

## Appendix 4: Management Structure

James Bailey Chief Executive Yard, Transport, Plant & Waste	<ul style="list-style-type: none"> <li>● <b>WAMITAB Holder</b></li> <li>● <b>Sets company strategy &amp; policies</b></li> <li>● <b>Leading development of the recycling business</b></li> <li>● <b>Manages waste in / out of the yard &amp; processing</b></li> <li>● <b>Keeps plant &amp; vehicles maintained</b></li> <li>● <b>Keeps the yard tidy &amp; safe</b></li> </ul>
Viktorija Vasiliauskaite Head of Operations	<ul style="list-style-type: none"> <li>● <b>IOSH qualified</b></li> <li>● <b>Responsible for H&amp;S, quality &amp; training</b></li> <li>● <b>Manages supervisors responsible for site based H&amp;S, quality &amp; the environment</b></li> </ul>
Alan Smith Operations Manager	<ul style="list-style-type: none"> <li>● <b>Records waste movements</b></li> <li>● <b>Files quarterly EA returns</b></li> <li>● <b>BSI trained internal auditor</b></li> </ul>
Bev Honeyset	<ul style="list-style-type: none"> <li>● <b>Site / Depot Manager</b></li> <li>● <b>Weekly checks</b></li> </ul>
Depot supervisor & operatives	<ul style="list-style-type: none"> <li>● <b>Daily checks</b></li> <li>● <b>Waste acceptance and inspection</b></li> </ul>

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<a href="#">Form 01</a>	2.5	Quality	Interview Record	VV	January 2021	December 2022		
<a href="#">Form 02</a>	2.4	H&S	Drug & Alcohol Consent	DD	January 2021	December 2022		
<a href="#">Form 03</a>	2.3	Quality	Staff Information	BH	January 2021	December 2022		
<a href="#">Form 04</a>	2.4	Quality	Staff Induction	VV	January 2021	December 2022		
<a href="#">Form 05</a>	2.5	Quality	Timesheet/Overtime	HW	January 2021	December 2022		
<a href="#">Form 06</a>	2.3	Quality	Saturday Working	HW	January 2021	December 2022		
<a href="#">Form 07</a>	2.3	Quality	Holiday	VV	January 2021	December 2022		
<a href="#">Form 08</a>	2.4	Quality	Driver Diary	VV	Jan 2021	December 2022		
<a href="#">Form 09</a>	1.4	Quality	Resignation Letter	DD	Jan 2021	December 2022		
<a href="#">Form 10</a>	2.5	Quality	Woodside Inspection	AH	Jan 2021	December 2022	<a href="#">E-Form 10</a>	
<a href="#">Form 11</a>	2.4	Quality	PUWER - Dumper	AH	Jan 2021	December 2022	E-Form 11	
<a href="#">Form 12</a>	2.4	Quality	PUWER - Digger	AH	Jan 2021	December 2022	E-Form 12	
<a href="#">Form 13</a>	2.4	Quality	PUWER - Roller	AH	Jan 2021	December 2022	E-Form 13	
<a href="#">Form 14</a>	2.4	Quality	PUWER - Loader	AH	Jan 2021	December 2022	E-Form 14	
<a href="#">Form 15</a>	2.4	Quality	LOLER	AH	Jan 2021	December 2022		
<a href="#">Form 16</a>	2.6	Quality	Chapter 8 Request	TM	Jan 2021	December 2022		
<a href="#">Form 17</a>	2.4	Quality	Woodside Induction	AH	January 2021	December 2022		
<a href="#">Form 18</a>	1.1	Quality	PUWER - Tack Coat Sprayer	AH	January 2021	December 2022	E-Form 18	
<a href="#">Form 19</a>	1.1	Quality	Defect Report	AH	Jan 2021	December 2022		
<a href="#">Form 20</a>	2.5	Quality	Dumper inspection	AH	January 2021	December 2022		
<a href="#">Form 21</a>	2.4	Quality	CAT inspection	AH	January 2021	December 2022	E-Form 21	
<a href="#">Form 22</a>	2.5	Quality	Digger inspection	AH	January 2021	December 2022		
<a href="#">Form 23</a>	2.3	Quality	Roller inspection	AH	January 2021	December 2022		
<a href="#">Form 24</a>	2.4	Quality	Dumper Service	AH	January 2021	December 2022		
Form 25		Quality	CAT Service					To be drafted
<a href="#">Form 26</a>	2.4	Quality	Digger Service	AH	January 2021	December 2022		
<a href="#">Form 27</a>	2.4	Quality	Roller Service	AH	January 2021	December 2022		
<a href="#">Form 28</a>	2.4	Quality	Trailer Service	AH	January 2021	December 2022		
<a href="#">Form 29</a>	2.4	Quality	Compressor Service	AH	January 2021	December 2022		
<a href="#">Form 30</a>	2.4	Quality	Vogele Service	AH	January 2021	December 2022		
<a href="#">Form 31</a>	2.4	Quality	Vehicle Walk round	AH	January 2021	December 2022	<a href="#">E-Form 031</a>	
<a href="#">Form 32</a>	2.4	Quality	Site Measure	CS	January 2021	December 2022		
<a href="#">Form 33</a>	2.5	Quality	Works Info & pre start	VV	January 2021	December 2022		
<a href="#">Form 34</a>	2.5	Quality	Forklift Service	AH	January 2021	December 2022		
<a href="#">Form 35</a>	1.1	Quality	PUWER - Paver	AH	January 2021	December 2022	E-Form 35	
<a href="#">Form 36</a>	1.1	Quality	PUWER - Planer	AH	January 2021	December 2022	E-Form 36	
Form 37	1.1	Quality	PUWER - Grader	AH				To be drafted
Form 38								
<a href="#">Form 39</a>	2.3	Quality	Job Pack Front Sheet	AS	Jan 2021	Dec 2022		In costing sheets

