

1. CONTRACTOR MANAGEMENT PROCESS

PURPOSE
To ensure contractors are sufficiently competent and controlled in accordance to University of York (UoY) procedures whilst working on site.

SCOPE
Work activities to be carried out safely and within University of York guidelines.

Adding Value To

- ✓ Health and Safety
- ✓ Environment
- ✓ Customer (Service)
- ✓ People
- ✓ Business (Money)
- ✓ Technical

RESPONSIBILITIES

1 Estates Helpdesk

- Book in contractors
- Check competency

2 External Contractor

- Provide relevant documentation
- Carry out work
- To provide competent contractors

3 Requesting Officer

- Request and approve documentation
- Arrange work
- Monitor work
- Signs off work

4 Health, Safety & Security Department

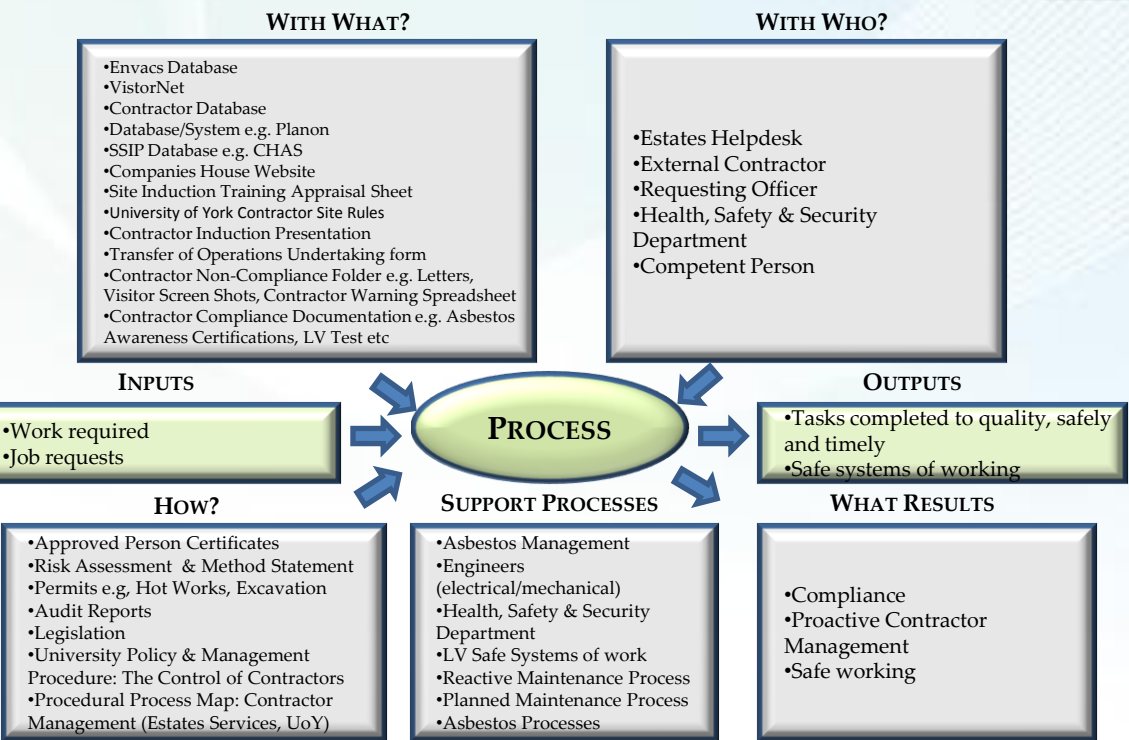
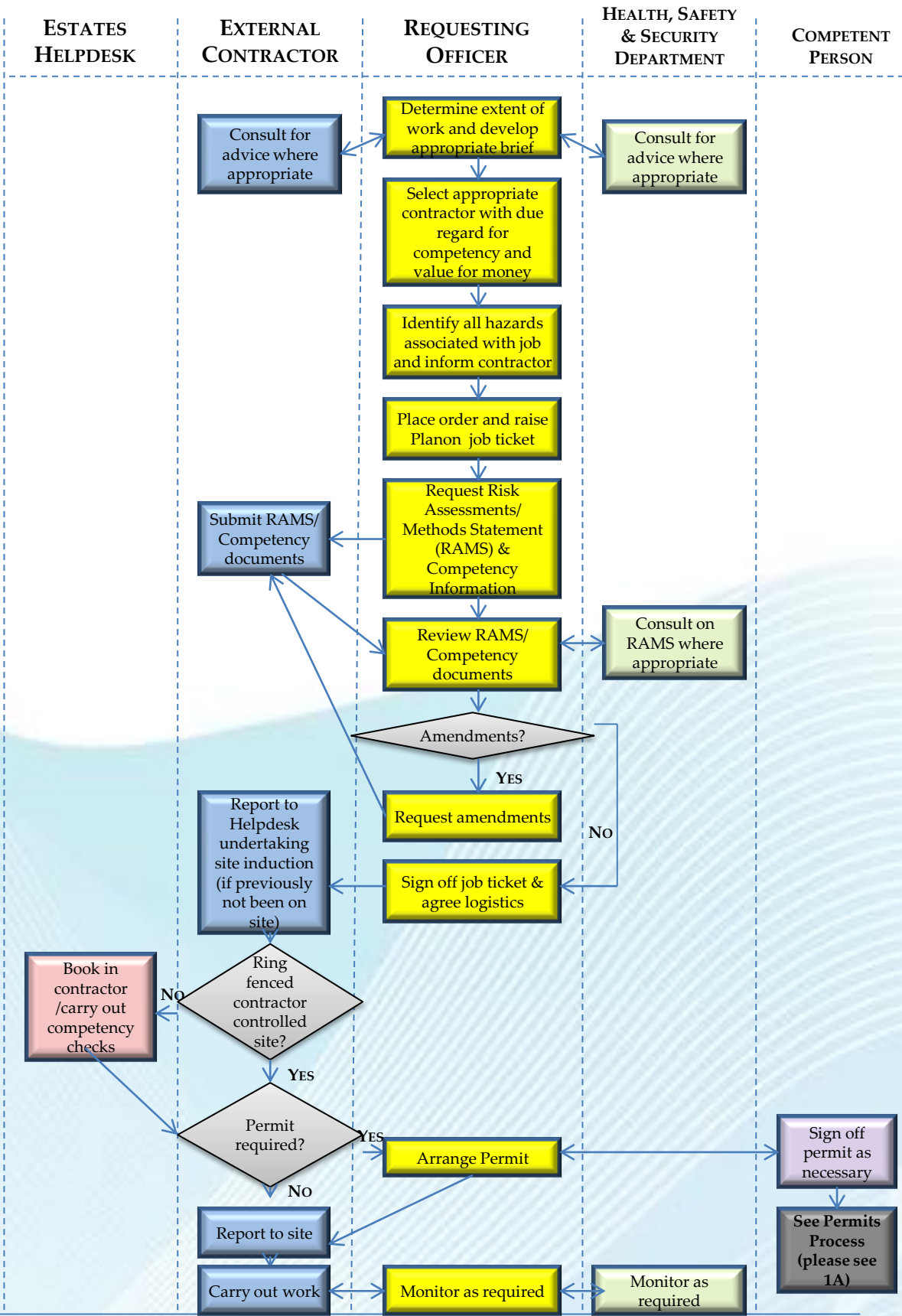
- Advise as necessary
- Monitor work

