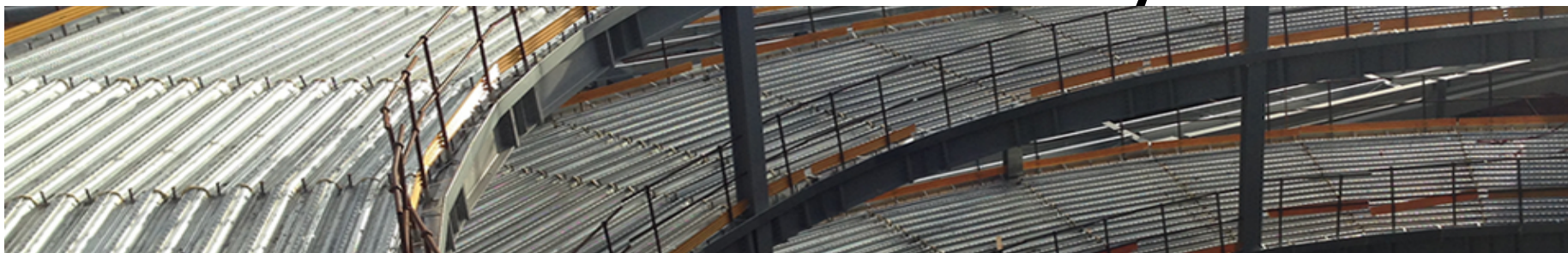


Setting the profile for excellence

Membership & Annual Health, Safety, Environmental & Quality Audit



Introduction

Prior to any company wishing to join UKMDA, the trade association for the metal decking and stud welding industry, the company will undergo a "Membership Audit" prior to being approved and 12 months following admission to membership. All existing UKMDA members will undergo a full audit every 24 months, with a desktop audit in the interim years.

This additional audit was designed to provide information to the UKMDA Board that their members remain committed to achieving the high standards for which they had demonstrated previously.

In addition to the Construction Design & Management Regulations 2007 the UKMDA Audit will identify UKMDA Minimum Standards in addition to financial, quality, environmental and UKMDA Best Practice audit questions, therefore making this audit all encompassing.

UKMDA Commitment

UKMDA state that "Membership is a 'must' for all those involved in the metal decking and stud welding industry, with many Clients and Principal Contractors no insisting on UKMDA membership as part of their pre-qualification process".

The UKMDA Board believes as a minimum all members will meet its legal obligation and the Audit Process will be used to assist individual members to strive for excellence.

Declaration

To ensure that the audit is a true reflection of the members being audited, UKMDA Advocates that:-

1. No member shall use their findings to promote their business over that of another UKMDA Member
2. The audit findings and any follow up correspondence will only be viewed by the UKMDA Board
3. UKMDA will not disclose the audit findings or any other member or to third party organisations i.e. Clients / Principal Contractors

It is with this code of conduct the UKMDA Board's declaration is signed by the Secretary and Chairman.

Signed: _____
Tony Seddon
UKMDA Secretary

Signed: _____
Joe Gaughan
UKMDA Chairman

Audit Criteria

The Auditing organisation / auditor appointed by the UKMDA Board shall only provide correspondence with the audited company / member and the UKMDA Board.

The content of the audit conducted by the Auditing organisation shall be one agreed by the UKMDA Board at the time of the audit.

UKMDA Minimum Standards

The UKMDA Board has agreed that every member shall meet the UKMDA Minimum Standard as outlined in this document.

The UKMDA Minimum Standards are identified throughout the audit which are in most cases, legal minimum standards that an organisation must comply with and meet the statutory duties.

UKMDA Audit Scoring System

Within each element of the audit there are 4 standards for which a company / member can achieve:-

0 points	Poor, below the UKMDA Minimum Standard	Performance below the UKMDA Minimum Standard
1 point	UKMDA Minimum Standard	Demonstration that the company meets the UKMDA Minimum Standard
2 points	Good, above the UKMDA Minimum Standard	Demonstration that the company has achieved a standard higher than the UKMDA Minimum Standard
3 points	Excellent in that particular discipline	A standard that the company has shown to be exemplary and one for which other members should aim to achieve

Non Compliance Issues

Where the auditor identifies an area of non compliance they will raise a non conformance notice depending on the severity, i.e. CAT 1 or CAT 2.

CAT 1 "Major non-conformance"

This non compliance will be raised if the company or member fails to comply with a UKMDA Minimum Standard.

If a CAT 1 non conformance notice is raised the company will be given 30 days to provide written confirmation that the company has now corrected the major non conformance and achieved the UKMDA Minimum Standard.

Upon receipt of this follow up information the UKMDA auditor will determine if compliance has been met, or that a re-audit of that non-conformance is required.

If in the opinion of the auditor, the CAT 1 notice has not been closed out, the auditor will inform the UKMDA Board who will write to the company / member and inform them of the action the UKMDA Board will take. This may include the company being re-audited within a 90 day period or an existing members UKMDA membership being suspended and logged on the UKMDA Members website page accordingly.

CAT 2 "Minor non-conformance"

A minor non-conformance will be raised if the company or members own procedures show a weakness which shows that the UKMDA minimum standard has not been met.

Upon issuing a minor non-conformance notice, the company will have 30 days to provide evidence to the UKMDA auditor of the corrective action that has been taken.

Failure to provide satisfactory evidence will result in the non-conformance being escalated to a CAT 1 for which a further 30 days will be allowed for the corrective action to be closed out.

If in the opinion of the UKMDA auditor the (now re-classified) CAT 1 non-conformance notice has not been closed out, the UKMDA Board will be notified and will write to the company / member and inform them of the action the UKMDA Board will be taking. This may include the company being re-audited within a 90 day period or an existing member's UKMDA membership being suspended and logged on the UKMDA Members website page accordingly.

CAT 3 "Observation Notice" - Raising the Bar

During the audit, the auditor will be encouraged to recommend ways in which the company or member can improve their performance.

For this, the auditor is encouraged to raise a CAT 3 observation notice during each audit. Therefore an observation notice is not a non-conformance notice and does not require feedback to the UKMDA Board.

Upon receiving an observation notice, the company or member may decide not to implement the recommendation and this will not be seen as a failure by the company, unless in future audits the UKMDA Board make the proposed standard a UKMDA Minimum Standard.

Suspension of UKMDA Membership

In the event that the member has not satisfactorily signed off the CAT 1 non-conformance notice, the company may have its UKMDA Membership suspended. The discussion to suspend the member can only be made by the agreement of 2 members of the UKMDA Board (one of which must be the Chairman) and the auditor.

A member of the appeals committee may not preside over a review of his own company. In this case another Board Member will take his place.

Appeals

Prior to any member having their UKMDA Membership suspended and the suspension logged on the UKMDA website, the member company can apply in writing and appeal within 14 days of receipt of a suspension letter issued by UKMDA. Receipt will be deemed to have occurred two working days following posting.

The UKMDA Board will arrange within 21 days (upon receipt of the appeal) a meeting at the member's premises. The meeting is for the member to "state their company's case". The appeal committee will consist of the 3 members, these being:-

- The UKMDA Chairman & The UKMDA Auditor
- An additional member of the UKMDA Board and / or a UKMDA Committee Chairperson
- In addition the company lodging the appeal can nominate another UKMDA Member to accompany them if they wish

An appeal launched to argue a CAT 1 notice shall be heard free of charge whilst an appeal brought by a member company to appeal against a CAT 2 notice or a specific grading in categories shall command a charge of £500 plus VAT to cover the additional expense incurred by UKMDA.