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<a href="#">Form 40</a>	2.7	Quality	Site diary & daily briefing	VV	January 2021	December 2022		
<a href="#">Form 41</a>	2.4	Quality	Site diary	VV	January 2021	December 2022		
<a href="#">Form 42</a>	2.4	Quality	Site Measure	LE	January 2021	December 2022		
<a href="#">Form 43</a>	2.4	Quality	Completion	HW	January 2021	December 2022		
Form 44	2.4	Quality	Site Specific Risk Assessment NOW FORM 40	VV	January 2021	December 2022		
<a href="#">Form 45</a>	2.4	Quality	Compaction Record	AS	January 2021	December 2022		
<a href="#">Form 46</a>	2.4	Quality	Clegg test	VV	January 2021	December 2022		
Form 47	2.4	Quality	Attendance Register	VV	January 2021	December 2022		Not required
<a href="#">Form 48</a>	2.4	Quality	Planer Diary	VV	January 2021	December 2022		
<a href="#">Form 49</a>	1.0	Quality	Clegg test and dip recording	VV	January 2021	December 2022		
<a href="#">Form 50</a>	2.4	Quality	Mixing area inspection	AS	January 2021	December 2022		
<a href="#">Form 51</a>	2.4	Quality	Concrete Enquiry	AS	January 2021	December 2022		
<a href="#">Form 52</a>	2.5	Quality	Aggregate Enquiry	AS	January 2021	December 2022		
<a href="#">Form 53</a>	2.4	Quality	Concrete Daily Diary	AS	January 2021	December 2022		
<a href="#">Form 54</a>	2.4	Quality	Aggregates Daily Process	AH	January 2021	December 2022		
<a href="#">Form 55</a>	1.0	Quality	Traffic Management Assessment	AS	January 2021	December 2022		
<a href="#">Form 56</a>	1.0	Quality	Traffic Management Design	AS	January 2021	December 2022		
<a href="#">Form 57</a>	1.1	Quality	Samples Chain of custody	AS	January 2020	December 2022		
<a href="#">Form 58</a>	1.0	H&S	Racking Inspection	AH	Jan 2021	December 2022		
<a href="#">Form 59</a>	1.0	H&S	Water Tank Inspection	AH	Jan 2021	December 2022		
Form 60	2.4		Issues & Improvement Report NOW FROM 74	VV	January 2021	December 2022		
<a href="#">Form 61</a>	2.5		Laying Records	VV	January 2021	December 2022		
<a href="#">Form 62</a>	2.4		Asphalt Sample record	CS	January 2021	December 2022		
<a href="#">Form 63</a>	1.1		Traffic Management Daily Site Inspection	CM	January 2021	December 2022		Linked in Template08
<a href="#">Form 64</a>	1.1		HBM Laying Record	AS	January 2021	December 2022		
<a href="#">Form 65</a>	1.1		HBM Daily Process Control Record	AS	January 2021	December 2022		
Form 66	1.0	H&S	COSHH Template	AS	January 2021	December 2022		
Form 67								
Form 68								
<a href="#">Form 69</a>	1.0		TM - Site Audit	VV	January 2021	December 2022		
<a href="#">Form 70</a>	2.4		CDM & Risk	VV	January 2021	December 2022		
<a href="#">Form 71</a>	2.4		Site Audit	VV	January 2021	December 2022	E-Form 071	
<a href="#">Form 72</a>	2.4		Accident & Incident Report	VV	January 2021	December 2022		
<a href="#">Form 73</a>	2.4		Permit to dig	VV	January 2021	December 2022		
<a href="#">Form 74</a>	2.4		Near miss report / Good catch	VV	Jan 2021	December 2022	E-Form 074	
<a href="#">Form 75</a>	2.4		Attendance Record	VV	January 2021	December 2022		
<a href="#">Form 76</a>	2.7		Subcontractor questionnaire	VV	January 2021	December 2022		
<a href="#">Form 77</a>	2.4		Hot Works Permit	VV	January 2021	December 2022		
<a href="#">Form 78</a>	2.4		Confined Spaces Permit	VV	January 2021	December 2022		

