inform their employees of the precautions to be taken by means of a tool box talk. The Site Manager must also be briefed about the work. SAF018 – Safety Induction Register, SAF019 – Method Statement Briefing Register, SAF020 – Tool Box Talk Register refer.

Contractors are reminded of their duties to co-operate with MCL and other contractors under the Health and Safety at Work Act, CDM Regulations and the Management of Health and Safety at Work Regulations.

7.14 General Duties of Contractors

If safe and healthy sites are to be achieved MCL will need the co-operation of its contractors. As well as their legal duties contractors are required to assist MCL by:

- Informing the Site Manager of any significant risks that have not been foreseen that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety. SAF020 – Tool Box Talk Register, SAF019 – Method Statement Briefing Register, SAF018 – Safety Induction Register refer.
- Providing the appropriate personal protective equipment.

- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the site rules and any relevant method statements.
- Check own competence.
- Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Report obvious risks.

7.15 General Duties of All Employees

The Health and Safety at Work Act 1974, requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and MCL by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. In particular, employees can assist by:

- Using the appropriate personnel protective equipment (i.e.; safety helmets, eye protection, hearing protection, safety footwear etc)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their Site Manager.
- Not operating any plant or carrying out any task for which the employee has not been trained and are not familiar with.
- Follow the site rules and any relevant method statements.

If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the Site Manager.

7.16 Production and Approval of Risk Assessments and Method Statements

Any task that has been identified as being of high risk will be subject to a detailed method statement which must be agreed with MCL before the work commences. Contractors must undertake risk assessments for the work under their control. If as a result of this assessment the task or work is considered to be high risk work, (i.e. the potential to cause death, or major injury, or seriously damage someone's health), then a specific method statement must be produced for this work. Generic assessments or model assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly with regards to method statements, these must be site specific. If a model statement is used, it must be adapted to reflect the conditions and arrangement on this site.

Method statements should be submitted a minimum 7 working days in advance of the planned commencement of the work to give sufficient time for the Site Manager to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly. SAF008 – Method Statement/Risk Assessment Schedule, SAF009 – Method Statement Evaluation Sheet refer.

SHE004 Policy & Procedures for Risk is to be referred to when reviewing Method Statement and Risk Assessment Sub-Contractor supervisors will be responsible for briefing their own operatives on the relevant Method Statement, Risk Assessment and other associated document as required.

7.17 Permit to Work

Permits to work will be issued for the following work practices:

- SAF021 Confined Space.
- SAF022 Crane & Lifting Operations.
- SAF024 All digging or excavation work.
- SAF025 Work on or the Commissioning of live or near to live electrical installations.
- SAF025 Work on or the Commissioning of live or near to live mechanical installations.
- SAF027 Hot Works.
- SAF028 Work in Ceiling Voids
- SAF029 Permit To Load (Temp Works)
- SAF034 Roof Access
- SAF055 Permit to Use Step ladders
- SAF056 General Permit to Work (Specific Task)
- SAF066 Permit for Use of Mobile Tower

The site manager will be in overall control of the permit system; where, through risk assessment the requirement for a permit has been identified all contractors are responsible for following the procedure. Permits are issued for one day or one shift whichever is the shorter; all permits are to be returned; all sections completed by the site manager/permit controller on completion of the works, at the end of the working day or shift.

7.18 Reporting Procedures

The following will be tabled for discussion at each internal site meeting

- The status and progress recorded against the contract programme
- Current short – term programmes and stages recorded against contract programmes with, if necessary, actions for bringing works in line with the programme
- Monthly labour, fuel, accident returns SAF050
- A rolling schedule of approvals of all materials yet to be approved. This schedule will be updated on a weekly basis
- A schedule of materials and projects manufactured off site, with status of percentage manufactured and anticipated delivery dates.

SAF004 – 4-Weekly Safety and Environmental Meeting Agenda, SAF005 – Weekly Sub-contractors/Supervisors Meeting Agenda, MMS038 – Internal Site Management Meeting Checklist, MMS028 – Monthly Progress Report, MMS031 – Sub-contract Progress Meeting Agenda refer.

7.19 Exchange of Health and Safety Information

MCL accepts one of its main duties is to ensure that essential health and safety information is disseminated to employees and contractors (including self-employed and labour only supply contractors).

8. INFORMATION INSTRUCTION & TRAINING

8.1 Information

All Health and safety information and statutory notices will be displayed in the site office and in the welfare facilities. Emergency procedures together with the identity of persons in charge will be displayed.

8.2 Induction Training

All personnel who work on site must receive an induction from the McLaren Construction Ltd Management team before they commence work. All contractors will be expected to be in possession of their CITB CSCS or CPCS card.

Contractors are responsible for maintaining their training records on site; a comprehensive training matrix is to be maintained and available upon request.

Visitors to site will be given a shorter induction SAF049 which will cover any health & safety issues they need to be aware of and to identify any health & safety concerns we may have to address. All visitors to site must be accompanied by their respective sponsor. The induction will be carried out by the site manager or their appointed representative.

Relevant parts of the SHEQ Plan, Method Statements and Risk Assessments will be made known. A record will be kept of all training carried out SAF018 – Safety Induction Register and SAF016 – Personnel Safety Induction Record.

Contractors are expected to carry out their own induction talks in accordance with the induction guidance sheet issued by the Site Manager covering their own Method Statements & Risk Assessments.

8.3 Site Rules

Specific site safety instructions will be explained to site personnel before they commence work or to visitors before they enter onto site. Refer to the Site Safety Information and to the Site Induction Training Register on which a signature is required acknowledging receipt of safety induction SAF018 – Safety Induction Register refers.

