

Note: Frencon Constructions Quality (QMS), Environmental, Health and Safety (EHS) systems are being developed to meet the needs of the company and its personnel. The systems will be compliant with ISO 9001-2008, ISO 140001 and OHSAS 18001 respectively. All personnel employed by Frencon are obliged to work in accordance with our documented systems and procedures at all times.

Roles, Responsibilities & Accountability:

A. Materials / Plant & Equipment

- Ensure that appropriate signage is in place on site and clearly visible to all delivery drivers, identifying authorised signatories for receipt of deliveries as follows:
 - Assistant Site Manager
 - Site Manager and/or Project Manager
 - Site Engineer (Concrete only)

Ensure signage is kept up to date with changes in personnel on site

- Record sample signatures for all Frencon personnel and send to Accounts. As new employees start on site (or leave site) check if authorised signatory for deliveries, provide sample signature to Accounts and update signage on site.
- On the instruction of the Site Manager/Foreman, raise requisitions for material and plant to purchasing. Ensure that full description, specification, required date are clearly stated for each item. For plant, ensure that duration of use is stated. The Site Manager must sign all requisitions. Liaise regularly with the Site Manager to ensure adequate materials are on site for the works. Identify requirements in advance of new subcontractors starting on site by attending production meetings and subcontractor co-ordination meetings. Materials must never be requisitioned without reference to the Site Manager. A log should be maintained of specialist items such as ironmongery, lintels etc. so that the overall order quantity does not exceed the requirements. For standard materials excess storage on site should be avoided and only sufficient stock maintained on site to service the works.
- Requisitions for Materials and Plant & Equipment must allow sufficient lead time as follows:
 - Standard materials to be requisitioned no less than 3 working days prior to date required on site.
 - Reinforcement Steel to be requisitioned not less than 10 working days prior to date required on site.
 - Treated timber to be requisitioned no less than 10 workings day prior to date required on site
 - Specialist material– contact purchasing well in advance (4 to 6 weeks) to discuss
- Ensure all requisitions include a valid reference number obtained from the Materials Schedule. If an item is missing from the Materials Schedule check with the Quantity Surveyor before requisitioning and obtain a valid reference number.
- If the description is inadequate liaise with the Site Manager for detailed description and request that Quantity Surveyor update the schedule. Highlight to the Site Manager any issues with the Materials Schedule such as inadequate descriptions, missing items etc.
- Check daily report from Purchasing of orders placed against requisitions to ensure all items have been ordered. Follow up with the relevant supplier on delivery. Make Site Manager aware of any delays. Plan in advance with the Site Manager where materials will be off loaded.
- All deliveries to site must be checked by an authorised person. The key to ensuring this is to control the access to site for delivery vehicles. Security guards must stop vehicles at the entrance until an authorised person is available. If there is no security on site a barrier (e.g. traffic cones) must be put in place along with appropriate signage at the entrance to prevent vehicles entering site.
- The Assistant Site Manager and Site Manager together are responsible for checking deliveries and signing delivery dockets of all deliveries excluding concrete. They must check the quantity and specification of each item and should tick each item on the docket as checked, noting time of delivery. Any discrepancies must be clearly noted on the docket and a copy of the docket immediately faxed to both the supplier and the Frencon Purchasing Manager (Refer to FRCM052 for guidelines on materials delivery and handling and if in doubt ask the Site Manager for assistance). If materials are supplied incorrectly then these should not be offloaded on site and should be sent back to the supplier, with docket clearly marked as above.
- If for any reason it is not possible to inspect a delivery immediately then the delivery docket must be clearly marked "NOT CHECKED" before signing and the time of delivery noted on the docket. In this case the delivery must be checked within 24 hours, signed with date and time of inspection, discrepancies noted and a copy of the docket faxed immediately to both the supplier and the Frencon Purchasing Manager (even if no discrepancies are found). Under no circumstances can a delivery be

used or distributed on site without being inspected.