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<a href="#">Form 79</a>	2.4		HAVS Trigger Record	AH	January 2021	December 2022		
<a href="#">Form 80</a>	2.4		Site Instruction - Notification NOW FORM 40	LE	January 2021	December 2022		
<a href="#">Form 81</a>	2.4		Card Transaction	AS	January 2021	December 2022		
<a href="#">Form 82</a>	2.1		Foreman Record	AS	January 2019	December 2020		Not needed in allocaion sheet Form 40
<a href="#">Form 83</a>	1.0	Quality	Early Warning	AS	Jan 2021	December 2022		
<a href="#">Form 84</a>	1.0		Holiday Request	HW	January 2021	December 2022		
<a href="#">Form 85</a>	1.0		Lifting Plan	AS	Jan 2021	December 2022		
<a href="#">Form 86</a>	1.0		Excavator Basic checklist	AS	Jan 2021	December 2022		
Form 87								
Form 88								
Form 89								
<a href="#">Form 90</a>	2.0	Quality	Concrete Calibration	AS	18/1/2021	31/12/2022		
<a href="#">Form 91</a>	1.0	Environment	Significant Aspects	AS	18/1/2021	31/12/2022		
<a href="#">Form 92</a>	1.0	Environment	Significant Aspects	AS	18/1/2021	31/12/2022		
<a href="#">Form 93</a>	1.0	Facilities	Woodside EMS Diary	AS	Jan 2021	31/12/2022		
<a href="#">Form 94</a>	3.0	Environment	Rejected Load	AS	Jan 2021	31/12/2022		
Form 95								
<a href="#">Form 96</a>	2.5	Quality	CDM & Risk - Editable	VV	18/1/2021	31/12/2022		
Form 97								
Form 98								
Form 99								
Form 100								
<a href="#">Plan 01</a>	1.4	Quality	<a href="#">Quality and Health &amp; Safety Plan</a>	VV	18/1/2021	31/12/2022		
<a href="#">Plan 02</a>	1.1	H&S	Health & Safety Plan	AS	25/01/2021	31/12/2022		See Plan 01( Integrated)
<a href="#">Plan 03</a>	1.4	H&S	Training & Development Plan	DD	18/1/2021	31/12/2022		
<a href="#">Plan 04</a>	2.0		Business Continuity Plan	VV	25/01/2021	31/12/2022		
<a href="#">Plan 05</a>	3.0	H&S	Fire Plan	AS	18/1/2021	31/12/2022		
<a href="#">Plan 06</a>	2.2	Quality	Asphalt Quality Plan	AS	18/1/2021	31/12/2022		
<a href="#">Plan 07</a>	2.0	Quality	Recycled Aggregate Plan	AS	18/1/2021	31/12/2022		
<a href="#">Plan 08</a>	1.1	Quality	Concrete Quality	AS	18/1/2021	31/12/2022		
<a href="#">Plan 09</a>	2.0	H&S	Adverse Weather Plan	AS	18/1/2021	31/12/2022		Adverse Weather
<a href="#">Plan 10</a>	3.1	Quality	Business Improvement	VV	1/1/2021	31/12/2022		
<a href="#">Plan 11</a>	1.1	Quality	Recycled Asphalt	AS	18/01/2021	31/12/2022		
<a href="#">Plan 12</a>	1.1	Quality	National Highway Sector Scheme 12d	AS	18/01/2021	31/12/2022		
<a href="#">Plan 13</a>		Quality	National Highway Sector Scheme 16	VV				

