

## UVDB VERIFY B1

AUDIT REPORT FOR:

WESTERN ELECTRIC CONTRACTORS LIMITED

Supplier ID: 00019041

Auditor: Kevin Game & Joanne  
Browne

Audit Date: 01/08/2024 &  
29/08/2024

## 0 Basic Information

### 0.1 Company Name

Western Electric Contractors Limited

Supplier ID

00019041

### 0.2 Company introduction

Please give a brief overview of the company

The company operated out of the client office (Keltbray) that was located in Wimbish, Essex. The company solely worked for Keltbray and UKPN carrying out maintenance, installation and reinstalling of LV and HV powerlines throughout Essex and the south of England. the company current employed 18 full time employees.

### 0.3 Site description

Please give a brief overview of the site

The company were working as a Contractor on a Keltbray/UKPN site. At the time of the audit the company had one (1) Site Manager and around ten (10) Operatives on site completing "HV Pole changes, LV testing".

### 0.4 Audit date(s)

First Audit Date

01 August 2024

Last Audit Date

29 August 2024

### 0.5 Site address\*

First Line of Address:

Kedington Road

Second Line of Address:

Sturmer

Town:

HAVERHILL

Postcode:

CB9 7XS

\*(where applicable)

### 0.6 Auditee details

Auditee Name:

Richard Mander

Auditee Job Description:

Business Manager

### 0.7 Auditor details

Auditor Name:

Kevin Game & Joanne Browne

Audit Date:

01/08/2024 & 29/08/2024

## Scoring Summary

### Discipline Scores

	MSE	Site
Health and Safety	100%	100%
Environmental	100%	100%
Quality	100%	100%
CSR	100%	
Overall Score	100%	100%

### Section scores

	MSE	Site
System Assurance and Compliance - Environmental	100%	100%
System Assurance and Compliance - Health and Safety	100%	100%
System Assurance and Compliance - Quality	100%	
Quality Control and Assurance	100%	100%
Business Continuity	100%	
Employment Practice and Human Rights	100%	
Training and Capability / Competence Assessment	100%	100%
Working Hours	100%	
Workplace Safety	100%	100%
Occupational Health	100%	
Site Security	N/A	N/A
Environmental Management	100%	100%
Selection and Management of the Sub-contractors	N/A	
Sourcing of Goods and Products	100%	
Use of Work Equipment, Vehicles and Machines	100%	100%

## Audit Findings

Critical Non-Compliances		Suitable for remote close-out?
None Identified		

Major Non-Compliances		Suitable for remote close-out?
None Identified		

Minor Non-Compliances		Suitable for remote close-out?
None Identified		

Observations		
None Identified		

Positive Elements		
None Identified		

For full details of the findings outlined above please refer to the corresponding question number within this audit report

# 1 System assurance and compliance

Section score: 21

1.1 Can the company demonstrate that their Quality Management Systems are assured?

MSE  
Response:

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company have any formal 3rd party certification for their Quality management systems as awarded by an independent accreditation body for quality?

MSE

Yes

Does the company's accreditation apply to more than one country if the company has international operations (if yes please detail countries)?

No

Is the accrediting body registered with the UKAS or other international equivalent?

Yes

Where 3rd party accreditation has not been sought, can the company demonstrate that its Quality Management systems are based on a recognised Standard?

N/A

### Question Evidence

Since the previous Achilles audit that was undertaken in 2023 the company had received certification for its Quality, Environmental and H&S Management systems, The certification had been awarded by SCS who were UKAS accredited. The scope of certification was, The installation & Maintenance of High Voltage and Low Voltage Electricity Distribution Networks up to 33KVA.

### Documents Presented

ISO9001:2015 Certificate - 10748 - 16/10/2026

# 1 System assurance and compliance

1.2 Can the company demonstrate that their Health and Safety Management Systems are assured?

MSE  
Response:

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company have any formal 3rd party certification for their management systems as awarded by an independent accreditation body for health and safety ?

MSE

Yes

Does the company's accreditation apply to more than one country if the company has international operations (if yes please detail countries)?

No

Is the accrediting body registered with UKAS or other international equivalent?

Yes

Where 3rd party accreditation has not been sought, can the company demonstrate that its Health & Safety Management systems are based on a recognised Standard?

N/A

### Question Evidence

Since the previous Achilles audit that was undertaken in 2023 the company had received certification for its Quality, Environmental and H&S Management systems, The certification had been awarded by SCS who were UKAS accredited. The scope of certification was, The installation & Maintenance of High Voltage and Low Voltage Electricity Distribution Networks up to 33KVA.

### Documents Presented

ISO45001:2018 Certificate - 10750 - 16/10/2026

# 1 System assurance and compliance

1.3 Can the company demonstrate that their Environmental Management Systems are assured?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company have any formal 3rd party certification for their management systems as awarded by an independent accreditation body for environment ?

MSE

Yes

Does the company's accreditation apply to more than one country if the company has international operations (if yes please detail countries)?

No

Is the accrediting body registered with UKAS or other international equivalent?

Yes

Where 3rd party accreditation has not been sought, can the company demonstrate that its Environmental Management systems are based on a recognised Standard?

N/A

### Question Evidence

Since the previous Achilles audit that was undertaken in 2023 the company had received certification for its Quality, Environmental and H&S Management systems, The certification had been awarded by SCS who were UKAS accredited. The scope of certification was, The installation & Maintenance of High Voltage and Low Voltage Electricity Distribution Networks up to 33KVA.

### Documents Presented

ISO14001:2015 Certificate - 10749 - 16/10/2026

# 1 System assurance and compliance

1.4 Can the company identify their role under the Construction (Design and Management) Regulations 2015?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the company identified and documented its responsibilities as defined within the CDM Regulations e.g. Contractor, Principal Contractor, Designer, Principal Designer?

MSE

Yes

Site

Yes

Do management systems identify processes for meeting and discharging duties as required by the CDM regulations? If acting as a Contractor is the company aware of Principal Contractor duties (i.e. including suitable / sufficient welfare facilities)?

Yes

Yes

Can the company demonstrate that appropriate documented information relating to construction works is retained for works (i.e. Construction Phase Plan, H&S File, F10 Notification)?

Yes

Yes

## Question Evidence

MSE Evidence The company carried out work on site as a Contractor. The company held a CDM policy that highlighted the roles and responsibilities the company undertook.

Site Evidence The company worked on site as a Contractor under the CDM Regulations. The company completed site specific RAMS for compliance with their role.

## Documents Presented

IP-27 Management of Activities in Accordance with CDM, Rev02, Date 03.01.24

Pole Changes and LV Testing RAMS - Site



# 1 System assurance and compliance

1.5 Has the company identified all permit and licensing requirements applicable to the scope of services provided?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the company identified the necessary licenses and permits applicable to the scope of services provided (i.e. Goods Vehicles Operators Licence, Correct tier waste licence for scope of services)?