The rules may be made specific for certain groups or individuals, such as visitors. A copy of the site rules is maintained in Appendix 5 of this Plan

8.4 Sub-contractors

The Sub-contractor will advise the site management the appointment of their Safety Advisor and request that an appointment is made for MCL Site Management to meet the Safety Advisor on their first visit to establish:

- Arrangements for notifying site management that an inspection is to take place
- Procedures for carrying out site inspections
- Arrangements for reporting results of inspections to both the subcontractor concerned and the MCL site management
- All plant operators must complete Plant Operators Authorisation SAF023 at the site induction.

MCL request that sub-contractors provide proof of relevant training and competence of their operatives be issued to site – this is discussed during initial sub-contractor Pre Start Meeting – SAF003 refers.

8.5 Non-English Speaking Contractors

MCL endeavours to be an equal opportunities employer and accepts that more and more non speaking contractors are entering the construction industry. There is an increasing problem with communication on site with people not be able to understand the spoken or written English language. MCL recognises that some employees or contractors have difficulties understanding English, or have low literacy levels. On that basis there are a number of ways communication can be encouraged to create their involvement.

- Ensure adequate time for consulting with employees/contractors where language and/or literacy may be an issue, so they can absorb the information and respond as required.
- Where difficulty lies, employees/contractors should be encouraged to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret and identify them as the 'team leader', so that should any emergency evacuation take place, to ensure the individual escapes in good time and not be left behind. It may be necessary for these employees to receive some training if they are asked to undertake this role.
- Consider, getting information translated, where possible, and check that this has been done clearly and accurately by testing it with native speakers.
- The use of pictorial information and internationally understood pictorial signs where appropriate.
- Where information has to be in English, use clear and simple materials, and allow more time.
- If Committees and representatives are in place, they should reflect the workforce they represent.

Be aware of cultural differences and take these into account when consulting employees -there may be some employees who do not feel able to speak up about health and safety matters.

The key to individual consultation is to make sure that everybody is involved so choose those methods that you know will reach all members of the workforce.

8.6 Tool Box Talks

Toolbox talks are to be conducted on a weekly basis all operatives attending the talks are to sign SAF 020 TBT Register. Copies of the completed SAF020 are to be submitted to the MCL Management Team

TR01 – In House Training Register is to be completed for all training and meetings. Once completed TR01 is to be sent to the SHEQ Department.

8.7 Arrangements for Monitoring

Monitoring of the SHQ Plan and site operations will be carried out as follows:

- Visual Inspections carried out daily by the Site Management. Management of Safety, Health and Environmental (SHE) Inspections will take place weekly SAF006 – Weekly Site Safety and Environmental Inspection Rota and SAF007 – Site Safety and Inspection Report refers.
- Self Auditing Safety Check List will be completed weekly by the Project Team. SAF033 – Works Inspection Monitor Schedule refers. This form will be reviewed during monthly Management Meetings and attached to the minutes.
- Periodic inspections will be carried out by the Regional Safety, Health and Environmental Advisor, the intervals not exceeding four weeks.
- The routine monitoring of current legislation and standards and to give guidance and advice on how to meet these requirements.
- Investigation of incidents (whether causing injury, loss or 'near miss') and complaints.
- Regular meetings between senior management and Regional SHE Advisor to advise on appropriate standards / controls.
- Arrangements for periodic inspections by safety advisors appointed subcontractors.

9. GENERAL ARRANGEMENTS

9.1 *Welfare Facilities*

Adequate and suitable toilets, washing facilities, rest rooms and changing rooms will be provided at the earliest possible. The cabins set up detail can be found in section 2 of the Site Set up Manual on the portal. The welfare arrangements will conform to the Construction (Design & Management) Regulation 2007 Schedule 2 and will:

- Be easily and safely accessible.
- Be kept clean and orderly with a cleaning programme being established by the site management team.
- Be adequately ventilated and lit
- Have a place to store normal and work clothing and dry it when wet.
- Have facilities for rest in a non-smoking atmosphere.
- Have a supply of drinking water (clearly marked).
- Have facilities for boiling water and heating food.
- Have facilities for eating food etc.
- Have facilities that will be safely maintained.
- Have separate toilet, washing and changing facilities for male and female staff or a lockable door.
- Not be used for storage of materials or plant.

Portable facilities will be provided only as an interim measure and for remote or short-term work.

Running water for washing and flushing will be provided as soon as possible. Wash hand basins with water, soap, and towels or dryers will be provided.

Seating will be provided with back support in all canteens and rest facilities.

Showers will be provided where work is particularly dirty e.g. during work in contaminated ground.

Specialist de-contamination facilities shall be established where identified as necessary for activities such as asbestos removal.

10. FIRST AID & EMERGENCY ARRANGEMENTS

10.1 Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident shall immediately be reported to the site office, where the MCL site manager or deputy shall assess further actions required. Emergency details (name, address and telephone number) of all the nearest Accident and Emergency Hospital, Fire Station and Police Station will be posted in prominent positions on site together with a map showing their location. Details of local site specific emergency contacts can be found in section 6.4 of this plan. Emergency Procedures to be displayed on site can be found at Appendix 6.

10.2 General Fire Precautions

A fire risk assessment SAF012 will be carried out to identify what emergency and fire precautions are needed.