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Plan 14		Quality	National Highway Sector Scheme 23	VV				
Plan 15	1.1	H&S	Site Audits	DD	18/01/2021	31/12/2022		
Plan 16	1.1	H&S	Woodside Depot	DD	18/01/2021	31/12/2022		
Plan 17		H&S	Occupational Health					To be drafted
Plan 18	1.1	H&S	Vehicle Gate Inspection	DD	18/01/2021	31/12/2022		
Plan 19	1.1	H&S	Tools & Plant Inspection	DD	18/01/2021	31/12/2022		
Plan 20	2.2	Environment	Environment Plan (EMS)	JB	14/01/2021	31/01/2022		Being updated
Plan 21	2.1	Environment	Site Waste Plan	AS	18/01/2021	31/12/2021		
Plan 22		Environment	Woodside Water Quality					To be drafted
Plan 23	1.1	Environment	Woodside Air Quality	AS	18/01/2021	31/12/2022		
Plan 24	2.0	Environment	Spillage prevention	JB	25/01/2021	31/12/2022		
Plan 25	1.1	All	Site Emergency response	AS	18/01/2021	31/12/2022		
Plan 26		Environment	Site Wildlife Protection					To be drafted
Plan 27	1.1	Environment	Carbon Reduction	AS	18/01/2021	31/12/2022		
Plan 28	1.0	Quality	HBM Quality Plan	BB	18/01/2021	31/12/2022		
Plan 29	1.0	H&S	Lifting Plan	AS	18/01/2021	31/12/2022		
Plan 30		Quality	National Highway Sector Scheme 9a					To be drafted
Plan 31	1.0	Environment	Woodside Operational	AS	18/01/2021	31/12/2022		
Plan 32	1.1	All	Woodside Emergency response	AS	18/01/2021	31/12/2022		
Plan 33	2.0	Quality	Type 1 Quality Plan	AS	18/01/2021	31/12/2022		
Plan 34	2.0	Quality	Type 4 Quality Plan	AS	18/01/2021	31/12/2022		
Process 01	2.0	Quality	Business Improvement Process	AS	01/01/2021	31/12/2022		
Process 02	2.0	Quality	Revise:, Lead, Listen Learn	JB	01/01/2021	31/12/2022		
Process 03	2.0	Quality	Business Plan	LE	01/01/2021	31/12/2022		
Process 04	2.0	All	Roles & Responsibilities	AS	01/01/2021	31/12/2022		
Process 05	2.0	All	Customer Requirements	CS	01/01/2021	31/12/2022		
Process 06	2.0	All	Risk Management	VV	01/01/2021	31/12/2022		
Process 10	1.0	Quality	HBM FPC	AS	01/11/2020	31/12/2021		
Process 11	1.0	Quality	Cold Lay Asphalt FPC	AS	01/11/2020	31/12/2021		
Process 12	1.0	Quality	2C Fill FPC	AS	01/11/2020	31/12/2021		
Process 13	1.0	Quality	2C Fill FPC	AS	01/11/2020	31/12/2021		

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<a href="#">Schedule 01</a>	1.5	All	Internal Audit Schedule		20/01/2021	31/12/2022		
<a href="#">Schedule 02</a>	2.0	All	Meeting schedule		20/01/2021	31/12/2022		
<a href="#">Policy 01</a>	2.5	H&S	Health & Safety	JB	22/01/2021	31/12/2022		
<a href="#">Policy 02</a>	2.5	Quality	Quality	JB	22/01/2021	31/12/2022		
<a href="#">Policy 03</a>	2.4	Environment	Environment	JB	22/01/2021	31/12/2022		
<a href="#">Policy 04</a>	2.4	All	Social & corporate responsibility	JB	22/01/2021	31/12/2022		
<a href="#">Policy 05</a>	2.4	All	Anti bribery	JB	22/01/2021	31/12/2022		
<a href="#">Policy 06</a>	2.4	All	Drugs & Alcohol	JB	22/01/2021	31/12/2022		
<a href="#">Policy 07</a>	2.4	All	Modern slavery	JB	22/01/2021	31/12/2022		
<a href="#">Policy 08</a>	2.0	All	BIM	JB	22/01/2021	31/12/2022		
<a href="#">Policy 09</a>	2.1	All	GDPR	DD	22/01/2021	31/12/2022		
<a href="#">Policy 10</a>	3.1	All	Equal opportunity	JB	22/01/2021	31/12/2022		
<a href="#">Policy 11</a>	2.0	All	Lone Worker	JB	22/01/2021	31/12/2022		
<a href="#">Policy 12</a>	1.2	All	Covid 19	JB	22/01/2021	31/12/2022		
<a href="#">Procedure 01</a>	2.3		Drug & Alcohol Testing	JB	1/1/2020	31/12/2022		Editable In folder
<a href="#">Procedure 02</a>	2.2	All	Risk Management	JB	1/1/2020	31/12/2022		
<a href="#">Procedure 03</a>			Traffic Management					Chapter 8
<a href="#">Procedure 04</a>			Asbestos Management					External
<a href="#">Procedure 05</a>	1.0	All	Data Protection	VV	21/01/2021	31/12/2022		
<a href="#">Procedure 06</a>	2.3	H&S	Gas Detection	VV	21/01/2021	31/12/2022		
<a href="#">Procedure 07</a>	2.1	H&S	Accident Reporting	VV	21/01/2021	31/12/2022		
<a href="#">Procedure 08 (a)</a>	2.5	Quality	Asphalt Checking	CS	25/01/2021	31/12/2022		
<a href="#">Procedure 08 (b)</a>	2.3	Quality	Asphalt Laying	CS	25/01/2021	31/12/2022		
<a href="#">Procedure 09</a>	2.0	Quality	Concrete Lorry Calibration	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 10</a>	1.0	Environment	Environmental Aspects Determination	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 11</a>	1.0	Environment	Emergency Planning procedure	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 12</a>	1.0	Environment	Waste Acceptance	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 13</a>	1.0	Environment	Fire Risk Assement	AS	01/01/2020	31/12/2020		EMS
<a href="#">Procedure 14</a>	2.0	Environment	Spill resonse	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 15</a>	1.0	All	Audit Procedure	AS	21/01/2021	31/12/2022		
<a href="#">Procedure 16</a>								