MSE

Yes

Site

Yes

Can the company demonstrate that all applicable licenses and permits are held and in date? Are copies available on site?

Yes

Yes

Is the organisation accredited to FORS, if yes which level of accreditation is held and how does the company comply with the standard? Where FORS accreditation is not held what arrangements in place to manage road and logistics risks?

N/A

Can the company demonstrate it is implementing the requirements of each permit or license that is held?

Yes

## Question Evidence

MSE Evidence The company were only required to hold a Waste Carrier License for the removal of waste from site should it be required. There were no other licenses required. The company did not hold FORs accreditation and driving hours and logistics risk were managed within risk assessments that were carried out by the company.

Site Evidence The company held a waste carrier licence and O Licence. The company also required a permit to work from UKPN.

## Documents Presented

Operators License - OF1137194 - MSE and Site

Upper Tier Waste Carrier License - CBDU56556 - MSE and Site

UKPN Permit to Work Dated 29/08/2024 - Site

## 2 Quality control and assurance

Section score: 12

2.1 Do Top Management assure the quality of their company's service offerings?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has a quality policy statement been endorsed and communicated by Top Management?

MSE

Yes

Does the policy statement commit to continual improvement through the setting of objectives?

Yes

Is the policy statement adequately communicated to internal and external interested parties?

Yes

Have responsibilities for quality management been appropriately assigned within the organisation?

Yes

Are persons identified as responsible for quality assurance suitably qualified or experienced?

Yes

### Question Evidence

The company had populated a Quality policy that was held within the management systems manual. The Managing Director had signed the policy in July 2024 and the policy was subject to annual review. The policy that was in place was seen to hold the company to the continual improvement of system in place and also held targets and objectives.

### Documents Presented

IMS-B-20 Quality Policy Statement Rev 02, Date 08.07.2024

## 2 Quality control and assurance

2.2 Does the company use processes or systems for the management and control of documented Information?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Is there a documented management procedure for the control of documented information?

MSE

Yes

Does the documented information control system identify the key documented information requiring management?

Yes

Is there a process in place for withdrawing and re-issuing of updated documents?

Yes

Are the following controls included: distribution, access, retrieval, retention and change control?

Yes

Is there a process or system in place for the secure disposal of confidential documentation?

Yes

### Question Evidence

The document control procedure was included within Management Procedure manual. The processes that the company were required to follow were detailed within the scope of the document as well as under sub headings that covered each procedure of document control. Retention Periods were covered within a spread sheet that listed all forms held by the company and the length of time they would be held by the company. Confidential information would be shredded within the main office where shredders were available.

### Documents Presented

IP-12 Control of Documented Information Rev02 Date 03.01.24

## 2 Quality control and assurance

2.3 Does the company have documented processes for the provision and subsequent hand over of services or the work being undertaken for their client?

MSE  
Response

3 - Compliant

Site  
Response

N/A

If there has been a positive element identified, please note details here:

That specific Quality Control documentation (as applicable) falls within the scope of the company's documented Information control processes. (i.e. ITPs available at site)

MSE

Site

Yes

N/A

Whether the company undertakes any analysis to monitor the effectiveness of the procedures and processes in place? (including site inspections and testing)

Yes

N/A

Does the company have a documented process that demonstrates the controlled hand over of completed works or services? (i.e. handover certificates, commissioning reports, client/customer sign off documents).

Yes

N/A

### Question Evidence

MSE Evidence Handover from sites was carried out using client portals that were held on client issued tablets. The company would receive authorised timesheets back from the site manager that were used as a confirmation that the work had been carried out. when carrying out work for other clients a Site Handover Form was completed and issued tot he client for authorisation.

Site Evidence Not applicable as the project had not finished, meaning no handover was available to view at the time of the audit.

### Documents Presented

Switching Schedule

Permit to Work - Issued by the SAP.

## 2 Quality control and assurance

2.4 Does the company have in place an internal auditing/inspection programme to monitor the performance of their systems and facilitate continual improvement?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Are the audits at regular/programmed intervals?

MSE

Yes

Site

Yes

Does the company ensure all areas of the business are covered by this programme?

Yes

Yes

Are non-conformances or other findings recorded in the form of a register or similar?

Yes

Yes

Have non-conformances raised during second and third party audits been closed out (including Achilles)?

Yes

Yes

Does the company conduct a review internal audit findings and corrective actions to drive continual improvement?

Yes

Yes

### Question Evidence

MSE Evidence Audits were carried out in line with the audit schedule that was in place . The current schedule detailed audits that were due to have taken place before August 2024 and the company were able to produce these completed audits. Any Non-Conformances that were raised during these audits were entered into the company's Non-Conformance Report.

Site Evidence The Site Manager had access to the non-conformance report template via his smart device; however, it was made clear no non-conformances had taken place on the project. It was a short duration one (1) day project.

### Documents Presented

IP-07 Internal & External Audits Rev02 Date 03.01.24

Western Electrical - Full System Audit Report - 16.07.24

18.07.24 Meeting Minutes

Non-Conformance Report Template - Site

### 3 Business continuity

Section score: 3

3.1 Does the Company have formal arrangements in place for the implementation of a business continuity management plan?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the company appointed competent personnel with specific responsibility for business resilience and continuity in their role?

MSE  
Yes

Is a documented business resilience and continuity plan in place that has been reviewed in the last 12 months?  
(Specify if this is a localised arrangement only or part of multinational group)

Yes

Does the plan cover adverse events (i.e. loss or disruption) relating to people, premises, processes and suppliers that will impact essential business operations?

Yes

Does the planned response cover a variety of reasonable emergency scenarios (e.g. pandemic, utility supply failure, natural disaster, cyber attack, fuel shortage)?

Yes

Has the plan been activated by an adverse event, or tested with a scenario in the past 12 months?

Yes

After plan activation / testing, do you conduct a review cycle and update the business and continuity plan accordingly?

Yes

#### Question Evidence

The company's Business Continuity Plan had been updated in July 2024 to cover Fuel Shortages and Traffic. The current plan covered, Leadership, Loss of HQ, Loss of IT Servers, Pandemics, Loss supply (Electric & Gas), Fraud, Disclosure of Sensitive Information, Exceptional Weather and Road Closures and Fuel Availability and Distribution issues. The current plan was subject to testing with an activation of the plan being implemented in March 2024.