The plan will identify and incorporate the following:

- Name(s) of overall Safety Co-ordinator
- Name(s) of nominated Fire Wardens
- General Site Fire Precautions - this will include but not limited to:
 - Type and Extent of Extinguishers
 - Type of Fire Detection Systems
 - Type of Fire Alarm System
 - Type of Accommodation / Emergency Lighting
 - Sketch Plan showing location etc including Assembly Points
 - Fire Brigade Facilities / Contacts for Emergency Services see section 6.4 of this plan

This information will be displayed on site and can be found at Appendix 6

Storage of Materials for HFL, LPG and waste material, detailing

- Minimum quantities of highly flammable liquids will be allowed on site and these will be securely stored in a lockable, labelled fireproof container at least 3m away from site offices.
- All gas bottles will be securely stored in a vertical position within a ventilated, lockable, labelled store at least 3m away from site offices.
- All waste will be stored in skips (covered where necessary) at agreed locations.

Hot Work Permit Regime

- Permit to work systems will apply to all hot works SAF027 – Permit to Work Hot Cutting or welding refers.

Fire instruction notices will be prominently displayed and made known to all on site outlining:

- The action to be taken on discovering a fire, including raising the alarm and fire fighting, if it is safe to do so.
- The action to be taken on hearing the alarm;
- Fire alarm systems and escape routes will be checked weekly and simple records kept. SAF039 – Fire Safety Register SAF006 – Weekly Safety and Environmental Inspection Rota, SAF007 – Site Safety and Environmental Inspection Report.

Fire points containing the appropriate fire extinguishers will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL/LPG storage.

10.3 First Aid

Each site will have a suitably trained First Aider who will be in possession of a current first aid certificate to manage first aid. In the absence of a MCL First Aider, a qualified person employed by a subcontractor will be appointed to provide cover.

First aid facilities will be kept on site for minor injuries as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse can be obtained. The minimum provision will be a suitably stocked first aid container. The site manager will be responsible for re-stocking the first aid box

Notices to show the location of equipment, facilities and personnel will be displayed in a prominent position on site.

All injuries however minor will be entered in the site accident book. Reportable accidents and Dangerous Occurrences must be recorded on SAF031 with a copy being sent to the relevant health and safety manager

10.4 Accident & Incident Reporting

Medical treatment shall be sought for injuries sustained, no matter how slight, and appropriate records shall be entered in the accident book.

All accidents and incidents, including damage to property belonging to MCL or others, shall be reported to site management and the relevant Health & Safety Manager who shall instigate an initial investigation as soon as is practicable as to the cause of the incident.

The site management team shall introduce where appropriate immediate corrective actions to avoid recurrence of the incident.

The site incident investigations shall be completed within a reasonable time frame, any investigation extending beyond two working days must be reported to the Safety Director and the Divisional Director responsible

Note: In instances where a major incident has occurred, the services of the company external safety consultants should be sought to assist in the accident investigation if required.

All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR 2013 must be notified to the relevant enforcing authority and appointed Health & Safety Manager as soon as is practicable.

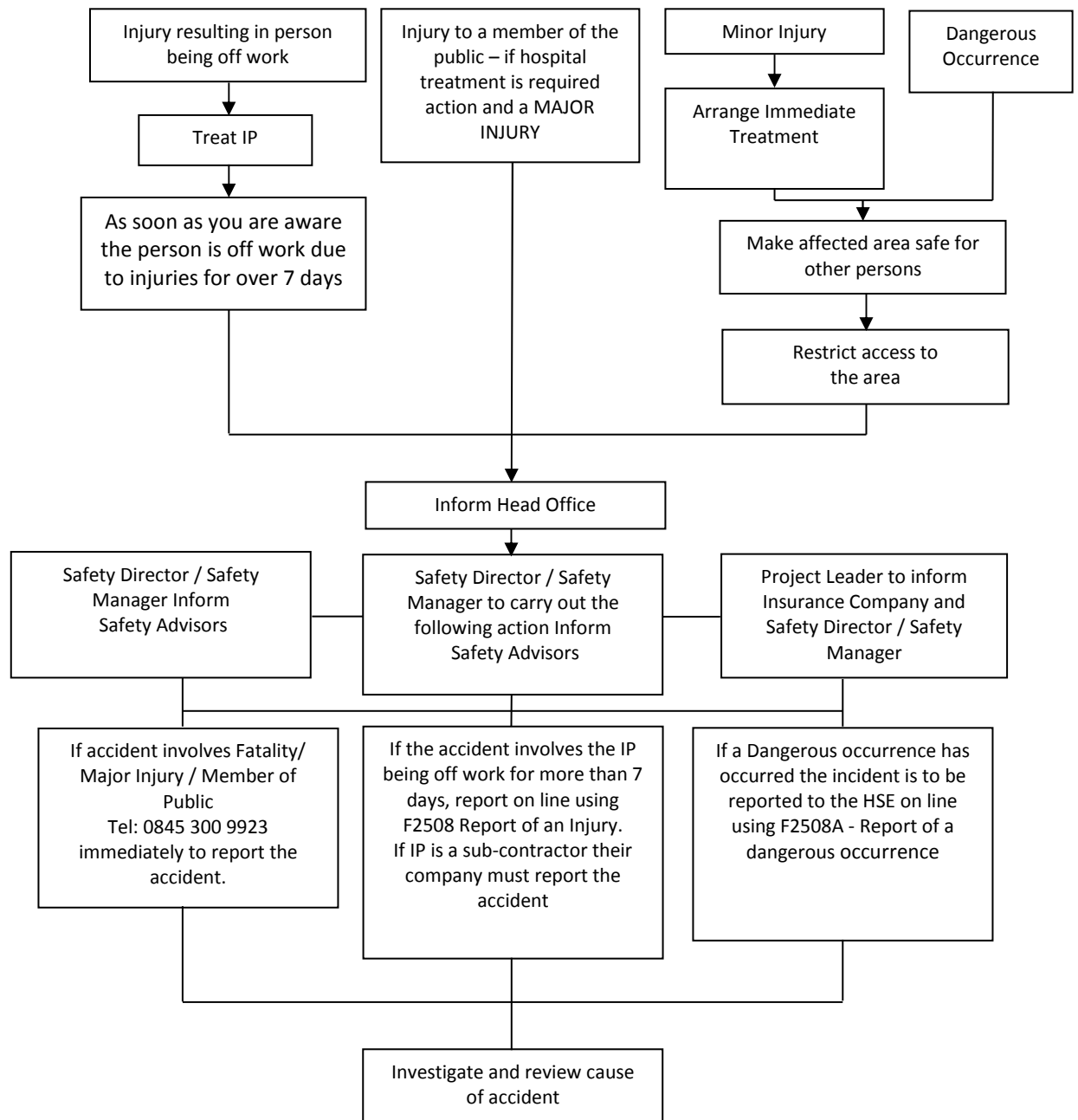
Records of accidents, direct employee plus sub-contract personnel numbers, and total hours worked are to be prepared monthly for Company safety performance measurement