Useful Information

The following websites may be helpful in providing further information to help meet or improve individual company standards, procedures or policies:-

- Guidance on writing a H&S Policy and preparing your company Risk Assessments - www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc
- The Institute of Directors guidance on effective leadership for Company Directors - www.hse.gov.uk/pubns/indg417.pdf
- Obtaining information on mobile elevating platform training for managers and workers - www.ipaf.org
- How to obtain a CSCS Certificate of Commitment or register for a CSCS card - www.cscs.uk.com
- How to assist you in ensuring your contractors are competent - www.ssip.org.uk
- Guidance on completing a Drug & Alcohol Policy - www.hse.gov.uk/pubns/indg240.pdf
- 'Health for Work' advice line for businesses pilot ends March 2011 - www.health4work.nhs.uk
- Asbestos Awareness Training - Regulation 10: Control of Asbestos Regulation - www.opsi.gov.uk/si/si2006/20062739.htm#10
- Environmental Guidance - www.environmentalpolicy.org.uk



Membership & Biennial Health, Safety, Environmental & Quality Audit Part 1 - General

Name of Auditor: Tony Seddon

Date: _____

Company / Member Company:

Tel: _____

Head Office Address

Trading Addresses (insert all)

Parent Company (if applicable)

Email:

Name of representative:

Position held:

Name of Managing Director:

Names of all Directors:

YES	NO

Has any Director or Shareholder been subject to criminal or civil court action or is there any ongoing or pending court action against individuals or the business? If Yes - further details must be supplied to the UKMDA Board prior to recommendation / continued membership. (does not include Motoring offences)

YES	NO

Has the Company or Director or Shareholder been subject to HSE, Environment Agency or Environmental Health enforcement action or is there any ongoing or pending action against individuals or the business? If Yes - further details must be supplied to the UKMDA Board prior to recommendation / continued membership. (this includes HSE FFI)

If the answer is yes to either of the above questions, the application will be referred to the Board for further consideration

Current UKMDA Membership No. if applicable:

Issue date: ____ / ____ / ____

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 2 - Financial & Legal

1. Employee Numbers

- 1.1 Number of directly employed management and clerical personnel
- 1.2 Number of directly employed off site personnel
- 1.3 Number of directly employed site personnel
- 1.4 Number of self employed management and clerical personnel
- 1.5 Number of self employed off site personnel
- 1.6 Number of self employed site personnel
- 1.7 Number of labour only subcontractor personnel
- 1.8 Number of directly employed trainers
- 1.9 Number of freelance trainers

2. Financial

- 2.1 Confirmation that the company's HMRC employee payroll returns have been observed by the auditor for the previous 6 months (including ensuring all HMRC payments are up to date) **Please provide 6 months of HMRC PAYE return acknowledgements**
- 2.2 Confirmation that HMRC CIS Returns for self employed workers and sub contractors have been viewed by the auditor for payment over the past six months (including ensuring all HMRC payments are up to date) **Please provide 6 months HMRC CIS acknowledgements**

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3. Accounting

Has the member company filed statutory accounts within the required timescale?
(If NO then a CAT 1 Notice is to be raised)

YES	
NO	

Company Registration Number

--

Company Unique Tax Reference Number

--

Company VAT Certificate Number

--

Company CITB Registration Number (if applicable)

	N/A	

(If the company does not hold any of the above details then a CAT1 Notice is to be raised)

Size of business Turnover Less than £1million Turnover £1-3million Turnover over £3million

Startup Businesses Predicted Turnover Year 1 Funding Sources on Startup

4. Insurance Details - Copy certificates to be provided

<u>Employer Liability Insurance</u> Limit:	(Min £10m) Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	<input type="text"/>	<input type="text"/>		
YES	NO								
<input type="text"/>	<input type="text"/>								
<u>Public Liability Insurance</u> Limit:	(Min £5m) Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	<input type="text"/>	<input type="text"/>		
YES	NO								
<input type="text"/>	<input type="text"/>								
<u>Professional Indemnity Insurance</u> Limit:	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td><td>N/A</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
YES	NO	N/A							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<u>Product Liability Certificate</u> Limit:	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td><td>N/A</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
YES	NO	N/A							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<u>Contractors All Risk Insurance</u> Limit:	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td><td>N/A</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
YES	NO	N/A							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<u>Vehicle Insurance (Car & Van)</u>	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	<input type="text"/>	<input type="text"/>		
YES	NO								
<input type="text"/>	<input type="text"/>								
<u>Vehicle Insurance (LGV)</u>	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td><td>N/A</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
YES	NO	N/A							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<u>Operators License Certificate</u>	Certificate Number: _____	Expiry Date: _____	<table><tr><td>YES</td><td>NO</td><td>N/A</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	YES	NO	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
YES	NO	N/A							
<input type="text"/>	<input type="text"/>	<input type="text"/>							

(If the company does not hold any of the applicable certificates above then a CAT1 Notice is to be raised)

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 3a - Health & Safety - General 1

Does the Company hold an OHSAS 18001 or ISO 45001 Accreditation issued by a UKAS Certification Body? If Yes, record below and continue to Section 3B

UKAS Certificate Number _____ Expiry Date _____ Issuing Organisation _____

(If the member company is part of a larger group the member company should demonstrate how this accreditation applies specifically to them).

Score 3 in all questions if this applies

(if the company or member fails to achieve the UKMDA Minimum Standard highlighted in the shaded box within each question, this will be noted as a CAT 1 Non-Conformance Notice)

		NOTES / TO BE PROVIDED	UKMDA MINIMUM STANDARD	GOOD	EXCELLENT
			1	2	3
1			The company has provided a signed H&S Policy Statement which has been signed within the past 24 months by a senior manager or director and is on display at the premises	The member company has met the previous standards and reviews their policy statement every 12 months	The company has met the UKMDA Minimum Standard and makes their policy available to interested parties i.e. clients / members of the public etc.
Health & Safety Statement Policy					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

2		Provide company organisation chart or list of roles and responsibilities	The member company can demonstrate H&S roles and responsibilities have been formally delegated within their organisation	The member company has met the UKMDA Minimum Standard and has delegated roles and responsibilities to members of their management team and updated within the past 24 months	The member company has met the previous standards and delegated roles and responsibilities to members of management team within in the past 12 months
Health & Safety Organisation					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

3		Copy of full Health & Safety Policy	The company has documented H&S arrangements / documents or procedures which demonstrate compliance with its H&S legal obligations	The company has met the UKMDA standards and can demonstrate that their procedures follow a recognised OHSAS 18001 standard but is not accredited to such standard	The company has met the previous standard and has gained accreditation by a UKAS certification body under OHSAS 18001 standard
Health & Safety Arrangements					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

(Question 4 - Where the Audit Criteria refers to NEBOSH Qualified, other equivalent qualification may be acceptable)

4			The member company employs NEBOSH General Certificate holder as their competent person or has appointed a consultant to act as the companies competent person under reg 7 MSW Regs 1999.	The company has met the UKMDA standards and has a member of their management team qualified to the NEBOSH Construction Certificate standard.	The company has met the previous standard and has a member of their management team qualified to a higher standard than previously stated.
Competent Health & Safety Advice					
	Audit Score:				
Install					
Train					
Supply					
DTS	Auditors Findings:-				

5		Examples of evidence would be review of policies, procedures and safety audits by the appointed H&S Advisor	The company can demonstrate that they have called upon the services of their appointed health & Safety provision within the last two years	The company has met the UKMDA standards and can demonstrate that their appointed health & safety provision has provided support within the last twelve months	The company has met the UKMDA minimum standard and can demonstrate that there is an active programme of audits, inspections and advise by their appointed health & safety provision
Competent Health & Safety Advice					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

6	Formal signed induction records, including details of what was covered during the induction process	The company can demonstrate that all new starters have been inducted into their company H&S policy	The member company has met the previous standard and holds regular induction / refresher training every	The company can demonstrate that it has met the UKMDA Minimum Standard and carries out induction
Induction Training				

Induction Training		statement, arrangements and safe working practices	12 months.	training to its employees, subcontractors and regular self employed workers every 12 months.
	Audit Score:			
Install				
Train				
Supply				
DTS				
		Auditors Findings:-		