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Procedure 17							
<a href="#">SSoW01</a>	2.4	Induction	AS	1/1/2021	31/12/2022		
<a href="#">SSoW02</a>	2.4	Standards	AS	1/1/2021	31/12/2022		
<a href="#">SSoW03</a>	2.4	Health & Safety	AS	1/1/2021	31/12/2022		
<a href="#">SSoW04</a>	2.4	Quality	AS	1/1/2021	31/12/2022		
<a href="#">SSoW05</a>	2.4	Communication	AS	1/1/2021	31/12/2022		
<a href="#">SSoW06</a>	2.4	Environment	AS	1/1/2021	31/12/2022		
<a href="#">SSoW07</a>	2.4	Occupational Health	AS	1/1/2021	31/12/2022		
<a href="#">SSoW08</a>	2.4	Emergencies	AS	1/1/2021	31/12/2022		
<a href="#">SSoW09</a>	2.4	Reporting	AS	1/1/2021	31/12/2022		
<a href="#">SSoW10</a>	2.4	Vehicles & Plant	AS	1/1/2021	31/12/2022		
<a href="#">SSoW11</a>	2.4	Manual Handling	AS	1/1/2021	31/12/2022		
<a href="#">SSoW12</a>	2.4	Depot start-up	AS	1/1/2021	31/12/2022		
<a href="#">SSoW13</a>	2.4	Housekeeping	AS	1/1/2021	31/12/2022		
<a href="#">SSoW14</a>	2.4	Small Plant	AS	1/1/2021	31/12/2022		
<a href="#">SSoW15</a>	2.4	Hazards: Utilities & Cable avoidance	AS	1/1/2021	31/12/2022		
<a href="#">SSoW16</a>	2.4	Hazards: Falls from height	AS	1/1/2021	31/12/2022		
<a href="#">SSoW17</a>	2.4	Hazards: Materials (COSHH)	AS	1/1/2021	31/12/2022		
<a href="#">SSoW18</a>	2.4	Activity: Activity: Traffic Management <40mph	AS	1/1/2021	31/12/2022		
<a href="#">SSoW19</a>	2.4	Activity: Public & pedestrian management	AS	1/1/2021	31/12/2022		
<a href="#">SSoW20</a>	2.4	Activity: Excavation and backfill	AS	1/1/2021	31/12/2022		
<a href="#">SSoW21</a>	2.4	Activity: Kerbing	AS	1/1/2021	31/12/2022		
<a href="#">SSoW22</a>	2.4	Activity: Drainage	AS	1/1/2021	31/12/2022		
<a href="#">SSoW23</a>	2.4	Activity: Paving Slabs	AS	1/1/2021	31/12/2022		
<a href="#">SSoW24</a>	2.4	Activity: Patching	AS	1/1/2021	31/12/2022		
<a href="#">SSoW25</a>	2.4	Activity: Concreting	AS	1/1/2021	31/12/2022		
<a href="#">SSoW26</a>	2.4	Activity: Machine Lay Surfacing	AS	1/1/2021	31/12/2022		
<a href="#">SSoW27</a>	2.1	Activity: 12d Traffic management	CM	1/1/2021	31/12/2022		
<a href="#">SSoW28</a>	2.5	Activity: Hot Works	AS	1/1/2021	31/12/2022		
<a href="#">Template01</a>	2.5	RAMS & quality plan	VV	20/01/2021	31/12/2022		
<a href="#">Template02</a>	1.0	Power Point presentation	JB	20/01/2021	31/12/2022		
<a href="#">Template03</a>	2.3	Internal Audit Plan	AS	20/01/2021	31/12/2022		
<a href="#">Template04</a>	2.1	Risk Assessment	AS	20/01/2021	31/12/2022		
<a href="#">Template05</a>	1.1	Site Waste Plan	AS	20/01/2021	31/12/2022		
<a href="#">Template06</a>	5.0	Job Pack	AS	20/01/2021	31/12/2022		