A toolbox talk is to be carried out by the relevant contractor post-accident with evidence being provided to the McLaren management team

Below is a flowchart outlining the procedure for reporting accidents:

10.5 Company Procedure / Flowchart

The following flowchart outlines the company's procedure for reporting all accidents and Dangerous Occurrences, SHE009 Accident Reporting will be referred to at all times:



11. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

11.1 Significant Hazards Specific to this Project

Below are details of the hazards identified by the CDM Coordinator and the designers as detailed in the Pre-Construction Information. In addition, the company have undertaken and initial risk assessments of the project using SAF002 Company Standard Risk Assessment this can be found at Appendix 7:

- Manual Handling.
- Working at Height (Compliance with WAHR2005).
- Ground works (Deep Excavations)
- Falsework & working with Concrete.
- M&E Installation.
- Steel Erection.
- Plant Movement & Operation.
- New Roads and Streets Works

SHEQ procedures are to be referred to at all times when planning any activity on site

11.2 Significant Health & Safety Risks

The following sections outline the significant risks that are generally applicable to the work being undertaken on this site.

For high risk activities a site specific method statement will be required which must be agreed with the principal contractor before the work can commence. For routine site operations these site rules should be observed together with any relevant guidance issued by the HSE. If Site Manager or any contractor needs further information with regards to HSE guidance, contact the company's health and safety advisers who will assist.

- Use of abrasive wheels and other disc cutters.
- Working at height employing Ladders, Stepladders, Scaffolds & Mobile Tower Scaffolds.
- Lifting Operations.
- Plant & Plant Operators.
- Excavations, footings & service trenches etc.
- Hand Held Power Tools.
- Distribution & use of Electricity on site.
- Contact with Services; Overhead, Underground & within existing structures.
- Sewer Connections.
- Working alongside or over Water.

SHEQ procedures are to be referred to at all times to assist in the control of the above mentioned risks

11.3 *Precautions to be taken at the End of the Day*

At the end of the working day all plant should be positioned and immobilised so that it is safe and does not interfere or obstruct of other contractors. Small items of plant should be isolated and left in a safe position. Items such as compressed gas cylinders must be isolated at the cylinder valves. Electrical items should be turned off and the plug removed from the power supply. Contractors' supervisors must check their job sites to confirm the areas are safe, especially with regards to fire safety.

11.4 *Housekeeping Site Tidiness*

Slips and trips account for about 35% of all lost time accidents. Good housekeeping is essential for a safe site. Therefore contractors will be expected to keep their work area tidy. It is the contractors' responsibility to provide waste skips and dispose of all waste that they generate on site. If contractors fail to do this MCL reserve the right to arrange a clean up of the contractors area but all costs will be passed on to the contractor. Contractors are reminded that the site is very tight for space and there are vehicle access restrictions. Therefore careful planning will be required with regards to the storage of waste on the site and its removal.

12. HEALTH RISKS

12.1 *Health Surveillance*

MCL is aware their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control. Where health surveillance has been identified as being required either by risk assessment for hazards such as; Noise, Vibration, and Welding or by specific legislation such as COSHH, Lead or Asbestos regulations, health surveillance will undertaken and monitored by a Registered Occupational Health Practitioner.

Site health risks may include; but should not be restricted to:

- Noise.
- Vibration.
- Dust.
- Hazardous Substances:
 - Asbestos
 - Lead
 - Leptospirosis
 - Petrol/Diesel
 - Silica
- Contaminated Ground.
- Manual Handling.

13. HEALTH AND SAFETY FILE

Developing the health and safety plan will be a continuous process throughout the project. Upon completion of a notifiable project it is required under the Construction (Design & Management) Regulations that a Health & Safety File is prepared by the project CDMC.

The CDM Coordinator will be updated by MCL site management of all revisions to the plan and any information that may be necessary for the compilation of the health and safety file, including as built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the CDM Coordinator will ensure that any relevant information is passed on.

MCL are aware of the requirements and content of the Health & Safety File and will provide information to the CDMC in a timely manner. Regular liaison meetings will be held as required with the CDMC.

The format for the Health and Safety File will be agreed with the client and CDMC prior to the construction phase of the project.

Information will include:

- A brief description of the work carried out;
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services);
- Key structural principles incorporated in the design of the structure (e.g. Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off);
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including fire-fighting services;
- Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentation)

14. ENVIRONMENTAL PROCEDURES

14.1 *Environmental Objectives and Aims*

The environmental aims for this site are to: -

- Comply with all relevant environmental legislation.
- Minimise the adverse impact of construction operations on the site's neighbours.
- Avoid prosecutions for contravention of environmental law and regulations.
- Avoid sustained and unresolved complaints from neighbours for nuisance arising from construction operations.
- Avoid spillage of potentially contaminating substances such as diesel and formwork oils.
- Prevent unnecessary disturbance of the existing environment.