7		Dependent on the size of company, list (Small Company) or full Matrix detailing all training of staff and operatives including renewal dates.	The company has a detailed employee training matrix / plan that identifies refresher training dates for core training needs i.e. CSCS / IPAF.	The company has met the UKMDA Minimum Standard and has identified additional company training requirements for all its employees.	The company has met the previous standard and has identified training requirements for all its subcontractors, regular self employed workers in addition to its own employees.
Health & Safety Training					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

8		Register of TBT's undertaken including signed record sheets.	The company has detailed records of tool box talks given to its employees over the past 12 months.	The member company has met the previous standards and has achieved a target of one TBT / person / month over the past twelve months.	The company has met the UKMDA Minimum Standard for both employees, subcontractors and regular self employed workers.
Health & Safety Tool Box Talk Training					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

9		Examples of CSCS cards, including endorsements on rear, for staff and site teams.	The company has provided evidence that all site & management employees and / or regular self employed / subcontract workers hold a relevant CSCS skill card.	The company has met the UKMDA Minimum Standard and can demonstrate that all management staff hold a relevant CSCS Skill card.	The company has met the previous standard and can demonstrate that all their staff, workforce including warehouse teams hold a relevant CSCS Skill card.
CSCS Commitment					
	Audit Score:				
Install					
Train					

		Auditors Findings:-
DTS		

10	Supervisory Competence & Skills	List and samples of SSSTS certificates held (or higher - SMSTS)	The company has a site worker trained to the SSSTS (or equivalent accepted by the UKCG) standard.	The company has met the UKMDA Minimum Standard and can demonstrate that up to 50% of their lead riggers / supervisors / foremen have been trained to the SSSTS standard.	The company has met the previous standard and can demonstrate that over 85% of their lead rigger / supervisors / foremen have been trained to the SSSTS standard.
	Audit Score:				
Install					
DTS					
		Auditors Findings:-			

11	Monitoring & Auditing to Review Off-Site Arrangements (Office / Welfare Facilities)	Fire Safety & Premises Risk Assessment	The company has completed a Fire Safety Risk Assessment and premises audit within the previous 24 months. The company has appropriate welfare facilities available to the workforce.	The company has met the UKMDA Minimum Standard within their assessment been completed within the previous 12 months.	The company has been audited by a 3rd party i.e. fire authority or hold UKAS OHSAS 18001 certification which and has been completed within the previous 12 months.
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

12	Monitoring, Auditing and Review of Their Own On-Site Activities	Formal site safety audit reports. Can be by internal staff or external advisors who are qualified in the discipline they are auditing	The company can demonstrate that they have audited their site H&S activities on at least four occasions in the last 12 months, and can provide evidence of these audits / inspections. These audits must be carried out by an individual qualified in the area being audited.	The company has met the UKMDA Minimum Standard and can provide evidence that following each audit / inspection the findings are reviewed by a Senior Manager or Director.	The member company has met the previous standard and has systems in place to identify common themes and can demonstrate that remedial action has been taken across the company.
	Audit Score:				
Install					
Train					
DTS					
		Auditors Findings:-			

13	Examples would be dependent on size of company but can include face	The company can demonstrate that it consults with its employees and	The company has met the UKMDA Minimum Standard and holds formal	The company has met the previous standards and has appointed (or

Workforce Involvement		to face communication in a small company, to WhatsApp groups, feedback forms, suggestion schemes, formal committees, near miss reporting etc.	regular self employed workers. (This is in addition to TBT’s and the format allows feedback from the workforce into the company management.)	H&S committee meetings throughout the year with its employees and regular self employed workers.	recognised) a member of the workforce or a safety representative and this person has attended committee meetings with the management.
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

14		Examples of Accident report books, forms, near miss reports etc. Where no accidents/near misses have been reported, a formal procedure is required along with a 'no accidents or incidents' declaration from a senior representative. UKMDA Accident returns are valid evidence. Riddor reports are also required where appropriate.	The company can demonstrate that all accidents/ incidents involving persons under their control are recorded in a company accident book and if required have been reported to the HSE.	The company has met UKMDA Minimum Standard and can demonstrate that all accidents /incidents /near misses are investigated by a member of the management team to identify root causes.	The company has met the previous standard and can provide evidence that they keep their clients informed following any accident / incidents etc.
Accident Reporting & Follow Up Investigations					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

15		Copies of formal accident/near miss investigations. Copy of accident investigation procedure	The company can demonstrate that they have investigated the last 2 accidents / incidents and reviewed the possibility of re-occurrence.	The company has met the UKMDA Minimum Standard and following the investigation has reviewed / amended their company H&S procedures to prevent re-occurrence.	The company has met the previous standard and has provided information to the UKMDA H&S Committee for their consideration / use.
Accident Investigations and Actions Taken to Prevent Re-Occurrence					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

(Question 16 - if applicable)

16		Formal assessment of sub contractors, including examples of the contracts. Includes training and competence and insurances	The company can demonstrate that the sub-contractors they engage with are competent and can show examples of the assessments carried out. This includes individuals training and that insurance certificates and that all details are checked.	The company has met the previous standard and can provide evidence that the sub-contractor engaged with has been audited as part of their monitoring arrangements noted in section 11.
Sub-Contracting Non-Decking Works (not regular self-employed workers)				
	Audit Score:			
Install				

DTS		Auditors Findings:-

17		Examples of Risk Assessments for office and yard/warehouse.	The company has assessed the risks to their office workers and warehouse / training staff.	The company has met the UKMDA Minimum Standard and can demonstrate that they audit and review these arrangements every 12 months	The member company has met the previous standard and in addition to self auditing their arrangements are audited by a 3rd party accreditation body.
Risk Assessments & Safe Systems of Work - Off-Site Activities					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			
18		Examples of site specific Risk Assessments for recent or current jobs. Evidence of them being Signed by the workforce is required.	The company prepares and communicates site specific risk assessment to their site employees subcontractors and regular self employed workers for the work to be undertaken on each project.	The company has met UKMDA Minimum Standard and can demonstrate that these assessments are site specific where appropriate / required and are signed by the workforce.	The company has met the previous standard and in addition to self auditing their arrangements are audited by a 3rd party accreditation body.
Risk Assessments & Safe Systems of Work - On-Site Activities					
	Audit Score:				
Install					
Train					
DTS					
		Auditors Findings:-			

19		Examples of current COSHH assessments for materials used in work activities - e.g. diesel, lubricants etc	The company has assessed materials and substances hazardous to health and prepared and communicated the relevant COSHH assessments to their employees.	The company has met the UKMDA Minimum Standard and can demonstrate that these assessments have been communicated to the relevant employees, subcontractors and regular self employed workers.	The company has met the previous standard and re assesses its arrangements at periods not exceeding 12 months.
COSHH Assessments & Records					
	Audit Score:				
Install					
Train					
Supply					
DTS					
		Auditors Findings:-			

20	Examples of coordinating with	The company can demonstrate	The company has met the FASET	The company has met the previous
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COOPERATION AND COORDINATION WITH OTHER CONTRACTORS		contractors on site e.g. email correspondence or RAMS Packs detailing phasing of works, site issues, exclusion zones, agreements to use welfare facilities on site, coordination meetings.	liaison with other contractors (e.g. exclusion zones). This must include the company ensures that their transient workers have access to welfare facilities at their work sites (evidence of checks required)	Minimum Standard and has written procedures for the liaison with other contractors.	standard and can demonstrate additional measures taken in relation to cooperation and coordination with other contractors.
		Auditors Findings:-			
ALL					

Does the Company hold an OHSAS 18001 or ISO 45001 Accreditation issued by a UKAS Certification

UKAS Certificate Number _____

Expiry Date _____

(If the member company is part of a larger group the member company should be part of the group's accreditation)