#### Documents Presented

Western Electrical Business Continuity Plan, Rev02, Date July 2024

## 4 Employment practice and human rights

Section score: 15

4.1 Can the company demonstrate they have a formal procedure in place in the event a member of the workforce breaches company policy regarding bribery, soliciting for money, intimidation or extortion for monetary gain in order to influence decision making?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the procedure define a clear and logical structure of how the company would deal with potential problems such as this?

MSE

Yes

Would the company involve the police in the event the policy is breached?

Yes

Do workers sign a declaration agreeing that they have read and understood the content and will abide by the policy?

Yes

### Question Evidence

The company's Anti-Bribery Policy was included within an Employee handbook that was issued upon employment and then reissued upon review. The Anti-Bribery policy stated that external parties would be contacted should the policy be breached. The policy had been reviewed in July 2024 and was subject to annual review.

### Documents Presented

IMS-B-15 Anti Bribery Policy Statement, Rev02, Date 08.07.24

## 4 Employment practice and human rights

4.2 Can the organisation demonstrate that they have a whistleblowing policy in place which covers the reporting of improper practices?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the policy define a formal process / procedure for how a worker would make a formal complaint in confidence?

MSE

Yes

Is the complaint reported to an independent party?

Yes

Can the company demonstrate how the policy has been communicated to all categories of worker?

Yes

### Question Evidence

The company's Whistle Blowing Policy was issued to all employees at induction and formed part of the Anti-Bribery and Conflict of Interest Training. Information was held within the training module on external contacts and how to make a complaint. A telephone number and link to a website was held within the policy and training module. All employees were issued with declarations that required signing once the policy had been read.

### Documents Presented

IMS-B-6 Whistleblowing Policy Rev02, Date 08.07.2024



## 4 Employment practice and human rights

4.3 Is there a process or system to ensure that personnel recruited are entitled to work in the United Kingdom?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Can the company demonstrate understanding of the relevant laws regarding the employment of workers who are not from the country of operation?

MSE

Yes

Are all legal requirements followed when employing workers who have the legal ability to work within the country of operation e.g. as specified through the Asylum, Immigration and Nationality Act?

Yes

Is evidence used to validate the individual's identity and eligibility to work such as; birth certificates, passports, identity cards, social security numbers etc. (Please detail and if copies are retained)?

Yes

Does the company retain evidence of entitlement to work for at least 3 years after the individual has left the employer (Specify if a different period and if this covers temporary workers)?

Yes

Were personnel files available for sampling?

Yes

### Question Evidence

Right to works checks were carried out by the company at initial induction and all details were entered into an Employee matrix. The matrix held dates of evidence witnessed and in some instances dates of when workers were required to renew visas and share codes. The company used the Home Office Right to Work Checklist for the documentation of the evidence witnessed.

### Documents Presented

Home Office Employers Guide to Right to Work Checks

Home Office Right to Work Checklist

## 4 Employment practice and human rights

4.4 Can the company demonstrate that appropriate processes are in place to manage resources?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Are personnel issued with information outlining their employment terms including hours of work and rates of pay?

MSE  
Yes

Does the company monitor workload peaks and troughs to ensure resources are available?

Yes

Does the company verify the competencies/capabilities of all agency-supplied labour where workload demands the need for additional resource?

N/A

Does the company have a process to ensure that agency personnel have not worked hours in excess of legislative and regulatory limits before attending their work site?

N/A

If workers are utilised via recruitment agencies or labour companies, are checks made to verify that all workers are entitled to work in the UK?

N/A

### Question Evidence

A copy of the Staff Handbook was issued to all employees that's stated relevant employment terms. Terms were seen to include hours of work and rates of pay as well as including an opt out agreement for the 48 hour working week. Due to the nature of the work being carried out, there had been no requirement for the company to utilise employment agencies.

### Documents Presented

Contract of employment

## 4 Employment practice and human rights

4.5 Has the Organisation prepared and published an annual Slavery and human trafficking statement?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

The organisation has developed an annual statement related to slavery and human trafficking

MSE

Yes

The statement is appropriately approved and signed off

Yes

The statement is available externally as a published policy on the organisation's website? (Where the company does not have a website is the policy available to interested parties on request?)

Yes

### Question Evidence

The company were not required to publish a Modern Slavery policy as the yearly earnings of the company had not reached the threshold that legally required them to. The company had created a policy as a positive step and this policy was made available to all interested parties upon request.

### Documents Presented

IMS-B-21 Modern Slavery Act 2015, Rev02, Date 23.07.24

## 5 Training and capability / Competence assessment

Section score: 15

5.1 Does the company induct new workers and contractors into the business or work site (Where acting as a Contractor the organisation should be aware of responsibilities placed on Duty Holders operating under CDM Regulations)?

MSE  
Response

3 - Compliant

Site  
Response

N/A

If there has been a positive element identified, please note details here:

Are records of induction held?

MSE

Yes

Site

N/A

Does the induction process cover the following:

Company structure

Roles and responsibilities

Training and competency requirements

Relevant legislative and regulatory requirements

Site-specific requirements e.g. welfare facilities/safety risks

Emergency procedures e.g. warning sigls/first aid issues

Code of Conduct

Accident/hazard reporting - what to do

Is there a documented period for reinducting / rebriefing personnel?

Yes

N/A

### Question Evidence

MSE Evidence The company used the training matrix to document when inductions had been carried out and when reviews were required. Annual document reviews took place with all staff being issued the latest versions and a sign off sheet needing to be completed.

Site Evidence Site Inductions are the responsibility of Keltbray/UKPN.

### Documents Presented

Training Matrix - Induction

## 5 Training and capability / Competence assessment

5.2 Has the company identified all work activities relating to their scope of service that requires formal training?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Is a system in place to record the training / competence requirements for all categories of worker? (e.g. Training Matrix or database)

MSE

Yes

Site

Yes

Does the training process confirm competency/capability requirements as well as training needs?

Yes

Yes

What systems does the company have in place to identify new training requirements relating to changes in scope of services being provided?

Yes

Yes

Does the company use a numerical process to evaluate a workers capability when progressing against a specific standard? E.g. pass marks, matrix approach with cumulated scores to meet specific standard

Yes

Yes

### Question Evidence

MSE Evidence Training certificates were held within personnel files that included copies of all compliance cards and certificates of training that had ben carried out. Training completed and required was seen to be recorded within personnel files.

Site Evidence Training was managed by the head office via the training matrix, if training was due to expire the office would contact the Site Operatives s to let them know. The Operatives training certificates were made evident on site.

### Documents Presented

WEC - Training Matrix wc17.06.2024

MEWP to 30.06.2029

Fire Marshall Training Card Exp 24.07.25

Manual Handling Awareness to 04.07.2025

Operatives Training Certificates (Street Works Operative, IPAF, etc)

Site Manager Training Certificates (Street Works Supervisor, First Aid, IPAF, etc)

## 5 Training and capability / Competence assessment

5.3 Does the company have a means of identifying certification expiry/re-training dates and also, where necessary, competency assessment due dates?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Are licences for operating plant and equipment or for specific trades checked for validity when presented by new workers joining the company who already possess the certification?