Along with any client objectives issued and to assist the project team and contractors the following objectives have been agreed with the project team

- All timber will be "CoC" and FSC approved sources
- Off cuts of plasterboard will be separated on site and recycled
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PRINCIPAL ENVIRONMENTAL LEGISLATION RELATING TO THE PROJECT

Refer to McLaren Legislation Register QMS 005 on McLaren Portal.

14.2 Liaison with Site Neighbours

Emails newsletter to be sent to neighbours close to the site(list of neighbours agreed with client prior to starting) to inform them of the likely start date(s) for construction and for any operations that may be particularly noisy or carried out an unsociable hours. This practice is considered good practice as informed neighbours are less likely to complain. The newsletter will be issued monthly

14.3 Establishment of Site Accommodation

Wherever possible, the location for accommodation will be reviewed to avoid visual impact to adjoining neighbours and for wastewater discharge to a suitable approved sewer. All welfare located within the building and exiting service runs being used. If possible the accommodation will be sited on an area of proposed hardstanding for incorporation into the contract works as this will avoid disruption of the existing environment.

14.4 Environmental Impact & Aspect Control Measures

The following key control measures will assist in minimising the environmental impact. See also Pre-Commencement Health Safety and Environmental Planning Meeting Record SAF01 for site specific environmental aspects and impacts identification. SAF036 Effective Waste / Environmental Pollution Prevention can be found at Appendix 8.

14.5 Earthworks Arisings

Arisings from earthworks and piling shall be stored on agreed areas for the placement of excavated materials on site. Use arisings as much as practicable on site to minimise off-site disposal. The objective is to ensure that the least impact is generated and ecologically sensitive areas of the site are not damaged by indiscriminate dumping or storage.

14.6 Vehicles and Plant

Delivery times have been agreed with by Camden council and will be between the hrs of 08.00 – 18.00 Monday to Friday and 08.00 – 13.00 on Saturdays. Plant shall be positioned so that exhaust emissions do not cause damage or nuisance, and kept to a minimum by regular maintenance.

14.7 Diesel Storage and Refuelling

Ensure that all diesel stored on site is in a secure tank and properly bunded. As far as practicable, ensure that all refuelling is undertaken in a safe, appropriately designated area. Bunds should be of adequate capacity to contain 110% of the capacity, leakproof and kept empty of rainwater and other materials. This will avoid pollution of the ground, and to avoid prosecution for pollution or nuisance.

14.8 Site Roads/Access routes

Ensure that site access roads are kept as clean as possible to prevent excessive contamination to the public highway. Speed restrictions may also be imposed to prevent spread of dust.

14.9 Plant and Wheel Washing

No plant or equipment shall be washed out where there is the possibility of contamination to any natural watercourse, particularly regarding concrete. When necessary, special washing facilities / locations shall be established.

14.10 Storage of materials, fuels, oils and chemicals

All fuel, oil and chemicals shall be stored in containers specifically manufactured for the purpose, and/or bunded/double skinned to prevent contamination in the event of spillage, damage. Tank capacity shall be checked before delivery to prevent overfilling. Special care shall be taken when receiving and storing items such as oil, chemicals, cement, lime, and paint to prevent spillage and contamination.

The contents of storage containers shall be clearly marked, to prevent accidental cross contamination.

'Drums' shall also be stored with lids uppermost to prevent leaking and contamination.

A licensed waste disposal contractor or the original supplier shall remove leaking or empty containers from site.

All valves and nozzles shall be protected from vandalism and unauthorised use by means of a padlock. Where this is not possible, tanks/bowsers shall be stored in secure compound areas.

14.11 Noise

Choose plant and machinery to minimise noise emissions consistent with the technical requirements of the works. Use noise suppression equipment if practicable. Adhere to any working hour restrictions that have been placed on the project. Be vigilant at avoiding inadvertent excessive noise during night-time operations.

14.12 Dust

Provide damping down methods of any operations that may generate dust, these may include such activities as earthworks, cutting, planning and sanding or by utilising plant and equipment with dust extraction and collection facilities. Speed restrictions may assist on site access roads to mitigate this.

14.13 Lighting

The use of lighting for the works and temporary accommodation shall be carefully selected to ensure it is efficient and effective, and positioned to ensure that light spillage is kept to a minimum.

14.14 Visual appearance

Care should be taken to ensure an overall positive attitude to housekeeping of the site, such as fencing, storage or equipment and materials, avoidance of litter and windblown waste etc. This will provide all parties concerned with a good impression of environmental controls leading to an enhanced perception

15. WASTE MANAGEMENT

15.1 Waste Storage

Take active steps to ensure that MCL responsibilities under the Environmental Permitting Regulations 2010 and the Waste (England and Wales) Regulations 2011 are properly discharged, particularly in the accurate completion, and secure retention, of waste transfer notes. Consider possibilities for segregation of waste into different mainstream material types (wood, metals, etc) for possible recycling.

Waste shall be stored appropriately depending on type and classification, i.e. Controlled waste, Hazardous waste and General wastes. In any event, waste storage shall be kept to a minimum and in suitable containers or locations for disposal. Whenever possible segregation shall be implemented to allow for recycling.

Where Hazardous waste is identified, it shall only be segregated and stored following approved methods from the Environment Agency.

MCL will maintain a Site Waste Management Plan (SWMP) in accordance with The Site Waste Management Plan Regulations 2008 this can be found at in the master filing system located in the site office. The SWMP will be kept for two years after the completion of the project and archived accordingly.

