



**DOCUMENT CHANGE RECORD**

<b>Revision</b>	<b>Date</b>	<b>Amendment</b>	<b>Reason For Change</b>	<b>Auth. By</b>
1	02/08/2018	First Issue		AJW

**1.0 PURPOSE**

The purpose of this document is to demonstrate National Trench Safety's (NTS) compliance with the Construction (Design & management) Regulations 2015, within the Design, Specification and Supply Process.

NTS specify and supply temporary works solutions utilising a variety of support systems. NTS Quality Procedures ensure that the Company meet their obligations to CDM 2015 (as far as is reasonably practicable) in accordance with the references listed below.

**2.0 REFERENCE**

- Construction (Design & management) Regulations 2015 (CDM 2015).
- BS 5975 2008+A1 2011 - Code of practice for temporary works procedures and the permissible stress design of falsework.
- CPA Good Practice Guide for the Management of Shoring in Excavations – Pt 1 Management and Pt 2 Hazard Identification for Risk Assessment.



**3.0 RESPONSIBILITY**

It is the responsibility of the Technical & Design Director to ensure that this procedure is communicated to and understood by all employees engaged in Design, Specification or Supply of equipment.

The responsibilities of all employees are:

NTS Employee Responsibility	Measures to Ensure Responsibility is Met
Ensure competence of all employees involved and resource tasks adequately.	The Technical & Design Director maintains a suitable designer permission's matrix of employees based on an assessment of their technical skill, knowledge and ability. NTS provide regular training to those employees on the matrix which is recorded on the individuals training record. The matrix and resources required are reviewed by the Technical & Design Director on an annual basis. Quality systems ensure that designs cannot be issued by employees with the correct permissions.
Making new, inexperienced customers aware of their responsibilities.	NTS employees at the first point of contact with a new customer to ensure whether they are aware of their obligations. If a customer is not sure, then a standard letter must be issued to the customer, highlighting their CDM 2015 responsibilities.
Providing customers with sufficient information.	NTS provide Technical data and tool box talks upon request.
Managing hazards and reducing risks.	All NTS employees engaged in design/ specifying NTS systems receive regular training in the principles of hazard elimination and risk reduction and control in relation to the proposed works and NTS systems and equipment. In particular NTS Designers will take account of all pre-construction information supplied to them and take steps to eliminate foreseeable safety risks. Significant risks identified in the design/ specification process must be highlighted to the customer by employees. The Technical & Design Director is to ensure that the effort is appropriate and targeted.
Communication and co-operation with other parties.	All NTS employees are mandated to fully co-operate and communicate with all parties to the proposed works with a view to ensuring that everyone can fulfil their responsibilities under CDM 2015. In particular they are to actively engage with the Principal Designer, Temporary Works Coordinator and Temporary Works Supervisors on safety matters. All NTS staff are instructed to report dangerous occurrences.