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<a href="#">Template08</a>	1.1			CM	20/1/2021	31/12/2022		
<a href="#">Template09</a>	2020.0							
<a href="#">Risk Assessment01</a>	2019.0			AS/AH	25/01/2021	31/12/2022		
<a href="#">Risk Assessment02</a>	2020.0			VV	25/01/2021	31/12/2022		
<a href="#">Risk Assessment03</a>				AH				
<a href="#">Risk Assessment04(a)</a>	2.0			AS	21/01/2021	31/12/2022		
<a href="#">Risk Assessment04(b)</a>	2.0			AS	21/01/2021	31/12/2022		
<a href="#">Risk Assessment05</a>								Being drafted
<a href="#">Risk Assessment06</a>								
<a href="#">Risk Assessment07</a>	1.0			VV	21/1/2021	31/12/2022		
<a href="#">Risk Assessment08</a>	2.0			AS	21/1/2021	31/12/2022		
<a href="#">Risk Assessment09</a>	1.1			AS	21/1/2021	31/12/2022		
<a href="#">Risk Assessment10</a>	2018.0			VV				Ellis Whittam
<a href="#">Risk Assessment11</a>	1.0			AS	25/01/2021	31/12/2022		
<a href="#">Risk Assessment12</a>	6.0			VV	25/1/21	31/12/22		
<a href="#">Register 01</a>				LE	20/01/2021	31/12/2022		
<a href="#">Register 02</a>		Environmental		AS	20/01/2021	31/12/2022		
<a href="#">Register 03</a>				AS	20/01/2021	31/12/2022		
<a href="#">Register 04</a>				VV	Jan 2021	31/12/2022		
<a href="#">Register 05</a>				VV	20/01/2021	31/12/2022		
<a href="#">Register 06</a>		All		JB	Jan/2021	31/12/2022		
<a href="#">Register 07</a>				VV	Jan/2021	31/12/2022		
<a href="#">Register 08</a>				DD	Jan/2021	31/12/2022		
<a href="#">Register 09</a>								
<a href="#">Costing Sheet</a>								

DD Notes 19/01





Legend	i	Induction	
	* (no)	Specialist	On line
	x	Mandatory	Internal
	o	Optional	External
	-	Not required	Individual