15.2 Waste Disposal

Duty of care shall be applied to all waste, and it shall be ensured that all waste disposals are carried out by registered contractors and records of disposal controlled by waste transfer notes. Waste disposal containers/vehicles shall be covered during transport to prevent contents escaping.

Hazardous waste shall be controlled and disposed of following the Environment Agency approved procedures, and by implementing their consignment note system.

Hazardous Waste producer licence is to be applied prior to the commencement of the project

16. QUALITY PLAN

16.1 Project Description

A brief description of the works is detailed in the SHEQ Plan.

16.2 Management Responsibility

It is the Site Managers responsibility to ensure that the requirements of MCL's Quality Management Policy Manual and this Project Specific Quality Plan are implemented. The Site Manager will delegate responsibilities for quality activities to members of the site management team.

Details of the site management structure are given in the SHEQ Plan.

16.3 Quality Plan & Quality System

Please see site QA files for full details for test and inspection plan and records

16.4 Quality Policy

A copy of the Company's Integrated Health Safety Quality and Environmental Policy is detailed in MMP which can be found in all location.

16.5 *Quality Manual & Project Quality Plan*

To meet the requirements of the client, MCL applies a quality system in conjunction with other management controls. MCL's Management Procedures Manual (MMP) describes the system in detail. Specific contract Quality Management requirements are detailed within this Quality Plan, or can be found in other sections of the SHEQ Plan and the Company MMP procedures.

17. *CONTRACT REVIEW*

17.1 *Contract Review Procedures*

Contract Review Procedures are detailed within the Company MMP manual specifically by the Customer Focus and Customer Related Processes (Tenders) process flow chart, which includes but is not limited to:-

- Tender Review
- Tender Adjudication
- Contract Award and Mobilisation
- Employer Pre – Contract Start Meeting
- Internal Pre – Contract Start Meeting
- Progress meetings

Reviews take place at award of contract, prior to commencing works and at regular intervals during the course of the contract (usually monthly).

18. *DESIGN CONTROL*

18.1 *Designer*

The designer(s) where applicable, are detailed in the SHEQ Plan Directory

The designers will be accredited to a recognised professional body ie RIBA, ICE etc. and a copy of the certification will be held on the designers file.

18.2 *Design Control Procedures*

Design will be controlled in accordance with Company MMP Manual specifically the Design and Development Process Description flow chart which includes but is not limited to:-

- Identification of Design Requirements
- Risk Assessments
- Design Approval
- Appointing and Control of Design Authority
- Design Review Meeting Minutes

18.3 *Design Review / Liaison with Client*

Design meetings between the respective organisations will take place to review the design process. Calculations and drawings will be forwarded to the client or their representative for comment / approval prior to related construction works taking place. MMS033 – Design Approval Tracking Schedule refers.

19. DOCUMENT AND DATA CONTROL

19.1 Document Control Procedures

Details for document and data control are given within MCL's MMP Manual specifically Procedure No 1, which includes but is not limited to:-

- Drawing Register
- Technical Query Summary
- Request for Information
- Confirmation of Verbal Instruction
- Correspondence (see Respective location Filing System)
- SHEQ Management Plan

19.2 Record Documents

Records will be kept on site and can be accessed via the Site Manager, to demonstrate compliance with the specified requirements MMP Manual specifically procedure No 2 refers

20. PURCHASING

20.1 Purchasing Procedures

Products and services are only provided by Suppliers and Sub-Contractors, who can demonstrate their ability to comply with the specified requirements. A database is maintained of acceptable Suppliers and Sub-Contractors. Details for Purchasing control are given within MCL's MMP Manual specifically the process description flow chart for Purchasing which includes but is not limited to:-

- Estimating Computerised Database
- Contract Meeting Notes
- Sub – Contract Procurement Schedule MMS011
- Material Procurement Schedule MMS015
- Purchase Orders MMS009
- Tender Review Meeting
- Material Reconciliation MMS014

20.2 Supplier / Sub-Contractor Evaluation

All suppliers / sub-contractors are evaluated (see MMS042- Subcontractor Performance Evaluation Sheet) to ensure that the materials / services they supply will meet with the specified requirements. Control measures are detailed in MCL's MMP Manual specifically the process description flow chart for Purchasing.

20.3 Client Approval

Details of Materials / Sub-Contractors will be submitted for client approval as detailed within the contract documents and site developed Test and Inspection Plan.

20.4 Customer Supplied Product

Where any Client supplied items are to be incorporated into the project, controls defined by MCL's MMP manual shall apply, which include but are not limited to:-

- Non Conformance Report (MMS030 refers)
- Delivery Ticket
- Identification and Segregation

21. PRODUCT IDENTIFICATION AND TRACEABILITY

Product Identification and Traceability is controls defined by MCL's MMP manual shall apply which include but are not limited to:-

- Contract Review Minutes
- Concrete Delivery and Pour Records
- Works Inspection Sheets (WIS Forms)
- As Built Records

22. PROCESS CONTROL

22.1 Construction Methods / Instructions

All works will be carried out in accordance with the specified standards and contract documents.

All incoming materials shall be inspected by an authorised signatory as detailed in the SHEQ Plan.

Detailed method statements shall be prepared where required, and are maintained within the site office.

Wherever possible or specified, controlling samples/areas of both material and workmanship shall be established, and site management personnel shall regularly inspect the works during construction, to ensure specified and/or controlling sample criteria are maintained.

22.2 Inspection & Testing

An Inspection & Test Plan shall be produced and maintained within the SHEQ Plan using the contract documents, which shall identify the inspection & test requirements, including any hold points required.

Inspection of the works shall be recorded as necessary using proforma identified within the inspection & test plan. Where a formal inspection is required by the Client or representative, as defined within the contract documents, agreed inspection proforma shall be used for this purpose.