- The Assistant Site Manager should be aware that typical deliveries of multiple items e.g. pallets of plasterboard, bales of timber, drainage fittings, when inspected by Frencon have been found to have a shortage of 5-10%. In many cases drivers will resist inspections on site and protest about being kept waiting. The Assistant Site Manager is entitled to inspect all deliveries, if a driver refuses to wait the docket should be clearly marked "NOT CHECKED" as above and the reason noted on the docket. These instances must be flagged to Frencon Purchasing Manager so that they can be resolved direct with the supplier.
- The Assistant Site Manager must be aware of what deliveries are due on site and must ensure that materials are offloaded at correct location on site as agreed with the Site Manager.
- The Assistant Site Manager is responsible for updating the Materials Delivery Record on a daily basis. The Materials Delivery Record is an important supporting document and is used to cross check deliveries and also by the Quantity Surveyor to review overall quantities of materials used by subcontractors.
- The Assistant Site Manager must carry out a daily check of deliveries received against requisitions and material delivery records to identify any items outstanding and delivery dockets that might be missing, in order to identify
 - Deliveries not yet received (to be chased up with supplier)
 - Deliveries received but dockets not handed into site office, which usually indicates delivery signed for by unauthorised person. In this case find out who signed for the delivery, get the docket and check the delivery in the usual manner. Otherwise contact the supplier for copy of delivery docket and check delivery against copy of docket and fax checked docket to supplier and Frencon Purchasing Manager.
- Ensure that a delivery docket is returned to Accounts for every delivery received on site. Delivery dockets should be sorted alphabetically by supplier and posted to Head Office Accounts every Monday.
- Ensure that all signatures on delivery dockets are legible authorised signatures, before sending to Accounts. Signatures on dockets must be checked on a daily basis. If a non-authorised signature is found on a delivery docket:
 - Identify signatory
 - Locate items on site and carry out normal inspection before counter-signing the docket.
 - If signatory cannot be identified and/or items cannot be located on site the Site Manager and the Purchasing Manager must be informed immediately. The Purchasing Manager will then contact the supplier in writing.
- If a docket is returned to site with an unauthorised signature this is a clear indication that the Assistant Site Manager is not doing their job properly. In this case the Assistant Site Manager must check that the materials listed are recorded in the Materials Delivery Record and must send a copy of the appropriate page of the Materials Delivery Record to Accounts along with a correctly signed docket.
 - This situation will not arise if the Assistant Site Manager checks signatures before posting dockets. If no record of the delivery can be found in the Materials Delivery Record then the materials must be identified on site and inspected as normal. If time has passed and this is not possible there are serious implications as Frencon will be liable to pay for materials which may not have been delivered to site.
- Carry out reconciliations of materials on site as required by site management in order to quantify waste. Assistant Site Manager should also regularly review actual quantities of materials on site and storage to avoid over ordering and waste.
- If excess materials are identified on site, inform Purchasing of items to be returned to supplier. Purchasing will arrange collection of materials either for return to supplier or transfer to another Frencon site. If materials are being returned to the supplier the Materials Return Book is filled out itemising all materials being removed from site and the driver signs to confirm receipt of goods with a copy sent to Purchasing. If materials are being moved to another Frencon site the Internal Transfer Form is used
- Ensure that all plant & equipment and PPE issued to both Frencon staff and subcontractors is signed for. Check that personnel using plant and equipment have appropriate PPE, and are suitably trained on the use of the equipment.
- Check at the end of every day that all plant and equipment has been returned and is secured for the night.
- Carry out a weekly check of plant and equipment on site for loss, damage, theft or maintenance requirements. Report any issues to the site manager and to Purchasing Department and action accordingly. In the case of damaged or stolen plant or equipment, the Assistant Site Manager must complete a Damaged or Stolen Plant Report and fax it to the Purchasing Department. Review plant and equipment against any list issued by Purchasing and report any variance to Purchasing.

- The Assistant Site Manager must complete the Weekly Plant Report and return it to Head Office every Monday.
- Check that all cranes and lifting equipment on site (including non-Frencon items) have appropriate certification before use. Refer to EHS Guidelines.
- Ensure that any hired plant and equipment no longer required on site is off hired immediately with requisition sent to Purchasing. Check that plant and equipment returned to supplier is intact and undamaged and that all fixings are also returned. Sign collection docket.

B. EHS

- The Assistant Site Manager is required to attend EHS awareness training, familiarise themselves with the EHS policy and manual and work in accordance with the EHS management system.
- The Assistant Site Manager must identify on a daily basis all new subcontractors on site and inform the EHS Department. For new subcontractors the Assistant Site Manager must check that a signed copy of the subcontractors Safety Statement and Site Specific Method Statement is on file. If any documents are missing or not signed inform the Site Manager and the EHS Department immediately.
- When instructed by the Site Manager the Assistant Site Manager must identify on a daily basis all new plant and equipment used on site (both Frencon's and subcontractor's) and must check that there is a valid up to date safety certificate available for each item of plant or equipment.
- The Assistant Site Manager must identify on a daily basis all new personnel (whether Frencon employees or subcontractor employees) on site, carry out a Site Induction for each individual and update induction records. For new personnel the Assistant Site Manager must obtain and file a copy of each individual's CSCS card. For new personnel who will be operating plant the Assistant Site Manager must obtain and file a copy of each individual's C.S.C.S or Northern Ireland equivalent. If any documents are missing inform the Site Manager and the EHS Department immediately.
- The Assistant Site Manager must be aware of what EHS documentation is required on site and must regularly check that it is in place. (Contact EHS Department for details)
- Ensure that a safety certificate is available for all plant and equipment on site.

C. Reporting, Filing and Records

- Create letters, reports and other documents as required by the Site Manager.
- Assist the Site Engineer in updating the Drawing Register with all drawings received on site, add new drawings to hanging file, ensuring that superseded drawings are clearly marked as superseded and filed.
- Maintain the Site Filing system
- Liaise with Site Manager (through Production Meetings), with subcontractors (through co-ordination meetings) and site security (through Daily Site Register) to identify new subcontractors, personnel and plant and equipment starting on site on a daily basis.
- Give a copy of FRHR001 Employee Start Details to every new Frencon employee starting on site for return to Payroll. If a Frencon employee leaves or is transferred to another site inform Payroll by fax.
- Complete Daily Allocation Sheets for all Frencon operatives in accordance with Site Manager's instructions.
- The Assistant Site Manager is responsible for compiling and submitting all returns and reports as detailed in FRQMS003
- When the Assistant Site Manager is not in their office the door must be kept locked. The site telephone, fax, computer and office equipment are for Frencon business use only.
- The Assistant Site Manager should restrict use of this equipment and inform the Site Manager of any difficulties.
- The Assistant Site Manager will take messages and distribute phone calls as appropriate
- Take delivery of all correspondence to site and date stamp it, including drawings. Distribute all correspondence as necessary and in accordance with Site Manager's instruction.
- On a daily basis ensure all correspondence is correctly filed.

D. Waste Management

- On a daily basis, check the collection skips to ensure waste is properly segregated. If incorrect disposal is taking place, bring this to the attention of the Site Manager.
- Monitor the collection skip, and regularly check with the Site Manager whether further compacting is possible. When a skip is full raise a requisition for removal and replacement.
- When the Waste Removal company arrives on site, monitor the removal of the relevant skip, check the docket to ensure that the correct waste designation has been documented on it, and sign the docket.