Score 3 in a

(if the company or member fails to achieve the UKMDA Minimum Standard highlight in orange)

		NOTES / TO BE PROVIDED	UKMDA I
21		Formal recording of the responsible individual, including training record, in the General Arrangements of the safety policy. For companies with less than 10 operatives working under their control, evidence of external H&S advisor active within the business sufficient (within last 12 months)	Formal recording of the responsible individual, including training record, in the General Arrangements of the safety policy. For companies with less than 10 operatives working under their control, evidence of external H&S advisor active within the business sufficient (within last 12 months)
Director Leadership			
	Audit Score:		
Install			
Train			
Supply			
		Auditors Findings:-	
22		List and samples of SMSTS certificates held (or higher)	The company should ensure that all operatives are trained to the Sufficient Standard by the end of the year
Management Competence & Skills			
	Audit Score:		
Install			
		Auditors Findings:-	
23		Issue records for the supply of PPE to operatives.	The company should ensure that all operatives are issued with PPE and that records are maintained for the supply of PPE to operatives.
PPE Provision Records & Maintenance (except fall arrest equipment)			
	Audit Score:		
Install			
Train			
Supply			
		Auditors Findings:-	
24		Training certificates for the inspection and use of	The company should ensure that all operatives are trained to the Sufficient Standard by the end of the year

Provision of Fall Arrest Equipment etc.		PFPE and inspection logs for the thorough inspections of PFPE. Also required the formal training certificate for the inspector.	are trained in their fall arrest inspections and person :
	Audit Score:		
Install			
		Auditors Findings:-	

25		Formal D&A policy statement and evidence of communication to workforce - e.g. policy on notice board, policy in induction records, email records of circulation.	The company statement communicated
DRUG & ALCOHOL POLICY			
	Audit Score:		
Install			
		Auditors Findings:-	

26			The company has health ques
HEALTH SURVEILLANCE FOR NON-SAFETY CRITICAL WORKERS			
	Audit Score:	Auditors Findings:-	
Install			

27			The compar assessment su workers and a affect the he communica
HEALTH SURVEILLANCE FOR SAFETY CRITICAL WORKERS (SUCH AS DRIVERS & THOSE WORKING AT HEIGHT)			
	Audit Score:	Auditors Findings:-	
Install			

28		A completed driving risk assessment for the driving of company vehicles.	The company h
DRIVING COMPANY VEHICLES			
	Audit Score:		
Install			
		Auditors Findings:-	

29		Online driving licence checks using either DVLA or a proprietary system (e.g. Licence Bureau). Increased checks may be required where the individual has certain convictions or over 6 penalty points.	The company has driving licence checks
DRIVING COMPETENCE			
	Audit Score:		
ALL			
		Auditors Findings:-	
30		Online Asbestos Awareness training is acceptable	The company has completed Asbestos Awareness training for all of their management and staff
ASBESTOS AWARENESS - MANAGERS			
	Audit Score:		
Install			
		Auditors Findings:-	
31		Evidence of a First Aid Risk Assessment, assessing the number and classes of first aid trained staff, and evidence of first aid certificates required.	The company has a First Aid Risk Assessment and all staff are trained in First Aid
FIRST AID			
	Audit Score:		
Install			
		Auditors Findings:-	
32		Photographic evidence of First Aid kits (& defibrillator if applicable) in situ	The company has first aid kits in all areas
FIRST AID PROVISION			
	Audit Score:		
Install			
		Auditors Findings:-	
33		Evidence of a mental health policy and a mental health awareness training certificate. Refer to Mental Health First Aid England website	The company has a mental health policy and all staff have completed mental health awareness training
MENTAL HEALTH			
	Audit Score:		

Install		Auditors Findings:-	

Membership & Biennial Health, Safety, Environmental & Quality Audit

Part 3B - Health & Safety - General 2

Body? If Yes, record below and continue to Section 3B

Issuing Organisation

Company should demonstrate how this accreditation applies specifically to them).

all questions if this applies

ted in the shaded box within each question, this will be noted as a CAT 1 Non-Conformance Notice)

MINIMUM STANDARD	GOOD	EXCELLENT
1	2	3
ing of the responsible individual, training record, in the General nts of the safety policy. For less than 10 operatives working nrol, evidence of external H&S e within the business sufficient thin last 12 months)	The company has met the UKMDA Minimum Standard and all directors have attended a recognised Directors Health & Safety course within the past 5 years or holds NEBOSH General Certificate or higher	The company has met the prev and all directors have attendec Directors Health & Safety course 3 years

has their off site management S MSTS (or equivalent accepted e BUILD UK) standard.	The company has met the UKMDA Minimum Standard and can demonstrate that some of their managers hold higher qualifications i.e. NEBOSH standards.	The company has met the prev and can demonstrate that all n higher qualifications i.e. NEBO:
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provides PPE free of charge to its regular self employed workers, and has provided information to s them in its use.	The company has met the previous standard and can demonstrate that it makes regular checks on the issue, suitability and wearing of PPE by its employees, regular self employed and subcontractors.	The company has met the prev and can demonstrate that it n checks on the issue, suitability a PPE by its employees, regular s and subcontractor:
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an demonstrate that employees	The company has met the UKMDA Minimum	The company has met the prev
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the daily inspection and use of equipment and that 6 monthly are carried out by a competent and these are recorded.	Standard and has at least one independently trained fall arrest equipment inspector in house who is responsible for the independent inspection & logging of the companies fall arrest equipment.	and holds the records of their employed / subcontractor work
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has a drug and alcohol policy in place and this has been to its employees or displayed on the notice board.	The company has met the UKMDA Minimum Standard and can demonstrate that they conduct regular drug and alcohol testing amongst its employees.	The company has met the prev and has communicated its arrar employees, subcontractors an employed worker:
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as conducted a pre-employment titionnaire/assessment for its employees.	The company has met the UKMDA Minimum Standard and conducts basic health self assessment surveillance of their employees.	The company has met the prev and provides ongoing occupa provision to their empl
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ny conducts basic health self surveillance of their safety critical assessed how health issues can alth of its employees and has ted this to their employees.	The company has met the UKMDA Minimum Standard and provides occupational health surveillance to their employees on a regular basis.	The company has met the prev and extends occupational health their employees, subcontractors employed workers
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as a driving risk assessment for their drivers.	The company has met UKMDA Minimum Standard and can demonstrate that they have communicated the assessment to all its employed and self-employed drivers.	The company holds a minimum Accreditation
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carries out annual DVLA <u>Online</u> licence checks of their drivers.	The company has met UKMDA Minimum Standard and carries out a minimum of annual and risk based checks on driving licences of their employees and regular self employed workers.	The company has met the prev and can demonstrate additional training which they carry out to further the competence of their dr
--	--	---

can demonstrate that a member of management team has attended an Asbestos Awareness Training course within the previous 24 months.	The company has met the UKMDA Minimum Standard and can demonstrate that all managers have received UKATA or IPTA Asbestos Awareness training within the previous 24 months.	The company has met the prev and can demonstrate that all managers have received UKATA or IPTA Asbestos training within the previous 24 months.
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has completed a First Aid Risk Assessment and has an in date Emergency First Aid kit on at each Office/Warehouse .	The company has met the UKMDA Minimum Standard and has a First Aid trained person at each Office / Warehouse .	The company has met the prev and can demonstrate that all managers have received UKATA or IPTA Asbestos training within the previous 24 months.
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has a First Aid kit available at each Office / Warehouse .	The company has met the UKMDA Minimum Standard and has policy stating that a First Aid kit will be available to all Rigging Teams.	The company has met the prev and their has installed a DeFib at each Office / Warehouse.
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has a Mental Health Policy and a designated (non-operative) member who has undertaken mental health awareness training within the last 3 years. (Online training permitted)	The company has met the UKMDA Minimum Standard and a qualified mental health first aider (E.g. MHFA England).	The company has met the prev and a member of their manager has undertaken mental health awareness training within the last 3 years. (E.g. MHFA England)
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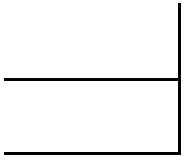
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Membership & Biennial Health, Safety, Environmental & Quality Audit Part 4 - UKMDA Brand