The Company MMP Manual provides detailed Inspection and Testing control measures, which include but are not limited to:-

- Non Conformance Reports
- Method Statements / SHEQ Management Plans
- Works Inspection Sheets (WIS Forms)

23. CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

23.1 Control Procedures

The site maintains details of measure & testing equipment used by McLaren Engineers. The information recorded includes identification, calibration, date on/off site together with a full record of calibrations during the course of the contract.

Survey stations and datum's used for control will be safeguarded during the course of the works. Laser equipment will only be operated by an authorised Engineer.

All equipment used for measuring and testing will be checked for tolerance in accordance with the process description flowchart contained within the Company MMP manual, which includes but is not limited to:-

- Plant and Equipment Schedule (MMS017)
- Calibrated Equipment Check Sheet (MMS020)
- Engineers Survey Book

24. INSPECTION AND TEST STATUS

24.1 Identification of Passed / Failed Items / Areas Of Work

The test status of an item / area of work will be implemented throughout the project by way of maintained records comprising of checklists and completed Works Inspection Sheet proforma.

The controls defined by MCL's MMP manual shall apply, which include but are not limited to:-

- Delivery Tickets
- Inspection and Test Records as detailed within SHEQ Management Plans
- Work Inspection Sheets (WIS)

25. CONTROL OF NON-CONFORMING PRODUCT

Non-conforming materials and workmanship will be recorded and corrected in accordance with MMP Procedure No 3, which includes but is not limited to:-

- Non Conformance Reports (MMS030)

26. CORRECTIVE AND PREVENTATIVE ACTION

MCL's MMP Procedure No 4 details proposals regarding corrective and preventative actions, which includes but is not limited to:-

- Concession Report
- Management Review Minutes

27. HANDLING, STORAGE, PACKING, PRESERVATION & DELIVERY

The Company MMP Manual details MCL's proposals for handling, storage, packaging, preservation and delivery of materials generally, which includes but limited to:-

- Method Statements / SHEQ Plan

Special requirements shall be detailed within method statements maintained in the site office.

28. CONTROL OF QUALITY RECORDS

The detailed procedure for control of Quality Records is described in MMP Procedure No 2, which includes but is not limited to:-

- Contract Master Filing System
- Archive Procedure
- Contract Files

The Client or their representative shall have access during the course of the project to MCL's site quality records, and thereafter upon request from the Site Manager.

29. INTERNAL QUALITY AUDITS

Internal Quality Auditing will be carried out in accordance with MMP Procedure No 5, which will includes but is not limited to:-

- Audit Schedule
- Internal Pre Contract Start Meeting
- Internal Audit Plan / Report
- Audit Non-Conformance Report
- Site Safety Inspection Reports
- 4 Weekly Safety and Environmental Planning Meeting Agenda

Once issued audit reports will be results will be held in the master filing held on site.

Non-compliance reports/corrective actions raised from the audit will be closed out within the agreed period.

30. TRAINING

Training is detailed within MCL's MMP Manual which includes but is not limited to:-

- Personnel Record
- Appraisal Form
- Site Induction Records
- Machine Operator Records
- Tool Box Talk Records

Where specific training is identified for the project, this shall be carried out accordingly.

The Directors & Site Manager shall ensure that all new employees are aware of requirements regarding quality assurance.

31. SERVICING

Servicing requirements for plant and equipment shall be identified from the operating manuals etc and Health and Safety Statutory Inspection requirements for safety critical items

32. STATISTICAL TECHNIQUES

Records and test results shall be obtained for analysis, to ensure that the specified criteria are met as required within the contract documents, or as deemed necessary by the Site Manager, for products such as ready mix concrete and fill materials.

33. INSPECTION AND TEST PLAN

This section contains details regarding Inspection and Testing requirements for the contract, including records to be maintained, and the person(s) responsible for ensuring that the specified criteria have been met. As identified in section 24.1

| INSPECTION AND TEST PLAN | | | | | |
|---|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| <u>PRE-COMMENCEMENT</u> | | | | | |
| Issue of F10 notification to HSE | Once | Yes | Statutory Requirements | Letter of issue | |
| HSEQ Management Plan | Initial + updates | Yes | Project H & S Plan | | |
| Prestart Safety Meeting | Once | Yes | Project H & S Plan | SAF/01 | |
| Company Standard Risk Assessments | Once | Yes | Project H & S Plan | SAF/02 | |
| Fire Plan | Initial + updates | Yes | Project H & S Plan | SAF/12 | |
| Issue of F10 notification to HSE | Once | Yes | Statutory Requirements | Letter of issue | |
| HSEQ Management Plan | Initial + updates | Yes | Project H & S Plan | | |
| | | | | | |
| | | | | | |
| <u>Post-commencement</u> | | | | | |
| 4 Weekly Safety / Environmental Meeting | 4 Weekly | No | Company Policy | SAF/04 rev A | |
| Safety Audit | 6 Monthly | No | Company Policy | Audit Report | |
| Subcontractor pre-start HS&E meeting | Once per sub. | Yes | Company Policy | SAF/03 rev A | |
| Noise Assessment Record | As required | No | Company Policy | HSE 13 | |
| Specific Risk Assessment Record | As required | Yes | Company Policy | SAF/10 | |
| Record of Workforce Numbers | 4 weekly | No | Company Policy | | |
| Site Safety / Environmental Inspection Report | Weekly | No | Company Policy | SAF/07 | |
| Accident and Incident Report Form | All RIDDOR | No | Company Policy | Accident Report Book | |