MSE

Yes

Site

Does the company have a means of identifying certification expiry/re-training dates and also, where necessary, competency assessment due dates (Can be electronic/manual or notification by training organisation)?

Yes

Is there a schedule for re-assessment?

Yes

Are remote (Individuals who work on sites or areas away from the main head office e.g. site tradesperson, lorry drivers) workers advised of their need to be re-assessed?

Yes

No

Are personnel records up to date (Auditor to take a sample)?

Yes

### Question Evidence

MSE Evidence Training records were being checked for all new starters and the information held in staff files. The company were utilising a training matrix to record and manage training held by workers. This allowed for the easy identification of renewals dates.

Site Evidence Training was managed by the head office via the training matrix, if training was due to expire the office would contact the Site Operatives to let them know. The Operatives training certificates were made evident on site.

### Documents Presented

WEC - Training Matrix wc17.06.2024

MEWP to 30.06.2029

Fire Marshall Training Card Exp 24.07.25

Manual Handling Awareness to 04.07.2025

Operatives Training Certificates (Street Works Operative, IPAF, etc)

Site Manager Training Certificates (Street Works Supervisor, First Aid, IPAF, etc)

## 6 Working hours

Section score: 3

6.1 Does the company keep records of all workers standard and overtime working hours?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Are time sheets subject to checks for accuracy and completeness?

MSE

Yes

Does the company set any working time limits that workers shall be permitted to work?

Yes

Are rest periods and driving hours recorded monitored by the organisation?

Yes

Does the company carry out fatigue risk assessments (FRI), HSEs FRI or similar may be utilised?

Yes

Does monitoring of fatigue and working hours form part of the company's occupational health arrangements?

Yes

Is any overtime undertaken on a voluntary basis?

Yes

### Question Evidence

Working hours for office employees weren't monitored by a time sheet system. The working times were monitored within the office with time sheets being checks. Fatigue assessment were in place should employees be required to work longer than the contracted hours. opt out agreements were also in place should hours of work exceed 48 hours. Overtime was carried out on a voluntary basis.

### Documents Presented

WEC - Timesheet 11.07 - 18.07.2024

WEC Fatigue Risk Assessment - Site Works RA022, Date 08.02.24

WEC Fatigue Risk Assessment - Travel RA023, Date 08.02.24

## 7 Workplace safety

Section score: 54

7.1 How does the organisation identify and monitor applicable legislation to ensure it maintains compliance?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

What sources are used by the organisation to identify legislation, e.g. professional memberships, organisational subscriptions, industry associations?

MSE

Yes

Has the company established, implemented and maintained procedures to identify, access and review all relevant legal and other requirements?

Yes

### Question Evidence

The company held a legislation log that detailed all legal requirements and legislation that was updated on an annual basis with the last update being carried out in May 2024. Updates were received from memberships to IOSH as well as HSE.

### Documents Presented

Legal Compliance Requirements Register Eng-Wales-Sco 2024



## 7 Workplace safety

7.2 Does the company have a Health and Safety policy statement relating to the provision of a safe working environment?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does it demonstrate a commitment to such as: providing sufficient resources for the management of health and safety and continually improving workplace safety?

MSE

Yes

Site

Yes

Does the policy extend to not only workers but also third parties and people who are not employed but may be affected by the company's activities?

Yes

Yes

Is the policy statement signed / endorsed at Senior Management level (i.e. signed off at Director level)?

Yes

Yes

Is the period for review of the policy documented?

Yes

Yes

Is the policy on display (Poster/intranet/site notice board/van pack etc.)?

Yes

Yes

Is the policy and its contents formally issued to employees, subcontractors and suppliers?

Yes

Yes

### Question Evidence

MSE Evidence The company had a H&S policy in place that was last reviewed in July 2024. The policy was held on noticeboard within the main lobby of the office. The policy in place laid out the plans for continual improvements of workplace safety within the company. The policy was seen to have been signed by the Managing Director upon review.

Site Evidence The Health and Safety Policy was available vis the Site Managers smart device.

### Documents Presented

IMS-B-11 H&S Policy Statement Rev 02, Date 08.07.2024 - MSE and Site

## 7 Workplace safety

7.3 Does the company have a person or team who are identified as being responsible for workplace or product health and safety?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Can the company demonstrate that the persons responsible hold qualifications suitable for the role (e.g. NEBOSH General Certificate or equivalent) and professional memberships (e.g. IOSH/IIRSM)?

MSE

Yes

Site

Yes

Have responsibilities been defined within a job description or similar?

Yes

Yes

Can the company demonstrate how the defined responsibilities are fulfilled by the appointed person or persons?

Yes

Yes

If the company is part of a larger group is there a corporate reporting structure from the local facility to the Group Head responsible for Safety?

No

Does the company split the responsibility for workplace and product safety? (Specify how this works)

N/A

### Question Evidence

MSE Evidence The MD was seen to be responsible for H&S within the workplace as stated within the H&S policy. The MD was assisted for all H&S advice by an External Consultant. The company held copies of the consultants competency certificates.

Site Evidence The MD was seen to be responsible for H&S within the workplace as stated within the H&S policy. The MD was assisted for all H&S advice by an External Consultant. The company held copies of the consultants competency certificates.

### Documents Presented

18.07.24 Meeting Minutes

CMIOSH - 170413 - MSE and Site

External Consultant CV - MSE and Site

## 7 Workplace safety

7.4 Are senior management actively involved in driving the continuous improvement of health, safety and industrial hygiene as part of a formalised safety management system? e.g. behavioural safety programme

MSE  
Response

3 - Compliant

Site  
Response

N/A

If there has been a positive element identified, please note details here:

	MSE	Site
Does senior management take part in random and programmed safety inspections/tours/audits?	Yes	N/A
Does the senior management team commit to establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work related injury and illness?	Yes	N/A
Is there evidence to support the monitoring of performance of meeting these objectives?	Yes	N/A
Can the organisation demonstrate how it develops programmes to rectify and improve upon Health & Safety performance?	Yes	N/A

### Question Evidence

MSE Evidence The company had detailed their Targets and Objectives for 2024 that were supported by the resources and how the company evaluate and monitor each objective. The external consultant would carry out workplace safety inspection of the office and warehouse facility during annual visits with the last visit occurring in June 2024.

Site Evidence It was a shorty duration Project (1 day), meaning senior management would not have completed an inspection.