NOTES / TO BE PROVIDED	UKMDA MINIMUM STANDARD	GOOD	EXCELLENT
	1	2	3

(Question 34 is not applicable for new companies applying for membership)

34	The member company has not attended any UKMDA Meeting / Committee or AGM within the past 24 months.	The member company has attended at least 1 UKMDA Meeting / Committee or AGM within the past 12 months.	The member company has attended several meetings or is an active member of one of the UKMDA Committees i.e. H&S / Technical / Training / Marketing etc. in the past 12 months	The member company has a position on the UKMDA Board or has attended three or more meeting in the past 12 months
UKMDA Commitment				
	Audit Score:			
Install				
Train				
Supply				
	Auditors Findings:-			

(Question 35 is not applicable for new companies applying for membership)

35	The company does not access the UKMDA website to identify 'new' UKMDA information for which they can assess the impact on their own business.	The company regularly accesses the UKMDA website and can demonstrate that they review 'new' UKMDA information and they assess the impact on their business.	The company has met UKMDA Minimum Standard and can demonstrate that relevant information is communicated to their employees.	The company has met the previous standard and can demonstrate that relevant information is communicated to their regular self employed workers.
UKMDA Bulletins				
	Audit Score:			
Install				
Trains				
Supply				
	Auditors Findings:-			

(Question 36 is not applicable for new companies applying for membership)

36	The company cannot demonstrate that they promote the UKMDA Brand where possible.	The company can demonstrate that they promote the UKMDA brand.	The company has met UKMDA Minimum Standard and can demonstrate that they have promoted the UKMDA brand by providing at least 5 examples to demonstrate this to the auditor.	The company has met the previous standard and can demonstrate that they have provided information to UKMDA for consideration by the relevant committees for other members to adopt as best practice.
Commitment to the UKMDA Brand				
	Audit Score:			

Install						
Train						
Supply		Auditors Findings:-				

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 5 - Environment

Does the Company hold an ISO 14001 Accreditation issued by a UKAS Certification Body? If Yes, record below and continue to Section 6

UKAS Certificate Number _____ Expiry Date _____ Issuing Organisation _____
(If the member company is part of a larger group the member company should demonstrate how this accreditation applies specifically to them).

Score 3 in all questions if this applies

Certificate Scope Check

		NOTES / TO BE PROVIDED	UKMDA MINIMUM STANDARD	GOOD	EXCELLENT
			1	2	3
37		Evidence of environmental policy - can be integrated within Quality, Safety and Environmental policy.	The company has provided a signed Environmental Policy Statement which has been revised within the past 24 months by a senior manager or director	The company has met the UKMDA Minimum Standard and has communicated it to its employees or posted on the notice board.	The member company has met the previous standards and has made its policy available to all other interested parties.
Environmental Policy					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

38		Evidence of the arrangements to put the policy into action - similar to H&S Arrangements. - can be integrated within Quality, Safety and Environmental policy.	The company has documented environmental arrangements which demonstrate compliance with it environmental legal obligations.	The company has met the UKMDA Minimum Standard and has a documented environmental management system based on the ISO 14001 standard.	The company has met the previous standard and holds ISO 14001 certificate. (if the member company is part of a larger group the member company should demonstrate how this accreditation applies specifically to them)
Environmental Arrangements					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

39		Evidence of a formal Aspects and Impacts Register.	The company can formally demonstrate it has considered some environmental impacts of its operations	The company has documented its significant environmental aspects and impacts together with controls.	The company has met the previous standard and holds ISO 14001 certificate. (if the member company is part of a larger group the member company should demonstrate how this accreditation applies specifically to them)
Environmental Aspects and Impacts					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

40		Formal objectives and targets to be provided.	The member company has documented environmental targets and objectives.	The company has met UKMDA Minimum Standard and can demonstrate performance against their targets and objectives.	The member company has met the previous standard and the arrangements have been audited by a 3rd party.
Environmental 'Target & Objectives'					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

41		Evidence of waste transfer notes, recycling operations and waste separation.	The member company can demonstrate that their waste is recycled, re-processed and only sent to landfill as a last resort.	The company has met UKMDA Minimum Standard and can demonstrate what percentage of their waste is recycled & what goes to landfill.	The company has met the previous standard and can provide information to UKMDA for promotion and use by other members.
Waste					
	Audit Score:				
Install					
Supply					
	Auditors Findings:-				

42		Spent Cartridges are disposed of in normal site waste, unused cartridges are either brought back to stock or disposed of as hazardous waste
Cartridge Waste Management		

	Audit Score:		
Install			
Supply		Auditors Findings:-	

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 5 - UKMDA Arrangements

		NOTES / TO BE PROVIDED	FASET MINIMUM STANDARD	GOOD	EXCELLENT
			1	2	3
43		<p style="color: orange;">All holders of blue skilled cscs cards who have held their card for more than 6 months must hold PAL+ for their IPAF Categories.</p>	<p>The company can demonstrate that all Skilled operatives who have been qualified for more than 6 months hold a valid PAL+ Qualification.</p>	<p>The company has met the UKMDA Minimum Standard and all skilled operatives hold a valid PAL+ Qualification.</p>	<p>The company has met the previous standard and all Trainee operatives employed who have been with the company for more than 6 months have a valid PAL+ Qualification.</p>
PAL+ TRAINING					
Audit Score:					
INSTALL					
		Auditors Findings:-			
44			<p>The company ensures that IPAF or similar log books have been issued/are used by its employees.</p>	<p>The company has met the UKMDA Minimum Standard and conducts regular checks to ensure the logs are maintained.</p>	<p>The company has met the previous standard and implements the requirement for all its regular self employed workers in addition to its own employees.</p>
LOG BOOKS					
Audit Score:					
INSTALL					
TRAIN					
		Auditors Findings:-			
45			<p>The company can demonstrate that a member of their management team hold a valid 'MEWP for Managers' qualification.</p>	<p>The company has met the UKMDA Minimum Standard and can demonstrate that all persons within their organisation who influence what MEWPS are specified, procured and used hold a valid 'MEWP for Managers' qualification.</p>	<p>The company has met the previous standard and can demonstrate that 35% of SSSTS site supervisors also hold a valid 'MEWP for Managers' qualification.</p>
MEWP FOR MANAGERS TRAINING					
Audit Score:					
INSTALL					

		Auditors Findings:-

46		Evidence can include - photographs, hire sheets, invoices, Purchase Orders.	The company can demonstrate that it uses MEWP's fitted with a CE Certified secondary guarding device unless risk assessments determine that a device is not needed.	The company has met UKMDA Minimum Standard and can demonstrate that they have carried out a risk assessment to identify the appropriate secondary guarding device.	The member company has met the previous standard and a risk assessment to identify the appropriate secondary guarding device is carried out for every site.
SECONDARY GUARDING DEVICES					
Audit Score:					
INSTALL					
		Auditors Findings:-			

47		Link to IPAF guidance	The company can demonstrate that they have a written rescue plan/procedure on MEWP Rescue.	The company has met the UKMDA Minimum Standard and can demonstrate that the operatives practice MEWP rescue on site.	The member company has met the previous standard and this is carried out on every site, proven by random sample selected by the auditor.
MEWP RESCUE					
Audit Score:					
INSTALL					
		Auditors Findings:-			

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 7 - Decking and Stud Welding