5 Competent Person

- Sign off permits

REFERENCES

- University Policy & Management Procedure: The Control of Contractors, UoY
- University Policy & Management Procedure: Hot Work, UoY
- University Policy & Management Procedure: Confined Spaces, UoY
- Excavations Permit



VERSION CONTROL

Process Owner Business Manager

Version 1

Review Date Within 12 Months of issue date

Date 1st February 2013

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PURPOSE

To ensure contractors are sufficiently competent and are subsequently issued with relevant permits to work, to include Hot Works and Confined Spaces, in accordance to University of York (UoY) procedures whilst working on site.

SCOPE

Work activities to be carried out safely and within University of York guidelines.

Adding Value To

- ✓ Health and Safety
- ✓ Environment
- ✓ Customer (Service)
- ✓ People
- ✓ Business (Money)
- ✓ Technical

RESPONSIBILITIES

1 External Contractors

- To submit relevant Risk Assessment/Method Statement
- To book in at Dalham Farm and obtain permit(s)
- To provide competent contractors

2 Requesting Officer

- Reviews Risk Assessment/Method Statement
- Seeks advice from Competent Person
- Confirms work arrangements

4 Competent Person

- Issues/signs off permit(s)

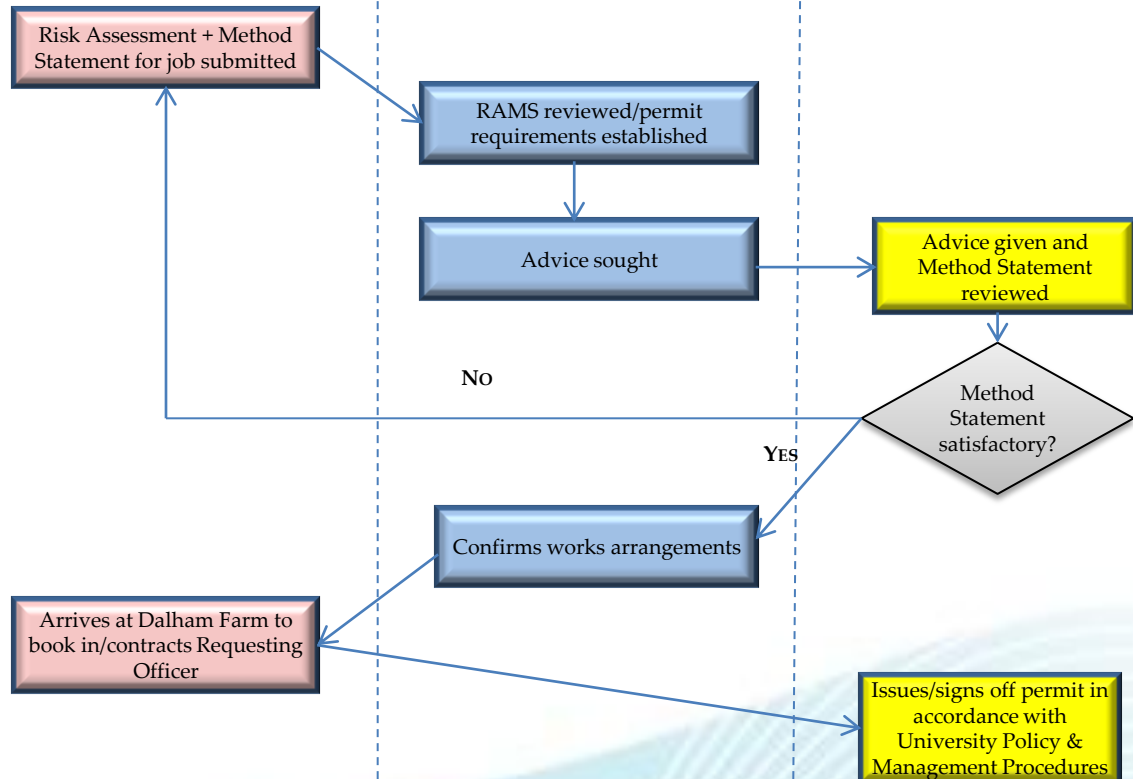
REFERENCES

- University Policy & Management Procedure: The Control of Contractors, UoY
- University Policy & Management Procedure: Hot Work, UoY
- University Policy & Management Procedure: Confined Spaces, UoY
- Excavations Permit, UoY

EXTERNAL CONTRACTOR

REQUESTING OFFICER

COMPETENT PERSON



WITH WHAT?

- Hot Works Permit
- Confined Space Permit
- Excavations Permit

WITH WHO?

- External Contractor
- Requesting Officer
- Competent Person

INPUTS

- Safe system of working
- Resources

PROCESS

OUTPUTS

- Job completed in accordance with safe system of working as governed by the University Policy & Management Procedures

HOW?

- The Control of Contractor Procedure
- University Policy & Management Procedure: Hot Work
- University Policy & Management Procedure: Confined Spaces
- Procedural Process Map: Contractor Management (Estates Services, UoY)

SUPPORT PROCESSES

- Estates Engineers (electrical/mechanical)
- Health, Safety & Security Department
- LV Safe Systems of work

WHAT RESULTS

- Compliance
- Proactive Contractor Management
- Safe working

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PURPOSE

To ensure contractors are sufficiently competent and controlled in accordance to University of York (UoY) procedures whilst working on ring fenced controlled sites.