### Documents Presented

WEC Office Audit- 20.06.24

Site Audit - 19-06-2024

18.07.24 Meeting Minutes

IMS-B-11 H&S Policy Statement Rev 02, Date 08.07.2024

## 7 Workplace safety

7.5 Does the company have arrangements in place to identify, reduce and remove identified health and safety risks both during design and delivery?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the organisation established, implemented and maintained documented procedures to identify hazards/impacts and assess risks?

MSE

Yes

Site

Yes

Has the company developed its methodology for hazard identification, risk assessment and risk control, based on operational experience?

Yes

Yes

Does the company use all relevant forms of risk assessment including; Generic, Dynamic, site specific etc.?

Yes

Yes

Does the organisation have arrangements in place to identify and manage catastrophic incident risks (process safety risks) during design and operational delivery?

Yes

Yes

Does the company have a process to manage works controlled by permits-to-work issued by the company, client or principal contractor?

Yes

Yes

### Question Evidence

**MSE Evidence** A procedure for risk assessment was established. An assessment was undertaken for all work activities and additional assessment would be carried out when work conditions may have changed. Permit to work systems were in place should they ever be required but the company would mainly work to the PC permits.

**Site Evidence** The company had created site specific RAMS for HV Poles Changes and LV Testing. RAMS were briefed to the Operatives and signed for.

### Documents Presented

RA-07 - Office Works

Site Specific RA 19.06.24

WECO47 Manual Handling Assessment

WECRAMS-WP-06 - Erection of Wood Poles

HV Pole Changes and LV Testing RAMS - Site

## 7 Workplace safety

7.6 Can the company demonstrate that they maintain processes for the identification and control of hazardous substances associated with their work?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

The organisation has identified and logged hazardous substances required for their work activities?

MSE

Yes

Site

Yes

Does the company have a process or system in place to ensure that up to date safety data sheets (SDS) are obtained?

Yes

Yes

Does the company have a process for ensuring that SDSs and supporting risk assessments are available; to workers at the point of use, to the emergency services and first aid trained personnel where necessary?

Yes

Yes

Is there a process to identify type of PPE that needs to be used to meet such as: company standards, Original Equipment Manufacturer and legislative requirements (e.g. coating applications, use of breathing apparatus / RPE, working at height etc.)?

Yes

Yes

Can the company demonstrate that appropriate controls have been implemented based on SDS and CoSHH assessment information (e.g. bunding, drip trays, plant nappies)?

Yes

Yes

Is a programme in place to assess that the implemented controls are adequate for the hazardous substances being stored?

Yes

Yes

*Question 7.6 continues on next page*

## 7 Workplace safety

*(Continued from previous page)*

7.6 Can the company demonstrate that they maintain processes for the identification and control of hazardous substances associated with their work?

Do the company have equipment available to respond to emergency situations in the event of a spill or exposure to hazardous substances?

MSE

Site

Yes

Yes

### Question Evidence

MSE Evidence COSHH substances within the scope of works were listed in a register, the register was supported with data sheets and current assessments. Site safety inspection assessed compliance and spill processes.

Site Evidence COSHH Assessments were available in van packs and on the Site Managers smart device. COSHH assessments and safety data sheets were made evident. Spill kits were available in the vehicles.

### Documents Presented

COSHH02- Petrol, Rev02, Date 20.05.24

COSHH01- Diesel, Rev02, Date 20.05.24

COSHH03- Grease, Rev02, Date 20.05.24 - MSE and Site

COSHH04- 2-Stroke oil, Rev02, Date 20.05.24

COSHH Assessment and Safety Data Sheet for Motor Oil - Site

## 7 Workplace safety

7.7 Does the company have a communication process to provide information to the workforce on workplace safety performance and safety issues?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company utilise a variety of different methods of communications and briefings (Specify methods used)?

MSE

Yes

Site

Yes

Does the company keep formal records of safety related communication/briefings?

Yes

Yes

Does the company verify that mechanisms for communication with personnel with poor / non-local language skills are appropriate and that hazards are understood?

N/A

Yes

How does the company ensure subcontractors are included within briefing and communication programmes?

Yes

Yes

Does the company have forums / committees / groups or other mechanisms to enable the communication and discussion of safety issues?

Yes

Yes

Is health and safety performance included as part of the company's communication programme?

Yes

Yes

*Question 7.7 continues on next page*

## 7 Workplace safety

*(Continued from previous page)*

7.7 Does the company have a communication process to provide information to the workforce on workplace safety performance and safety issues?

Are workers rewarded for suggesting health and safety improvement opportunities within the organisation?  
(Can be financial/award of gifts etc.)

MSE

Site

Yes

Yes

### Question Evidence

MSE Evidence The Company utilised a variety of methods for communication and consultation with employees regarding workplace safety. Methods utilised included formal toolbox talks (with electronic records of receipt), emails, telephone, noticeboards, signage, and the Business also operated an open-door policy for informal safety consultation

Site Evidence The company were provided with weekly toolbox talks from Keltbray.

### Documents Presented

TBT 78 - Steps to take in an Emergency - signed

TBT 80 - SHEQ Policies 06.2024 - signed

Energy Weekly Bulletin Pack - WP79 - 15-07-2024

2024-UK-SA-001-Defib Recall

Signed Toolbox Talks Dated 19/08/2024 - Site



## 7 Workplace safety

7.8 Can the company demonstrate that adequate Personal Protective Equipment (PPE) is issued which is suitable for tasks being undertaken by the workforce?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

	MSE	Site
Does the company maintain records of the issue of PPE to workers?	Yes	Yes
Can the company demonstrate that workers (including agency labour) have been given guidance on the proper handling, storage and use of PPE?	Yes	Yes
Is there a period of time for the retention of PPE records?	Yes	Yes
Is there a process to identify type of PPE that needs to be used such as: company standards, Original Equipment Manufacturer and legislative requirements (e.g. coating applications, use of breathing apparatus / RPE, working at height etc.)?	Yes	Yes
Where workers have been issued with equipment that requires inspection(s) such as; Respiratory Protective Equipment (RPE), Personal Atmosphere Monitors (PAMs), Breathing Apparatus, Safety Harnesses, etc. are records of inspection retained?	Yes	Yes
If the company does not issue agency labour and sub-contractors with PPE because they provide their own does the company instead retain records of inspection of such PPE documenting that it meets the company's standards and legislative requirements?	N/A	N/A

*Question 7.8 continues on next page*

## 7 Workplace safety

*(Continued from previous page)*

7.8 Can the company demonstrate that adequate Personal Protective Equipment (PPE) is issued which is suitable for tasks being undertaken by the workforce?

Is there a disciplinary procedure linked to failure to wear required PPE?

Yes

Yes

Can the company demonstrate that all PPE is issued free of charge to all workers?