		NOTES / TO BE PROVIDED	FASET MINIMUM STANDARD	GOOD	EXCELLENT
			1	2	3
48			The company can demonstrate that all on-site staff have received formal manual handling training and all off-site staff have received manual handling training / inductions which has been renewed / updated every three years	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Manual Handling Training					
	Audit Score:				
Install					
Supply					
		Auditors Findings:-			
49			The company can demonstrate that a minimum of 50% of operatives have received formalised abrasive wheels training within the last three years	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Abrasive Wheels Training					
	Audit Score:				
Install					
		Auditors Findings:-			
50			The company can demonstrate that all on and off-site staff have received formalised Fire Awareness training appropriate to their job within the last 12 months and there is a minimum of one appointed person within the	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Fire and Hot Works Training					
	Audit Score:				

Install		Auditors Findings:-	company	
Train				
Supply				

51		CSCS	The company has provided evidence that 1 in every 3 employees and / or regular self employed / Subcontract workers hold a Blue CSCS Metal Decking card and can provide evidence that the remainder either hold a Red Trainee Metal Decking CSCS card A blue card holder must be used on each site.	The company can demonstrate that they have met the UKMDA Minimum Standard and 1 every 2 employees and / or regular self employed / Subcontract workers hold a Blue CSCS Metal Decking card and can provide evidence that the remainder either hold a Red Trainee Metal Decking CSCS card A blue card holder must be used on each site.	The company can demonstrate that they have met the UKMDA Minimum Standard and that 90% of employees and / or regular self employed / Subcontract workers hold a Blue CSCS Metal Decking card and can provide evidence that the remainder either hold a Red Trainee Metal Decking CSCS card A blue card holder must be used on each site.
Decking Training					
	Audit Score:				
Install					
Train					
DTS					
		Auditors Findings:-			

52			The company can demonstrate that 50% of on-site operatives have received formalised Cartridge Training within the last 3 years	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Cartridge Training					
	Audit Score:				
Install					
		Auditors Findings:-			

53			The company can demonstrate that they have a formalised procedure for net rescue and their staff have received a toolbox talk on the procedure within the last 12 months	The company can demonstrate that 50% of on-site operatives have received formalised Net Rescue Training within the last 3 years	The company can demonstrate that 75% of on-site operatives have received formalised Net Rescue Training within the last 3 years
Net Rescue Training					
	Audit Score:				
Install					

		Auditors Findings:-			
54			The company can demonstrate that a minimum of 50% of operatives have received formalised HAVS training within the last three years	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Hand Arm Vibration Syndrome Training					
Audit Score:					
Install					
DTS		Auditors Findings:-			

55			The company can demonstrate that all operatives have received formalised WAH training within the last three years	The company has met the UKMDA Minimum Standard and can demonstrate that all site operatives hold UKMDA Core Training certificates.	The company has met the UKMDA Minimum Standard and can demonstrate that all operatives hold UKMDA Core Training certificates.
Work At Height Training					
	Audit Score:				
Install					
DTS					
		Auditors Findings:-			

56			The company can demonstrate that 50% of on-site operatives have received formalised Stud Welding Training in accordance with BS EN ISO 14555	The company can demonstrate that 75% of on-site operatives have received formalised Stud Welding Training in accordance with BS EN ISO 14555	The company can demonstrate that all on-site operatives have received formalised Stud Welding Training in accordance with BS EN ISO 14555
Stud Welding Training					
	Audit Score:				
Install					
Train					
DTS	Auditors Findings:-				

57		The company sub contracts the installation of the safety netting	The company can demonstrate that any sub contracting of the stud	The member company can demonstrate that they have self	The member company has met the previous standard and the
Sub-Contracting Decking and					

Sub Contracting Decking and Stud Welding Works (not regular self-employed workers)		element of the project to a non-UKMDA member.	welding element of the project is only let to a UKMDA member.	audited the companies works.	arrangements have been audited by a 3rd party in the past 24 months.
	Audit Score:	Auditors Findings:-			
Install					
DTS					

58			The company can demonstrate that they carry out an in-house audit of HAVS operations annually	The company has met UKMDA Minimum Standard and produces a detailed report bi-annually	The company has met UKMDA Minimum Standard and produces a detailed report annually
HAVS Monitoring					
	Audit Score:				
Install					
Supply					
		Auditors Findings:-			

59			The company can demonstrate that a competent person carries out noise monitoring annually	The company has met UKMDA Minimum Standard and produces a detailed report bi-annually	The company has met UKMDA Minimum Standard and produces a detailed report annually
Noise Assessment					
	Audit Score:				
Install					
Supply					
		Auditors Findings:-			

60			The company can demonstrate that upon completion of an area of work, a hand-over certificate or other similar documentation is completed by the operative and issued to the client	The company has met UKMDA Minimum Standard and can demonstrate that in addition to their clients copy the hand-over certificate is issued to any relative 3rd party i.e. principal contractor / site owner.	The member company has met the previous standard and in addition to the certificate left on site an additional copy is issued by electronic means (fax / e-mail) to the client.
Decking and Stud Welding Site Hand-Over Procedure					
	Audit Score:				
Install					

Auditors Findings:-

61			The company can demonstrate that Portable Appliance Testing is carried out by a competent person annually	The company can demonstrate that they have met the UKMDA Minimum Standard and carry out Portable Appliance Testing every 6 months	The company can demonstrate that they have met the UKMDA Minimum Standard and carry out Portable Appliance Testing every 3 months
Portable Appliance Testing (PAT)					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

62			The company can demonstrate that Fire Extinguishers are inspected by a competent person annually	The company have met the UKMDA Minimum Standard and keep a register of all fire extinguishers is kept	The company have met the UKMDA Minimum Standard, a register of all fire extinguishers is kept and fire extinguisher condition check is part of a regular vehicle and equipment maintenance register
Fire Extinguisher Maintenance					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

63			The company can demonstrate that the welding sets are inspected and calibrated by a competent person every 12 months	The company has met the minimum standard and are inspected and calibrated by a competent person every 6 months	The company has met the minimum standard and are inspected and calibrated by a competent person every 3 months
Welding Set Maintenance					
	Audit Score:				
Install					
		Auditors Findings:-			

64			The company can demonstrate that	The company can demonstrate that	The company has met the UKMDA
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Generator Inspections		the generators are visually inspected once a week	the generators are visually inspected once a week and formal records are kept	Minimum Standard and generators are inspected by an external company every month
	Audit Score:			
Install				
		Auditors Findings:-		

65			The company can demonstrate that petrol saws are inspected by a competent person every 12 months	The company has met the UKMDA minimum standard and petrol saws are inspected every 6 months	The company has met the UKMDA minimum standard and petrol saws are inspected every 3 months
Petrol Saws Maintenance					
	Audit Score:				
Install					
		Auditors Findings:-			

66			The company can demonstrate that cartridge and gas tools are inspected by a competent person every 12 months	The company has met the UKMDA Minimum Standard and cartridge and gas tools are inspected every 6 months	The company has met the UKMDA Minimum Standard and cartridge and gas tools are inspected every 3 months
Cartridge and Gas Tools Maintenance					
	Audit Score:				
Install					
		Auditors Findings:-			

67		Cartridges are not stored in a dry secure area away from sources of ignition.	Cartridges are stored in a dry secure area away from sources of ignition.	Cartridges are stored in a dry secure area with climate control.	Cartridges are stored in a dry climate controlled area with personal access control security.
Cartridge Storage					
	Audit Score:				

Install		Auditors Findings:-

68			Catridges are booked in and out with full traceability and records are readily retrievable.	The company meets the minimum criteria and holds all records on a computer based database.	The company meets the previous criterias and the system is registered under an ISO 9001 system
Cartridge Stock Control					
	Audit Score:				
Install					
		Auditors Findings:-			

69			The company holds a valid Fire or Local Authority explosives licence relevant for the quantity of cartridges held	The company meets the previous standard and undertakes an annual review of the licence conditions
Cartridge License				
	Audit Score:			
Install				
		Auditors Findings:-		