SCOPE

Work activities to be carried out safely and within University of York guidelines.

Adding Value To

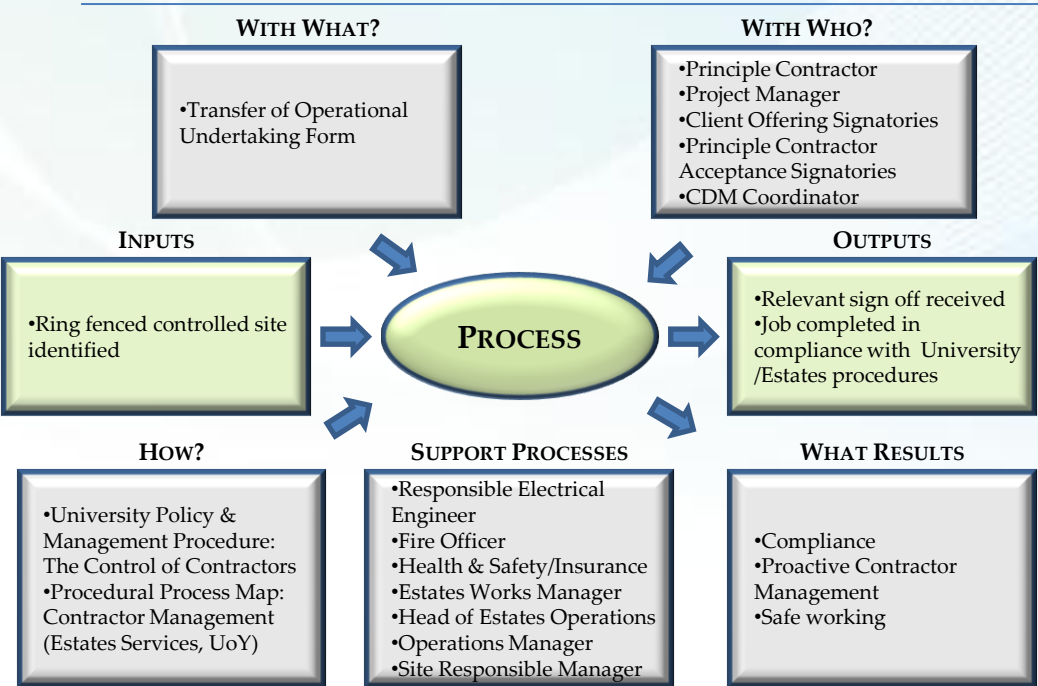