Yes

Yes

### Question Evidence

MSE Evidence Within the Health and Safety Handbook, the company had a formal PPE process; the risk assessments defined the required PPE and the required standards that the PPE must comply with. PPE was issued free of charge (FOC) to employees where they were required to sign the request form confirming their receipt. The disciplinary process for the failure to wear the required PPE was defined within the policy

Site Evidence A visual inspection had been completed to ensure PPE being worn matched the RAMS requirements.

### Documents Presented

IMS-B-19 PPE Policy, Rev02, Date 08.07.24

PPE Sign off 05.06.2024

HV Pole Changes and LV Testing RAMS - Site

## 7 Workplace safety

7.9 In the event of an injury in the workplace can the company demonstrate they have identified appropriate first aid provision which is available to the workforce?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the company made an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of each workplace?

MSE

Yes

Site

Yes

Does the company identify/ensure the availability of adequate first aid facilities both at their premises (i.e. offices, workshops etc.) and on site?

Yes

Yes

Are sufficient numbers of qualified emergency first aid personnel available and easily identifiable e.g. by means of badges, identified during site induction / pre-work briefings, pictures on the notice boards, etc?

Yes

Yes

Are subcontractors/temporary/agency workers allowed to use these facilities?

N/A

Yes

Can the company demonstrate that they have tested the effectiveness of their emergency arrangements?

N/A

Yes

Is there a programme in place that ensures that all emergency (fire and evacuation) equipment is checked regularly by a competent person (This can be a third party)?

N/A

Yes

### Question Evidence

MSE Evidence All employees for the company were first aid trained. The company operated out of a client run office. There had been no requirements for the company to carry out fire drills, risk assessments or other emergency testing.

Site Evidence Fire extinguishers, Burns Kits, First Aid kits and eye wash were held in all the site company vehicles. Multiple Operatives on site were First Aid trained.

### Documents Presented

First Aid Monthly Inspections 2024

Fire Marshall Training Card Exp 24.07.25

TBT 78 - Steps to take in an Emergency - signed

Visual Inspection of Fire Extinguishers, First Aid Kits, Burns Kits and Eye Wash. First Aid Certificates - Site

## 7 Workplace safety

7.10 Does the company have arrangements in place for investigating and reporting of Accidents, Incidents, Near Misses and hazards in their organisation?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company have a nominated person who reports all accidents and incidents to government agencies and where applicable a corporate Head Office?

MSE

Yes

Site

Yes

Does the company maintain records of accidents and incidents (this includes safety and environmental incidents)?

Yes

Yes

Does the company have a documented process for undertaking investigations into accidents/incidents and near miss occurrence?

Yes

Yes

Does the company produce and analyse Accident and Incident Statistics?

Yes

Yes

Can the company demonstrate that lessons have been learned and applied from incidents? The auditor should record what improvements have been implemented.

Yes

Yes

Has the company had any Prohibition or Improvement notices in the last 5 years (auditor to check <http://www.hse.gov.uk/notices/> as part of audit)?

No

No

*Question 7.10 continues on next page*

7 Workplace safety

*(Continued from previous page)*

7.10 Does the company have arrangements in place for investigating and reporting of Accidents, Incidents, Near Misses and hazards in their organisation?

Has the company had any HSE Prosecutions within the last 5 years (auditor to check <http://www.hse.gov.uk/prosecutions/> as part of audit)?

MSE	Site
No	No

Question Evidence	
MSE Evidence	The company had formal arrangements in place to enable the reporting and investigation of accidents, incidents and near misses that occur. Any investigation was being completed by the management team. Sample Accident & Incident Reporting Forms were provided as evidence.
Site Evidence	The closest hospital and emergency contact number was documented within the site specific RAMS. The Site Operatives would report any accidents or incidents to the office and they would involve their Consultant. The Site Manager stated they had not had any accident or incidents to date on the project.

Documents Presented	
2024 Accidents & Incidents	
Accident and Incident Reporting Procedure - MSE and Site	

## 8 Occupational health

Section score: 3

8.1 Has the company introduced occupational health arrangements which are appropriate to the service or product they provide?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Has the company developed procedures to manage occupational health arrangements including mental health and wellbeing?

MSE

Yes

Have responsibilities for the company's occupational health system been defined?

Yes

Is screening part of the pre-employment selection criteria, when appropriate and legal?

Yes

Is routine health surveillance undertaken because of the type of work the company undertakes e.g. working with specific chemicals or in noisy/dusty environments?

Yes

Have controls been implemented to prevent workers being exposed to harmful levels of chemical, biological and physical agents (noise, vibration, radiation, etc.), substances or materials that exceed the maximum legal exposure limits?

Yes

Does the company and its subcontractors have documented processes for ensuring employee fitness for work? Do requirements include Drug and Alcohol testing?

Yes

### Question Evidence

The company had an occupational health procedure as well as occupational health questionnaires would be issued to staff during the induction phase of employment and annually thereafter. Alcohol and drug arrangements were outlined within the policy that was in place and issued at induction.

### Documents Presented

IMS-B-3 Drug & Alcohol Policy Rev02 11.03.24

FFW Certificate - 2024

MHFA Certificate - DSSL

## 9 Site security

Section score: 0

9.1 Does the company identify the requirements for site security including ensuring the safety of the workforce, client and members of the public?

MSE  
Response

N/A

Site  
Response

N/A

If there has been a positive element identified, please note details here:

Does the organisation use signing/lighting/guarding to protect the site?

MSE

N/A

Site

N/A

Has CCTV been installed to monitor workplace security?

N/A

N/A

Are security personnel engaged by the company?

N/A

N/A

Are the company aware of responsibilities for arriving at/leaving the site?

N/A

N/A

### Question Evidence

MSE Evidence Security for the company's office was not in place as the company operated out of the clients office.

Site Evidence Site Security was managed by the PC (Keltbray).

### Documents Presented

Not required

## 10 Environmental management

Section score: 18

10.1 Has an environmental policy been prepared by the organisation?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

	MSE	Site
Is the policy statement signed and endorsed by the most senior management representative?	Yes	Yes
Does the policy relate to the company activities?	Yes	Yes
Is it displayed in a prominent position and made available to all interested parties?	Yes	Yes
Commit the company to a continuous improvement programme and compliance with all relevant environmental legislation or industry guidance?	Yes	Yes
Have environmental responsibilities been defined by the organisation?	Yes	Yes
Does it identify how environmental issues will be communicated?	Yes	Yes

*Question 10.1 continues on next page*



## 10 Environmental management

*(Continued from previous page)*

10.1 Has an environmental policy been prepared by the organisation?

Is the period for review detailed?