Q70. Not applicable to Install only

70			The company can provide full traceability for all materials on two jobs, selected by the auditor at random from the last 12 months	The company has met the UKMDA Minimum Standard and files material traceability within each job file	The company has met the UKMDA Minimum Standard, files material traceability within each job file and can demonstrate the exact location of material on a job
Material Traceability					
	Audit Score:				
Install					
Supply					
		Auditors Findings:-			

71			The company can demonstrate a statement of intent, signed by a Director within the last 12 months	The company has met the UKMDA Minimum Standard and has a detailed Quality Management Policy, written and signed by an appointed person within the last 12 months	The company has met the UKMDA Minimum Standard and is ISO 9001 Accredited
Quality Management Policy					
	Audit Score:				
Install					
Train					
Supply					
		Auditors Findings:-			

Q72. Not applicable to Install only

72			The company can demonstrate that ferrules and shear connectors are stored away from the elements	The company has met the UKMDA Minimum Standard and ferrules and shear connectors are stored in a dry environment	The company has met the UKMDA Minimum Standard and can demonstrate that ferrules and shear connectors are stored in a climate controlled environment
Ferrules and Shear Connectors Storage					
	Audit Score:				
Install					
Supply					
		Auditors Findings:-			

Membership & Biennial Health, Safety, Environmental & Quality Audit Part 8 - Safety Netting

		NOTES / TO BE PROVIDED	UKMDA MINIMUM STANDARD	GOOD	EXCELLENT
			1	2	3
73		Copies of cards required showing qualifications or numbers to refer to for evidence of competency	The company can provide evidence that 1 in every 2 safety net riggers operating for the company hold a Blue CSCS Safety Net Rigger card, not including those employed within the last twelve months.	The company has met the UKMDA minimum standard and can provide evidence that at least 80% of safety net riggers operating for the company holds a Blue CSCS Safety Net Rigger card, not including those employed within the last twelve months.	The company has met the UKMDA minimum standard and can provide evidence that 100% of safety net riggers operating for the company holds a Blue CSCS Safety Net Rigger card, not including those employed within the last twelve months.
CSCS SAFETY NET RIGGER SKILLS					
	Audit Score:				
INSTALL					
Auditors Findings:-					
74			The company can demonstrate that a member of their management team has either a Blue Skilled CSCS Safety Net Rigger card or holds a current UKMDA Safety Nets for Managers Certificate	The company has met UKMDA Minimum Standard and can demonstrate and that this applies to at least 25% of their management team	The company has met UKMDA Minimum Standard and can demonstrate and that this applies to at least 50% of their management team
SAFETY NET MANAGEMENT					
	Audit Score:				
INSTALL					
TRAIN					
Auditors Findings:-					

(QUESTION 75 - IF APPLICABLE)

75			The company can demonstrate that any sub contracting of the safety netting element of the project is only let to a UKMDA member. NOTE: From 2021 this rule will be rigorously enforced	The member company can demonstrate that they have self audited the companies works.	The member company has met the previous standard and the arrangements have been audited by a 3rd party in the past 24 months.
SUB-CONTRACTING SAFETY NETTING WORKS (NOT REGULAR SELF-EMPLOYED)					
	Audit Score:				
INSTALL					
Auditors Findings:-					

76			The company holds a thorough written list or computerised records of all nets which will prevent non-inspected nets being allocated to a new project and all inspections are recorded.	The company has met UKMDA Minimum Standard and uses an electronic recording system to record all inspections.	The member company has met the previous standard and the arrangements have been audited by a 3rd party accreditation body in the past 24 months.
SAFETY NET INVENTORY RECORDS					
	Audit Score:				
INSTALL					
SUPPLY					
		Auditors Findings:-			

77		Segregation of nets in stock, nets awaiting test, nets awaiting repair or nets awaiting disposal needs to be clearly evidenced on inspection.	The company has a suitable quarantine area for safety nets awaiting inspection, out of service nets and nets awaiting test.	The company has met the UKMDA Minimum Standard and has an internal documented procedure for dealing with the inspection of safety nets.	The company has met the previous standard and has a documented procedure for dealing with the inspection of safety nets operated under an ISO9001 system.
INSPECTION OF SAFETY NETTING - QUARANTINE					
	Audit Score:				
INSTALL					
TRAIN					
	Auditors Findings:-				

(QUESTION 78 - NOT APPLICABLE IF THE COMPANY HAS ALL KNOTTED REPAIRS CARRIED OUT BY MANUFACTURER)

78	FASET Technical Bulletins 04, 05 & 06	Those carrying out safety net repairs hold UKMDA net repair training certificates and the company ensures all repairs are carried out by the net repairer in accordance with the	The company has met the previous standard and has an internal documented procedure for the repairing of safety nets.	The company has met the previous standard and the arrangements have been audited by a 3rd party accreditation body.
SAFETY NET REPAIRS				

	Audit Score:		UKMDA standard.	
INSTALL		Auditors Findings:-		
SUPPLY				

79		FASET Technical Bulletin 03	The company holds a written log of all repairs on nets purchased after 01/01/08 and tags all repairs accordingly.	The company has met UKMDA Minimum Standard and holds a thorough electronic log of all repairs on nets purchased after 01/01/08.	The member company has met the previous standard and the arrangements have been audited by a 3rd party accreditation body in the past 24 months.
SAFETY NET REPAIR RECORDS		FASET Guidance Notes SN-04 & SN-07			
	Audit Score:		Auditors Findings:-		
INSTALL					
SUPPLY					

80		FASET Guidance Notes SN-01, SN-02 & SN-03	The company has systems in place to ensure that the nets are tested on an annual basis by a competent person.	The company has met the previous standard and all nets have the previous year’s test reports to hand.	The company has met the previous standard and the arrangements have been audited by a 3rd party accreditation body in the past 24 months.
SAFETY NET ANNUAL TESTS					
	Audit Score:				
INSTALL					
SUPPLY					
	Auditors Findings:-				

81		FASET Guidance Notes SN-01 & SN-02	The company can demonstrate that test completed by their in-house or external test house are carried out in accordance with the UKMDA guidance. The company must provide a certificate of calibration for the test machine used.	The member company can demonstrate that they have self audited the net testing procedure to ensure that it complies to UKMDA guidance.	The member company has met the previous standard and the arrangements have been audited by a 3rd party accreditation body in the past 24 months.
SAFETY NET TESTING PROCEDURE					
	Audit Score:	Auditors Findings:-			
INSTALL					
SUPPLY					

82		FASET Technical Bulletin Gen-02	Prior to the installation of Safety Netting, the company issues appropriate Temporary Works documentation to their client.	The company has met UKMDA Minimum Standard and can demonstrate that site specific Temporary Works Briefs, Designs & Certificates are prepared when required.	The member company has met the previous standard and can demonstrate that Safety Netting has been audited on site and have been erected in accordance with the site specific designs.			
SAFETY NETTING TEMPORARY WORKS PROCEDURE						FASET Guidance Note SN-18		
	Audit Score:							
INSTALL		Auditors Findings:-						

83		Evidence of TWS certificates to be provided.	The company can demonstrate that a member of their management team hold a valid 'Temporary Works Supervisor' qualification taken within <u>the previous 5 years.</u>	The company has met the UKMDA Minimum Standard and can demonstrate that 35% of Managers within their organisation who influence temporary works hold a valid 'Temporary Works Supervisor' qualification.	The company has met the previous Standard and can demonstrate that 85% of Managers within their organisation who influence temporary works hold a valid 'Temporary Works Supervisor' qualification.
MANAGEMENT OF TEMPORARY WORKS					
	Audit Score:				
INSTALL		Auditors Findings:-			