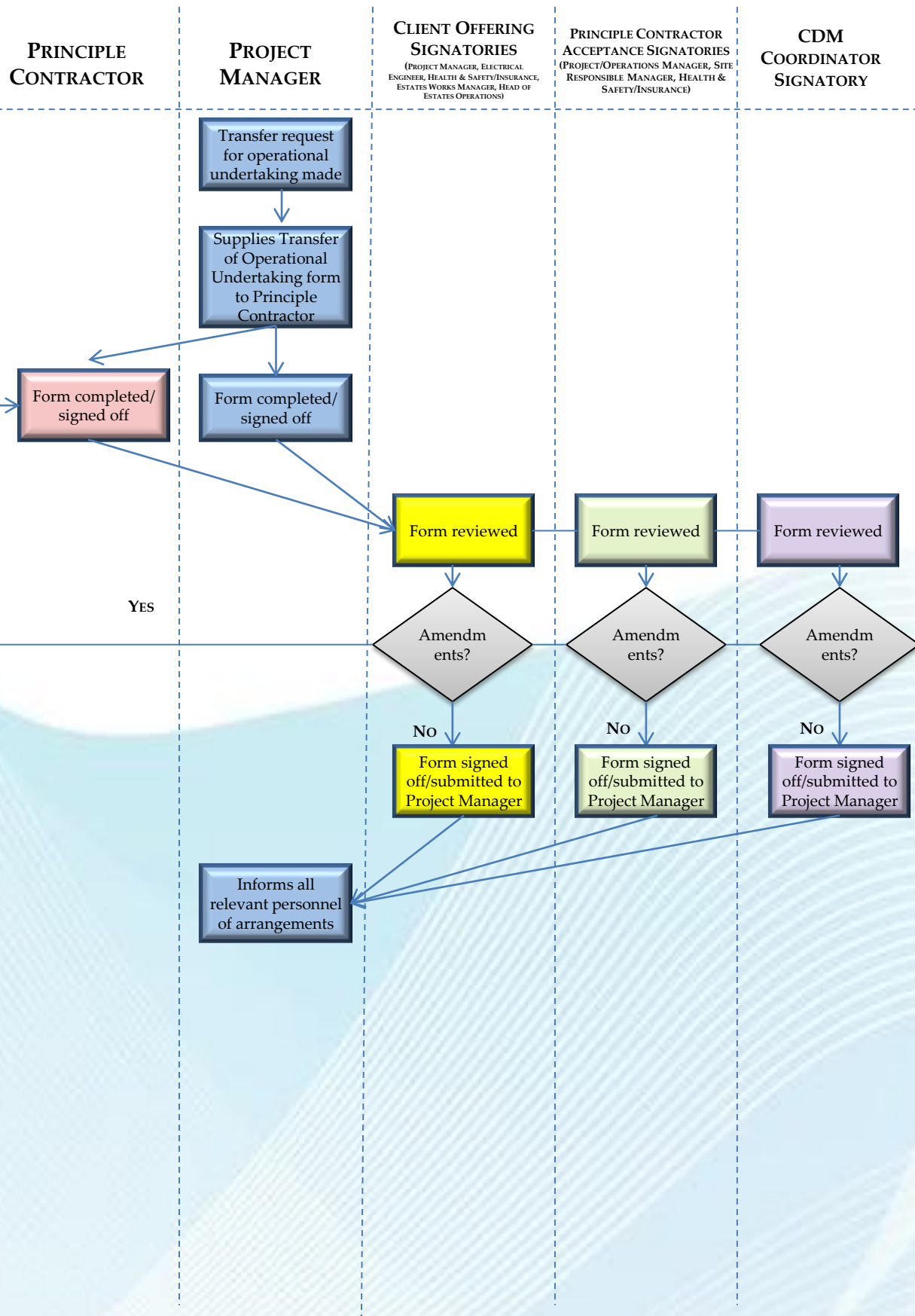
- ☑ Health and Safety
- ☑ Environment
- ☑ Customer (Service)
- ☑ People
- ☑ Business (Money)
- ☑ Technical