MSE

Site

Yes

Yes

### Question Evidence

**MSE Evidence** The company had a Environmental policy in place that was last reviewed in July 2024. The policy was held on noticeboard within the main lobby of the office. The policy in place laid out the plans for continual improvements of workplace safety within the company. The policy was seen to have been signed by the Managing Director upon review.

**Site Evidence** The Site Manager had access to the Environmental Policy via his smart device.

### Documents Presented

WEC 005 Environmental Policy Statement R2 (1) - MSE and Site

## 10 Environmental management

10.2 Does the organisation identify and monitor applicable legislation to ensure it maintains compliance?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

What sources are used by the organisation to identify legislation e.g. professional memberships, organisational subscriptions, industry associations?

MSE

Yes

Has the company established, implemented and maintained procedures to identify, access and review all relevant legal and other requirements?

Yes

### Question Evidence

The company held a legislation log that detailed all legal requirements and legislation that was updated on an annual basis with the last update being carried out in 2024. Updates were received from memberships to IOSH as well as HSE.

### Documents Presented

Legal Compliance Requirements Register Eng-Wales-Sco 2024

## 10 Environmental management

10.3 Does the company identify and manage environmental risks associated with their scope of services?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Have processes for identifying and managing risks been documented?

MSE

Yes

Site

Yes

Has the company prepared an environmental aspects or impacts register?

Yes

Does the register define appropriate control measures to minimise environmental risk?

Yes

Yes

Can the company demonstrate that control measures have been implemented?

Yes

Yes

Does the company have a formal process for communicating the content of the register?

Yes

Yes

Is there evidence of a periodic assessment and evaluation of the content? i.e. internal audit or agency inspection.

Yes

### Question Evidence

MSE Evidence An Aspects and Impacts register had been developed which was reviewed regularly. It was confirmed that the register was communicated to the workforce and one employee who attended the office during the audit confirmed this. The register had also been subject to audits that had also been extended to be incorporated within the site inspection systems.

Site Evidence Environmental impacts were assessed within the RAMS.

### Documents Presented

WEC 080 Environmental Aspects and Impacts Register

IMS 3.004 Contract Specific Risk Assessment and Method Statement Procedure

IMS 3.003 Generic Risk Assessment and Method Statement Procedure

HV Poles Changes and LV Testing RAMS - Site

## 10 Environmental management

10.4 Does the company ensure that it disposes of all its waste in a legal and responsible manner?

MSE  
Response

3 - Compliant

Site  
Response

N/A

If there has been a positive element identified, please note details here:

	MSE	Site
Does the organisation seek to recycle waste materials produced as a result of their activities?	N/A	N/A
Do they use licensed waste companies and licensed waste carriers?	N/A	N/A
Does the company use a formal / retain transfer notes process (Specify how this works)?	N/A	N/A
Do they have access to up-to-date waste legislation?	N/A	
If sending waste to landfill are they using authorised sites?	N/A	N/A
Transfer to authorised/licensed waste management company?	N/A	N/A

*Question 10.4 continues on next page*

10 Environmental management

*(Continued from previous page)*

10.4 Does the company ensure that it disposes of all its waste in a legal and responsible manner?

Where applicable can the company demonstrate that it complies with the Waste Electrical and Electronic Equipment Regulations 2013?

MSE

Site

N/A

**Question Evidence**

MSE Evidence The company operated out of a client operated building and no licensed waste carriers were required.

Site Evidence Site waste was managed by the PC on site.

**Documents Presented**

None required

## 10 Environmental management

10.5 Does the company store any waste material on site?

Site  
Response

N/A

If there has been a positive element identified, please note details here:

Are they classified as Hazardous?

Site

N/A

Are they classified as Non Hazardous?

N/A

Are they classified as non flammable?

N/A

Are they classified as flammable?

N/A

Are there quarantine areas to prevent any cross contamination?

N/A

If liquid are there adequate spill preventions / containment / spill kits?

N/A

Are inspections undertaken on the controls?

N/A

Question Evidence

The company did not store any hazardous waste on site.

Documents Presented

None required

## 11 Selection and management of sub-contractors

Section score: 0

11.1 Does the organisation have processes in place for the selection of their sub-contractors?

MSE  
Response

N/A

If there has been a positive element identified, please note details here:

	MSE
Has the company got a process for the evaluation and selection of subcontractors, to include such as; pre-qualification questionnaires and maintaining a list or register of approved suppliers?	N/A
Has the organisation identified persons responsible for the management of the supply chain?	N/A
Has the company identified the minimum levels of insurance applicable and required to be held by its subcontractors?	N/A
Does the company specify any accreditations/ requirements e.g. UVDB, BuildingConfidence?	N/A
Has the company identified the minimum quality, safety and environmental controls applicable and required to be held by its supply chain?	N/A
Is there confirmation of subcontractor competency assurance?	N/A

Question Evidence

it was confirmed during the audit that the company did not use sub-contractors.

Documents Presented

None required

## 11 Selection and management of sub-contractors

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11.2 Does the company undertake any reviews of sub-contractors performance?

MSE  
Response

N/A

If there has been a positive element identified, please note details here:

Is there a review or mechanism for performance monitoring?

MSE

N/A

Is there a method for recording reviews?

N/A

Is there a process for rectifying faulty work?

N/A

Does the company undertake audits or inspections of their sub-contractors?

N/A

Is there a process to prevent contractors/ suppliers with poor performance continuing to work for the company, or to instigate improvements?

N/A

Does the company have a mechanism for periodic monitoring of subcontractors insurances, licenses and professional memberships?

N/A

Does the company capture / analyse subcontractors accidents / incidents statistics and reports?

N/A

*Question 1.11.2 continues on next page*



11 Selection and management of sub-contractors

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*(Continued from previous page)*

11.2 Does the company undertake any reviews of sub-contractors performance?

MSE

Does the company have a process to investigate contractor/ supplier, Accidents/ Incidents and track actions?

N/A

**Question Evidence**

it was confirmed during the audit that the company did not use sub-contractors.

**Documents Presented**

None required

## 12 Sourcing of goods and products

Section score: 3

12.1 Can the company demonstrate that they have put in place formal arrangements for the identification, mitigation and prevention of Counterfeit, Fraudulent and Suspect Items (CFSI)?