Resources  
Training and development framework

Review	Dec 2022
Date:	25-Jan-2021
Owner:	Danielle
Status:	Approved

\*Uncontrolled when printed

Skill	Company policies to practice				Construction						First aid		Legislative compliance										
	HRC Culture				Health & Safety						First Aider	First Aid Appointed Person	Fire safety		COSHH	Working at height	LOLER	Asbestos Awareness	Noise	Vibration	Bribery	DSE	
Role	HRC Culture				Health & Safety						First Aider	First Aid Appointed Person	Fire safety		COSHH	Working at height	LOLER	Asbestos Awareness	Noise	Vibration	Bribery	DSE	
Unskilled engineer	x/i	-	x	x	x/i	o	-	-	-	-	-	-	-	x/i	-	x/i	x/i	-	-	x/i	x/i	x/i	o/i
Apprentice civil engineers	x	x	x	x	x	x	x	x	-	-	-	-	-	x	-	x	o	-	-	x	x	o	o
Civil Engineer	x	x	x	x	x	x	x	-	-	-	-	-	o	x	-	x	o	-	-	x	x	o	o
Skilled civil engineer	x	x	x	x	x	x	x	-	-	-	-	-	o	x	-	x	o	o	o	x	x	o	o
Excavator/plant operator	x	x	x	x	x	x	x	-	-	-	-	-	o	o	x	o	x	-	x	x	o	o	-
LGV/HGV driver	x	x	o	o	x	x	x	-	-	-	-	-	-	x	-	x	-	-	x	-	-	x	-
Volumetric truck driver	x	x	o	o	x	o	o	-	-	-	-	-	-	x	-	x	o	-	-	-	-	x	-
Yardman	x	x	-	x	x	x	x	-	-	-	-	-	o	x	x	x	x	x	x	-	-	x	o
Fitters	x	x	-	o	x	o	o	-	-	-	-	-	-	x	-	x	-	-	x	-	x	x	o
Foreman	x	x	x	x	x	x	o	x	-	-	-	-	* (3)	o	x	o	x	x	o	o	x	x	o
Supervisor	x	x	o	x	x	x	-	x	o	-	-	-	* (1)	x	x	o	x	x	x	x	x	x	x
Manager	x	x	-	o	x	x	-	x	-	-	-	-	o	x	x	* (4)	x	o	o	x	x	x	x
Training	HRC Induction	1:1 Mentoring	Site Induction	Tool-box Talks	O/Line General H&S+E Induction	Touch screen H&S test	Construction H&S Awareness	SSSTS	SMSTS	IOSH NEBOSH		O/Line First Aid Appointed person	O/Line Fire Safety	O/Line Fire Warden at Work	O/Line Working with Hazards Substns	O/Line Working at Height	O/Line	O/Line	O/Line	O/Line	O/Line Prevention of bribery	O/Line DSE	
Duration	1hr	1hr	20min	20min	30min	2hr	1d	2d	5d	5d		30min	30min	30min	30min	30min	45min	45min	45min	45min	30min	30min	
Certification	Pack	Form	RAMS	Form	RoSPA	CITB	CITB	CITB	CITB	IOSH		IOSH	BSC	BSC	BSC	BSC					BSC	BSC	
Provider	HRC	HRC	HRC	HRC	BSC		MST H&S	MST H&S	MST H&S	Kentec		iHASCO	BSC	BSC	BSC	BSC					BSC	BSC	
Annual volume	72+20pa												72+20pa									72+20pa	20+5pa
Frequency	2 years	Monthly	AAW	Monthly	2 years	2 years	2 years	5 years	5 years	5 years			2 years	2 years	3 years	1 year					Once off	2 years	

Skill	Civil engineering													Plant										
	Setting out & levels*	Wheel barrow*	Breaker*	Disc cutter*	Manual Handling	Slips trips and falls	Kerb laying	Block paving / slabs / cobbles	Concreting	Brick laying	Drainage	Cable avoidance	Excavation and backfill	Dumper driving*	360 excavator < 10T*	360 excavator > 10T*	Paving machine-driver*	Paving machine-screws*	Ride on roller*	Volumentric truck - Concrete	Grab	FLT	Loading shovel	Skidsteer
Role	Civil engineering													Plant										
Unskilled engineer	-	x/i	x/i	x/i	x/i	x/i	-	-	-	-	-	-	-	x/i	x/i	-	-	-	-	-	-	-	-	-
Apprentice civil engineers	-	x	o	-	x	x	o	o	-	o	o	-	x	o	o	-	-	-	-	-	-	-	-	o
Civil Engineer	-	x	o	o	x	x	o	o	-	o	o	-	x	o	o	-	-	-	-	-	-	-	-	-
Skilled civil engineer	o	x	x	x	x	x	x	o	o	x	x	-	x	x	x	-	o	o	o	-	-	-	-	o
Excavator/plant operator	o	x	o	o	x	x	o	-	-	x	x	-	x	x	x	x	o	x	x	-	x	-	o	x
LGV/HGV driver	-	o	o	-	x	x	-	-	o	-	-	-	-	-	-	-	-	-	o	-	-	-	-	-
Volumetric truck driver	o	-	-	-	x	x	-	o	x	o	-	-	-	-	-	-	-	-	-	x	o	-	-	-
Yardman	-	-	o	o	x	x	o	o	o	o	-	-	x	x	o	o	-	-	-	o	-	x	x	-
Fitters	-	-	o	x	x	x	-	-	-	-	-	-	o	o	-	-	o	-	-	o	-	x	o	-
Foreman	x	x	x	x	x	x	x	x	x	x	x	-	x	x	o	-	-	-	o	-	-	o	o	o
Supervisor	x	o	o	o	x	x	x	o	o	o	x	-	x	x	o	-	-	-	o	o	-	-	-	o
Manager	x	-	-	-	x	x	-	-	-	-	o	-	o	o	-	-	-	-	o	o	-	-	-	-
Training	1:1 on-site/ Saturday School	Pre-employment?	1:1 on-site/ Saturday School	Abrasive wheels	O/Line Manual Handling	O/Line Avoiding slips trips and falls	1:1 on-site/ Saturday School	NRSWA	NRSWA	1:1 on-site/ Saturday School	1:1 on-site/ Saturday School	NRSWA	NRSWA	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS	CPCS
Duration				1d	30min	30min		3d/5d	3d/5d					3d/5d	3d/5d									
Certification				C&G	BSC	BSC		NRSWA	NRSWA			NRSWA	NRSWA	CITB	CITB	CITB	CITB	CITB	CITB	CITB	CITB	CITB	CITB	CITB
Provider				Local	BSC	BSC						NRSWA	NRSWA	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's	AJ's
Annual volume														5 Years	5 Years	5 Years				5 Years		5 Years	5 Years	5 Years
Frequency				3 years	2 years	2 years																		