RESPONSIBILITIES

- 1 Principle Contractor**
 - Requests, completes and signs off Transfer of Operational Undertaking Form
- 2 Project Manager**
 - Supplies, completes and signs off Transfer of Operational Undertaking Form
 - Communicates details to relevant personnel
- 3 Client Offering Signatories**
 - Reviews and signs off Transfer of Operational Undertaking Form
- 4 Principle Contractor Acceptance Signatories**
 - Reviews and signs off Transfer of Operational Undertaking Form
- 5 CDM Coordinator Signatory**
 - Reviews and signs off Transfer of Operational Undertaking Form

REFERENCES

- University Policy & Management Procedure: The Control of Contractors, UoY
- Transfer of Operational Undertaking Form, UoY



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PURPOSE

To ensure contracted works are carried out on site safely and within Health & Safety guidelines and with relation to University of York (UoY) signing in/out procedure.

SCOPE

To provide a comprehensive contractor management system through ensuring contractors have relevant job competencies in order to carry out contracted works.

Adding Value To

- ✓ Health and Safety
- ✓ Environment
- ✓ Customer (Service)
- ✓ People
- ✓ Business (Money)
- ✓ Technical

RESPONSIBILITIES

1 Requesting Officer

- To identify job need
- Arrange contractor

2 Estates Contractor

- To submit all relevant competency paperwork
- Carry out contracted works

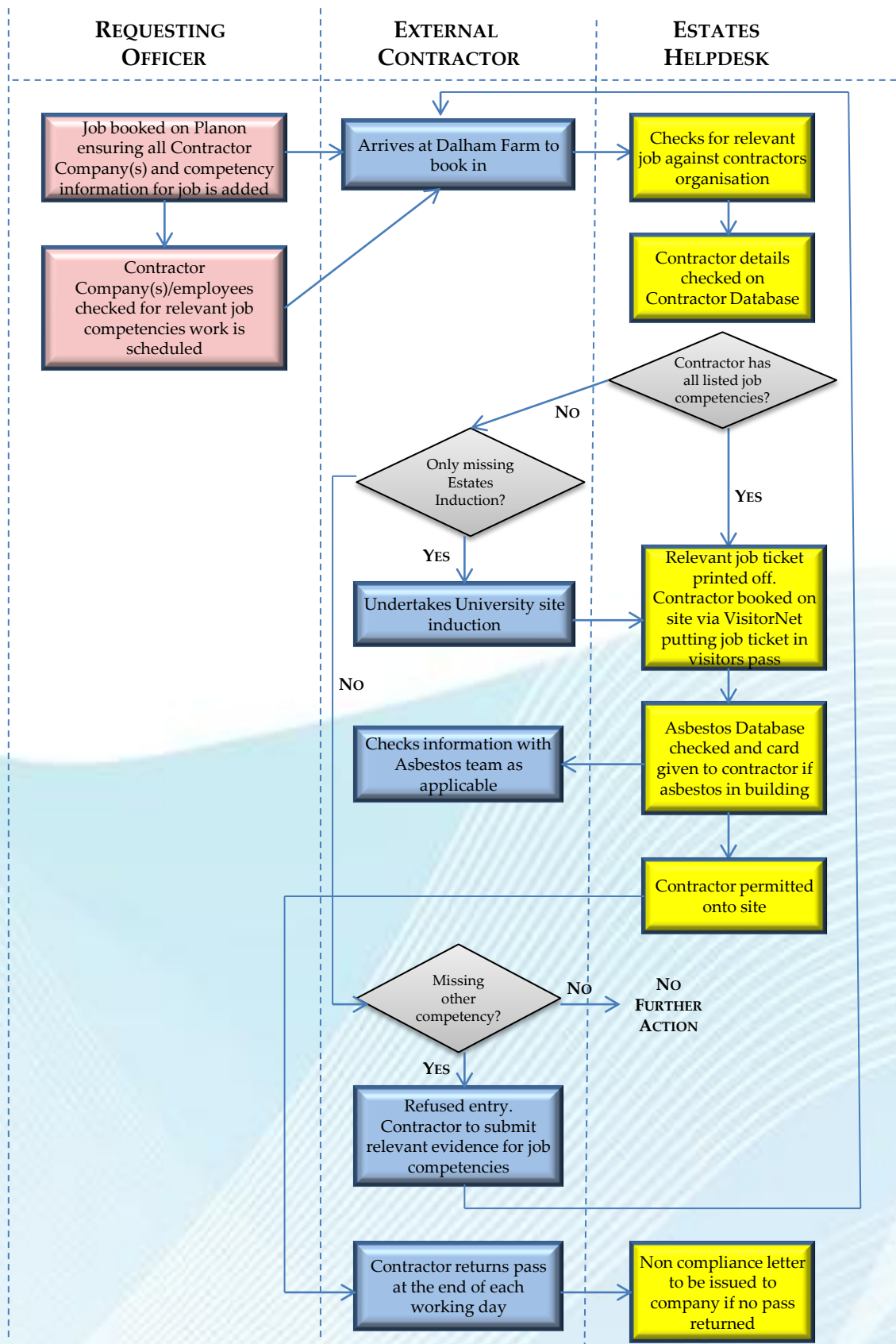
- To provide competent contractors

3 Estates Helpdesk

- To carry out competency checks
- Send letters for failure to follow procedures
- Manage information in database

REFERENCES

- University Policy & Management Procedure: The Control of Contractors, UoY
- CHAS Database



WITH WHAT?

- Contractor Database
- VisitorNet
- CHAS Database
- Companies House
- Envacs Database
- Contractor Non-Compliance Letters
- VisitorNet Screen Shots
- Contractor Signing In & Out Warning Spreadsheet
- Asbestos Awareness Certifications
- LV Test Information e.g. University Electrical Safety Rules, Stage 1 Form, Test paper etc

WITH WHO?

- Requesting Officer
- External Contractors
- Estates Helpdesk

INPUTS

- Outsource job identification
- Contractor commencing work

PROCESS

OUTPUTS

- Contracted work carried out/completed

HOW?

SUPPORT PROCESSES

WHAT RESULTS

- Contractor Database User Guide
- Procedural Process Map: Contractor Management (Estates Services, UoY)

- Health, Safety & Security Department
- Principle Contractors
- Sub Contractors

- Contracted work completion

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