MSE  
Response

N/A

If there has been a positive element identified, please note details here:

Are arrangements integrated into the company's management processes / procedures? MSE  
N/A

Has the company established measures to ensure that its staff are aware of the risks of CFSI and understand and support the company's mitigation methods? N/A

Has the company taken measures to raise awareness throughout all levels of its supply chain that there are parties who might wish to substitute CFSI for genuine items or services for commercial gain? N/A

Have assurance methods been deployed to ensure material and component traceability back to source suppliers, including material identification, destruction testing by third parties, sampling of proprietary high risk items (i.e. bolts and fasteners)? N/A

If examples of CFSI have been identified have appropriate remedial actions have been taken (i.e. quarantine, investigation and disposal) and information shared within the company, licensee organisation, supply chain and wider industry as appropriate? N/A

For companies working in the Nuclear Industry, where examples of CFSI have been identified have these been notified to the Office of Nuclear Regulation (ONR)? N/A

### Question Evidence

The company did not carry out any work within the nuclear sector and cfsi was not a threat.

### Documents Presented

None required

## 12 Sourcing of goods and products

12.2 Does the company procure materials from legal and sustainable sources, can they demonstrate chain of custody certification?

MSE  
Response

N/A

If there has been a positive element identified, please note details here:

If purchasing raw materials is there a mandated requirement to use materials that possess a Chain of Custody e.g. Forestry Stewardship Council (FSC) timber?

MSE

N/A

Do delivery notes contain a chain of custody certificate?

N/A

Question Evidence

The company did not purchase any materials.

Documents Presented

None required

## 12 Sourcing of goods and products

12.3 Does the company work with its top level suppliers to prevent bribery & corruption throughout its supply chain?

MSE  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Auditor to record details

MSE

Yes

Question Evidence

The company had an Anti-Bribery Policy in place that was issued to all suppliers. The Anti-Bribery policy stated that it worked with all suppliers to prevent bribery within the supply chain.

Documents Presented

EC 046b Supplier PQQ

## 13 Use of Work Equipment, Vehicles and Machines

Section score: 6

13.1 Does the company have arrangements in place for ensuring that all plant and equipment is maintained and approved prior to use?

MSE  
Response

3 - Compliant

Site  
Response

3 - Compliant

If there has been a positive element identified, please note details here:

Does the company have arrangements in place for ensuring that all plant and equipment is maintained and approved prior to use?

MSE

Yes

Site

Yes

Does the company have documented processes for the maintenance of plant and equipment?

Yes

Yes

Does the company have processes for the receipt and inspection of hired-in plant and equipment?

Yes

Yes

Does the company retain records of maintenance of plant items and equipment?

Yes

Yes

Does the company retain calibration records?

Yes

Yes

Does the company have a process for reporting and repairing defects on plant items and equipment?

Yes

Yes

Does the company produce a scheduled maintenance plan for each individual plant item?

Yes

Yes

Have operator competency requirements been defined by the company?

Yes

Yes

*Question 13.1 continues on next page*

## 13 Use of Work Equipment, Vehicles and Machines

*(Continued from previous page)*

13.1 Does the company have arrangements in place for ensuring that all plant and equipment is maintained and approved prior to use?

Does the company ensure that plant items and equipment are inspected and maintained by competent personnel?

MSE

Site

Yes

Yes

Where applicable, are records of thorough examination / certificates for statutory inspections and tests available, and have these been issued by a competent authority?

Yes

Yes

### Question Evidence

**MSE Evidence** The arrangements for maintaining plant and equipment requiring test and inspection were detailed within the management systems. The company-maintained registers of equipment requiring test and inspection. Employees were also required to undertake pre-use inspections of vehicles and records were made available. All relevant certification was requested and presented upon delivery with copies retained. Procedures were in place in the management systems which covered equipment and maintenance and required all equipment to be maintained in a safe and legal manner. It also covered the selection of tools, pre-use checking of tools for damage and tagging of damage of tools for example.

**Site Evidence** Lifting plant, accessories and MEWPS were being used on site. Thorough examinations were made evident for the harnesses, MEWPS and Tail lift. Weekly/ Daily plant checks were also made evident. The company were using a colour tag system to keep track of LOLER expiration dates. Calibration stickers were displayed on the CAT and Jenny's being used on site. Vehicle defect checks were completed and made evident.

### Documents Presented

Daily Vehicle Inspection Record 15.04 - 21.04.2024

Daily Vehicle Inspection Record 22.04 - 28.04.2024

MEWP Daily Inspection Record 01.04 - 07.04.2024

MEWP Daily Inspection Record 15.04 - 21.04.2024.

Pole Jack WECPJ001 (4837)

Pole Jack WECPJ002 (5264)

KELTBRAY PAT REPORT 2024

Vehicle Defect Check Report x 2 - Site

MEWP Through Examination Certificates x 2 - Site

Tail Lift Through Examination Certificate - Site

Calibration Stickers for CAT & Jenny's x 2 - Site

Harness Through Examination Certificates x 2 - Site

## 14 Key Performance Indicators

### Exposure

14.1	Total man hours worked	
	Number recorded for current year	20780
	Number recorded for previous year	38745
	Number recorded for 2 years ago	36968
	Number recorded for 3 years ago	35412
	Number recorded for 4 years ago	33066

### Safety

14.2	Fatalities	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0
14.3	HSE reportable injuries	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0
14.4	Lost time incidents (1-7 days)	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0

## 14 Key Performance Indicators

### Safety (Continued)

14.5	Incidents requiring medical treatment (MTI)	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	1
14.6	Incident requiring first aid	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0
14.7	Dangerous Occurrences	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0
14.8	Near Hits/Misses	
	Number recorded for current year	57
	Number recorded for previous year	124
	Number recorded for 2 years ago	88
	Number recorded for 3 years ago	128
	Number recorded for 4 years ago	120



## 14 Key Performance Indicators

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### Safety (Continued)

#### 14.9 HSE/HSA or equivalent improvement notices

Number recorded for current year	0
Number recorded for previous year	0
Number recorded for 2 years ago	0
Number recorded for 3 years ago	0
Number recorded for 4 years ago	0

#### 14.10 HSE/HSA or equivalent prohibition notices

Number recorded for current year	0
Number recorded for previous year	0
Number recorded for 2 years ago	0
Number recorded for 3 years ago	0
Number recorded for 4 years ago	0

#### 14.11 HSE/HSA or equivalent prosecutions

Number recorded for current year	0
Number recorded for previous year	0
Number recorded for 2 years ago	0
Number recorded for 3 years ago	0
Number recorded for 4 years ago	0

### Environment

#### 14.12 Minor Non-reportable incidents

Number recorded for current year	0
Number recorded for previous year	0
Number recorded for 2 years ago	0
Number recorded for 3 years ago	0
Number recorded for 4 years ago	0

## 14 Key Performance Indicators

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### Environment (continued)

14.13	Reportable incidents	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0
14.14	Enforcement action i.e. Warning letters, prosecutions	
	Number recorded for current year	0
	Number recorded for previous year	0
	Number recorded for 2 years ago	0
	Number recorded for 3 years ago	0
	Number recorded for 4 years ago	0



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