| INSPECTION AND TEST PLAN | | | | | |
|---|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| Notice of Crane Operations | Each lift | Yes | Company Policy | SAF 22 | |
| COSHH Assessments | All FCL supplied | Yes | Company Policy | DATA Sheets | |
| Method Statement Briefings | All Operatives | Yes | Company Policy | SAF/019 | |
| Method Statement Approval | All M Statements | Yes | Company Policy | SAF/09 | |
| Permits | As required | Yes | Company Policy | SAF forms | |
| Personnel safety induction | Once per person | Yes | Company Policy | SAF/16 | |
| Plant operator Authorisation | Once per person | Yes | Company Policy | SAF/23 | |
| Safety Induction Rules Register | Once per person | Yes | Company Policy | SAF/18 | |
| Work Equipment - Mobile non-lifting plant Inspections | Weekly | Yes | Statutory Requirement | PUWER / SC | |
| Scaffolding, Excavations etc. - Inspections | Weekly | Yes | Statutory Requirement | SAF 42 / SC | |
| Lifting operations / equipment Inspections | Weekly | Yes | Statutory Requirement | LOLER | |
| First Aid Kit | Weekly | Yes | Statutory Requirement | Sufficient Supplies | |
| Fire Alarm / Detectors | Weekly | No | Statutory Requirement | Fire Log Book | |
| Fire Extinguishers | Weekly | No | Statutory Requirement | Fire Log Book | |
| Emergency Lights | Weekly | No | Statutory Requirement | Fire Log Book | |
| Fire Drills | 6 monthly | No | Statutory Requirement | Fire Log Book | |
| Electrical Testing | Initial + 3 monthly | Yes | Statutory Requirement | Test Certificates | |
| | | | | | |
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| INSPECTION AND TEST PLAN | | | | | |
|-------------------------------|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| EXCAVATION WORK (D20) | | | | | |
| Soil investigation | Once | Yes | Soil Report in E/R | ER's soil report | |
| Filling material | Once | Yes | D20.520 to 710 | Certificates | |
| Compaction of fill | As required | No | D20.535 | CBR CERTS | |
| | | | | | |
| DRAINAGE R11 & R12 | | | | | |
| Gas/Setting out | Once | Yes | R11 & R12 | KMG'S drawings | |
| Installations | As required | No | R11.510 | DIC 09.06 | |
| | | | | | |
| GROUND WORKS | | | | | |
| Reduced level - Bulk Dig | Once | Yes | Building Control | EIC 05/06 | |
| Formation level | Once | Yes | Building Control | EIC 05/06 | |
| | | | | | |
| FOUNDATIONS | | | | | |
| Concrete Mix Design | Once | Yes | E05 | Certificates | |
| Formation of foundations | As required | Yes | Drawing Weeks | RCIC 05/06 | |
| | | | | | |
| CONCRETE WORKS | | | | | |
| Mix design | Once | Yes | E10.100 | Certificates | |

| INSPECTION AND TEST PLAN | | | | | |
|---------------------------------|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| QSRMC Certificate | Once | Yes | | Certificates | |
| Aggregated | Once | Yes | | Certificates | |
| Testing company names approved | Once | Yes | | Letter/Certificates | |
| Testing of cubes | As required | No | | Test reports | |
| | | | | | |
| Cover to reinforcement | | | | | |
| Supplier to be UKAS register | Once | Yes | | Certificates | |
| Cover to reinforcement | As required | Yes | | QA checks | |
| | | | | | |
| PRECAST CONCRETE | | | | | |
| Design/drawings | Once | Yes | No Specification | Drawings | |
| Specification | Once | YEs | No Specification | | |
| Fabrication details | Once | Yes | No Specification | | |
| Installations | Once | No | No Specification | | |
| | | | | | |
| | | | | | |
| BRICK/BLOCKWORK (F10/30) | | | | | |
| Samples | Once | Yes | | As per specification | |
| Sample Panel | Once | Yes | | | |
| Mortal colour | Once | Yes | | As per architects spec | |

| INSPECTION AND TEST PLAN | | | | | |
|-------------------------------|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| Installations | Every lift | Yes | | | |
| Cavity fill | Each elevation | Yes | | | |
| | | | | | |
| STRUCTURAL STEEL (G10) | | | | | |
| Design/drawings | Once | Yes | | | |
| Calculations | Once | Yes | | | |
| H.D Bolts | Once | Yes | | | |
| Steel erections | As required | No | | | |
| Paintwork | As required | Yes | | | |
| Grouting | As required | Yes | | | |
| | | | | | |
| CURTAIN WALLING (H11) | | | | | |
| Design/drawings | Once | Yes | | | |
| Calculations | Once | Yes | | | |
| Sample | Once | Yes | | | |
| Installations | As required | No | | | |
| | | | | | |
| CLADDING (H72) | | | | | |
| Design/drawings | Once | Yes | | | |

| INSPECTION AND TEST PLAN | | | | | |
|----------------------------|-----------------------------------|------------|--|-------------------------------|--|
| ACTIVITY | FREQUENCY OF INSPECTION OR RECORD | HOLD POINT | REFERENCE DOCUMENT DETAILING ACCEPTANCE CRITERIA | INSPECTION OR RECORD DOCUMENT | REMARKS / SIGNATURE FOLLOWING COMPLETION OF ACTIVITY |
| Sample | Once | Yes | | | |
| Installations | As required | No | | | |
| | | | | | |
| DOORS (L2) | | | | | |
| Design/drawings | Once | Yes | | | |
| Sample | Once | Yes | | | |
| Installations | As required | No | | | |
| | | | | | |
| ROOF COVERING (H72) | | | | | |
| Design/drawings | Once | Yes | | | |
| Sample | Once | Yes | | | |
| Installations | As required | No | | | |
| Sample | Once | Yes | | | |
| Installations | As required | No | | | |
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