Skill	Environmental				Leadership, management & training*							Driving					Hand lay surfacing							
	Environmental Awareness	Woodside EMS	Segregation & Recycling	Yard & Fleet Management	Waste Management	Data protection	Conflict	Mentoring/ Coaching	Equality and Diversity	Leadership	Problem solving	Project Management	Safety	Car	Van	LGV	HGV	Towing*	Pedestrian roller	Asphalt raking	Asphalt edges and compaction	Quality control	Calm Network Training	
Role	Environmental				Leadership, management & training*							Driving					Hand lay surfacing							
Unskilled engineer	-	x	x/i	-	-	-	-	-	-	-	-	-	x/i	o/i	-	-	-	-	-	x/i	-	x/i	-	-
Apprentice civil engineers	o	x	o	-	-	-	-	-	-	-	-	-	x	o	-	-	-	-	-	-	o	x	-	-
Civil Engineer	o	x	o	-	-	-	-	-	-	-	-	-	x	o	-	-	-	-	-	o	x	x	-	-
Skilled civil engineer	x	x	x	-	o	o	o	-	o	x	-	x	x	x	-	-	-	o	x	o	x	x	-	-
Excavator/plant operator	x	x	x	-	o	-	-	-	-	x	-	x	x	o	-	-	-	o	o	-	o	x	o	-
LGV/HGV driver	x	x	x	-	-	-	-	-	-	-	-	-	x	-	-	x	x	x	o	-	o	x	-	-
Volumetric truck driver	x	x	o	-	-	-	-	-	-	o	-	-	x	-	-	-	x	-	-	-	-	x	-	-
Yardman	x	x	x	x	x	-	o	-	-	o	x	-	x	-	-	o	o	o	-	-	-	x	-	-
Fitters	-	x	-	-	-	-	-	-	-	-	-	-	x	-	-	-	o	-	-	o	-	-	-	-
Foreman	x	x	x	-	x	-	x	x	x	x	x	x	x	-	x	o	-	x	x	x	x	x	-	-
Supervisor	x	x	x	o	x	o	x	x	x	x	x	x	x	x	o	-	-	-	x	x	x	x	o	-
Manager	x	x	x	* (1)	* (2)	o	x	x	x	x	x	x	x	x	o	-	-	-	o	o	o	x	o	-
Training	O/Line	At induction							O/Line		O/Line			O/Line Driver Safety Awareness	Driver's Licence B	Driver's Licence B/BE	Driver's Licence C1/C1E	Driver's Licence C/CE	Driver's Licence B/C+E	1:1 on-site/ Saturday School	1:1 on-site/ Saturday School	1:1 on-site/ Saturday School	1:1 on-site/ Saturday School	To operate standpipe
Duration	20min				5d								30min	aaw	aaw	5d	10d	2d	5d	10d	4d	2hr	30min	
Certification	BSC				WAMITAB								BSC	DVLA	DVLA	DVLA	DVLA	DVLA	CPD	CPD	CPD	CPD	CPD	
Provider	BSC												BSC	Self	Lovell	Lovell	Lovell	Lovell	HRC	HRC	HRC	HRC	SEW	
Annual volume																							6pa	
Frequency	2 years																						2 years	

- Abbreviations**
- BSC British Safety Council
  - SSSTS Site Supervisors Safety Training Scheme
  - SMSTS Site Managers Safety Training Scheme
  - RoSPA Royal Society for the Prevention of Accidents
  - CeA Virtual Academy - Construction eAcademy
  - DVLA Driver and Vehicle Licency Agency
  - IOSH Institute of Occupational Safety and Health
  - CITB Construction Industry Training Board
  - HRC Hailsham Roadways Construction
  - RAMS Risk Assessments and Method Statements
  - CPD Continious Preofessional Development
  - NRSWA New Roads and Streetworks Act
  - AAW As and when required