84		FASET Guidance Note SN-18	The company can demonstrate that handovers are completed and a copy left with their client.	The company has met UKMDA Minimum Standard and can demonstrate that in addition to their clients copy the hand-over certificate is issued to any relative 3rd party i.e. principal contractor / site owner.	The member company has met the previous standard and in addition to the certificate left on site an additional copy is issued by electronic means (fax / e-mail) to the client.
SAFETY NET SITE HAND-OVER PROCEDURE					
	Audit Score:				
INSTALL					
		Auditors Findings:-			



**METAL
DECKING
ASSOCIATION**

**MEMBERSHIP & BIENNIAL
HEALTH, SAFETY, ENVIRONMENTAL & QUALITY AUDIT
PART 9 - TRAINING**

		POOR	UKMDA MINIMUM STANDARD	GOOD	EXCELLENT
		0	1	2	3
85		The company does not meet the UKMDA Minimum Standard.		The company can demonstrate that the trainers they use hold applicable CSCS cards.	
TRAINER QUALIFICATIONS - APPLICABLE HIGHEST CSCS CARD					
	Audit Score:				
TRAIN					
		Auditors Findings:-			
86		The company does not meet the UKMDA Minimum Standard.		The company can demonstrate that the trainers they use hold a PTTLs or equivalent qualification.	
TRAINER QUALIFICATION - PTTLs					
	Audit Score:				
TRAIN					
		Auditors Findings:-			
87		The company does not meet the UKMDA Minimum Standard.		The company can demonstrate that they hold their sub-contractor insurance documents and ensure that they are suitable for the training they carry out.	
SUB-CONTRACTOR INSURANCES					
	Audit Score:				
TRAIN					

		Auditors Findings:-

(QUESTION 88 - INCLUDES TRAINEE FITNESS WHERE APPROPRIATE)

88		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they hold training records for the previous three years, in accordance with the training centre rules.
TRAINING REGISTERS			
	Audit Score:		
TRAIN			
		Auditors Findings:-	

(QUESTION 89 - INCLUDES PPE REQUIREMENTS)

89		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they provide and have kept joining instructions for the previous three years.
JOINING INSTRUCTIONS			
	Audit Score:		
TRAIN			
		Auditors Findings:-	

90		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they use the UKMDA Booking System for all trainees.
DATABASE			
	Audit Score:		
TRAIN			
		Auditors Findings:-	

91		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they issue and have kept Booking
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BOOKING FORMS		Forms instructions for the previous three years.
	Audit Score:	
TRAIN		
		Auditors Findings:-

(QUESTION 92 - INCLUDES CLASSROOM / TRAINING CENTRE APPROPRIATENESS)

92		The company does not meet the UKMDA Minimum Standard.	The site has been verified by the UKMDA Auditor as suitable
SITE SUITABILITY CHECKS			
	Audit Score:		
TRAIN			
		Auditors Findings:-	

93		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they provide and have kept Course Feedback Reports for the previous three years and have fed information from these reports back to the UKMDA Training Committee.
Course Feedback Reports			
	Audit Score:		
TRAIN			
		Auditors Findings:-	

94		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that all trainers hold the minimum of an Emergency First Aider qualification
FIRST AID PROVISION			
	Audit Score:		

TRAIN		
		Auditors Findings:-

95		The company does not meet the UKMDA Minimum Standard.	The auditor is satisfied that the Welfare Facilities are suitable and sufficient .
	WELFARE FACILITIES		
	Audit Score:		
TRAIN			
			Auditors Findings:-

96		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they carry out and keep the records of Annual Internal Audits for the previous three years.
	ANNUAL INTERNAL AUDIT		
	Audit Score:		
TRAIN			
			Auditors Findings:-

97		The company does not meet the UKMDA Minimum Standard.	The company can demonstrate that they provide and have kept the results of candidates' Theory Tests for the previous three years.
	RESULTS OF THEORY TESTS		
	Audit Score:		
TRAIN			
			Auditors Findings:-



**METAL
DECKING
ASSOCIATION**

**Membership & Biennial
Health, Safety, Environmental & Quality Audit
Part 10 - CAT3 Observation Notice(s) & Recommendations For Continuous
Improvements**

[illegible]

MEMBERSHIP & ANNUAL HEALTH, SAFETY, ENVIRONMENTAL, CSR & QUALITY AUDIT PART 15 - Corporate Social Responsibility

This section is not part of the auditable criteria. It has been provided so as to give members information on questions that may arise from clients who are applying the PAS91: 2013 Construction Pre-Qualification Questionnaire.

BRIBERY & CORRUPTION

Specific Compliance Point	Suitable Evidence
Demonstration of the procedures in place for the management of Bribery Act	Does the Member company have a Policy Statement A Member of the management team has undertaken Anti-Bribery Training
SLAVERY	
Specific Compliance Point	Suitable Evidence
Demonstration of the procedures in place for the management of Modern Slavery Act	Does the Member company have a Policy Statement Does the Policy comply with modern slavery legislation?

WORKING TIME

Specific Compliance Point	Suitable Evidence
Demonstration of the procedures in place for the management of The Working Time Regulations	Does the Member company have a Policy Statement Do Contracts of Employment comply with the Regulations Are Opt-Out Agreements in place where applicable Does the member company ensure consecutive working days are not exceeded Does the member company ensure daily breaks are not exceeded Does the member company ensure 17 (or 26) weekly averages are not exceeded

EQUAL OPPORTUNITIES & DIVERSITY

Specific Compliance Point	Suitable Evidence
Demonstration of the procedures in place for meeting the requirements of the Equalities Act 2010	Does the Member company have a Policy Statement Does the policy comply with anti-discrimination legislation, and to treat all people fairly and equally

PROSECUTIONS AND BREACHES

Specific Compliance Point	Suitable Evidence (if applicable, provide further details)
Demonstration of the any prosecutions or breaches under the Working Time Regulations, Equal Opportunities Act, Bribery Act,	

Useful Information

The following websites may be helpful in providing further information to help meet or improve individual company standards, procedures or policies:-

- Guidance on writing a H&S Policy and preparing your company Risk Assessments - www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc
- The Institute of Directors guidance on effective leadership for Company Directors - www.hse.gov.uk/pubns/indg417.pdf
- Obtaining information on mobile elevating platform training for managers and workers - www.ipaf.org
- How to assist you in ensuring your contractors are competent - www.ssip.org.uk
- Guidance on completing a Drug & Alcohol Policy - www.hse.gov.uk/pubns/indg240.pdf
- Asbestos Awareness Training - Regulation 10: Control of Asbestos Regulation - www.opsi.gov.uk/si/si2006/20062739.htm#10
- Environmental Guidance - www.environmentalpolicy.org.uk
- Anti Bribery Guidance - <https://www.gov.uk/anti-bribery-policy>
- Working Time Directive Guidance - <https://www.gov.uk/maximum-weekly-working-hours>
- Equal Opportunity & Discrimination Information - <https://www.equalityhumanrights.com/en/advice-and-guidance?who=organisation>

Equal Opportunities and Diversity

As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?

Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?

In the last three years has any finding of unlawful discrimination been made against your organization by any court or industrial or employment tribunal or equivalent body?

In the last three years, has your organization been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?

In the last three years, has your organization been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006?

In the last three years, has your organization been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006?

In the last three years, has your organization been found to be in breach of the National Minimum Wage Act 1998?

If the answer to any of questions 3 to 7 is “yes”, what steps did your organization take as a result of that finding or investigation?

Does your organization operate appropriate arrangements to ensure that equality and diversity is embedded within your organization?

Do you actively promote good practice in terms of eliminating discrimination in all forms through:

guidance to your employees/suppliers concerned with recruitment, training and promotion?

making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognized trade unions or other representative groups of employees?

appropriate recruitment advertisements or other literature?

Environment

Do you have arrangements for providing employees who will engage with construction, with training and information on construction-related environmental issues?

Do you have arrangements for ensuring suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?