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

**Scope**
**Adding Value To:**
- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

**Responsibilities**
1. Facilities Helpdesk
2. External Contractor
3. Requesting Officer
4. Health & Safety Services
5. Competent Person

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

**With What?**
- Asbestos Register
- Medical
- Supplier
- Document Control
- Contractor
- Building Services
- University of York Contractor Site Rules
- Contractor Induction Process
- Transfer of Operations Instructions
- Contractor Hot Work Permit, e.g. Lineal, Victor Street Sheds
- Contractor Conference Documentation, e.g. SSP Cert, Induction Document, Asbestos Awareness Certificate, UK Test ID

**With Who?**
- Facilities Helpdesk
- External Contractor
- Requesting Officer
- Health & Safety Services Department
- Environment & Energy Team
- Competent Person

**Version Control**
**Process Owner:** Head of Customer Service & Administration
**Version:** 4
**Date:** 14th November 2019

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04720 Process Chart Example
1A. Contractor Management: Permits

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 with University of York (UoY) procedures whilst working on site.

Scope
Adding Value To:
- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

Responsibilities
1. External Contractor
2. Requesting Officer
3. Competent Person

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

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04000 Health, Safety & Operational Processes
1B. Contractor Management: Ring Fenced Controlled Site

Directorate of Estates and Campus Services

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
Adding Value To:
- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

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

Responsibilities
1. Principle Contractor
2. Project Manager
3. Client Offering Signatories
4. Principle Contractor Acceptance Signatories
5. CDM Coordinator Signatory
6. Facilities Helpdesk

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

With What?
- Transfer of Operational Undertaking Form
- Ring Fenced Site (Google Document)

With Who?
- Principle Contractor
- Project Manager
- Client Offering Signatories
- Principle Contractor Acceptance Signatories
- CDM Coordinator
- Facilities Helpdesk

How?
- University Policy & Management Procedures: The Control of Contractors
- Procedure/Process Map Contractor Management

Support Processes
- Responsible Electrical Engineer
- Fire Officer
- Health & Safety/Insurance
- Head of Asset Management
- Head of Estates Operations & Maintenance
- Site Reasonable Manager

What Results
- Compliance
- Proactive Contractor Management
- Safe working

Process

Version Control
Process Owner: Head of Customer Service & Administration
Version: 4
Date: 14th November 2019

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04720 Process Chart Example
1c. Contractor Management: Contractor Competency Checks

Direcrtorate of Estates and Campus Services
www.york.ac.uk/docs

Purpose
To ensure contracted works are carried out on site safety and within Health & Safety guidelines and with relation to University of York (UoY) signing in/out procedure (during Facilities Helpdesk Opening Hours).

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
- Technical

Responsibilities
1. Requesting Officer
2. External Contractor
3. Facilities Helpdesk

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

With What?
- Contractor Compliance Database
- Visithub
- CHAS, SIPP Vendor Databases
- Compacted Hours
- Asbestos Training
- Contractor Non-Compliance letters
- Mandatory Video Study
- Asbestos Awareness Certifications
- LV/Test Information e.g. University Central Safety Rules, Steps 1 Form, Test Paper etc.

With Who?
- Requesting Officer
- External Contractor
- Facilities Helpdesk

Inputs
- Outsource job identified
- Contractor commencing work

Outputs
- Contracted work carried out/completed

Process

Support Processes
- University of University Procedure: The Control of Contractor
- Procurement Process Map Contractor Management

What Results
- Health & Safety Services
- Principle Contractor
- Sub Contractors
- Contracted work completion

Version Control

Process Owner: Head of Customer Service & Administration
Version: 4
Date: 14th November 2019

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04720 Process Chart Example
1D. Contractor Out of House Provision

Purpose
To ensure contracted works are carried out on site safety and with Health & Safety guidelines and with relation to University of York (UoY) signing in/out procedure (during Out of Hours Opening Hours).

Scope
Adding Value To:
- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

Contractor are suitably booked onto site out of the hours of operation of the Facilities Helpdesk.

Responsibilities
1. Requesting Officer
2. Facilities Helpdesk
3. External Contractor
4. Nominated University Reception
5. Alternative University Reception

References
- University Policy & Management Procedure: The Control of Contractors, UoY
- Contractor Out of Hours Google Document

With What?
- Contractor Out of Hours Google Document/Form
- Contractor Compliance Database
- VisitorNet
- Asbestos Register

With Who?
- Requesting Officer
- Facilities Helpdesk
- External Contractor
- Nominated University Receptionist
- Alternative University Receptionist

Version Control
Process Owner: Head of Customer Service & Administration
Version: 4
Date: 14th November 2019

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Support Processes
- Health & Safety Services
- Principle Contractor
- Sub Contractors
- Reception Coordinators

What Results
- Contractor work completion
04720 Process Chart Example
1E. Contractor Engagement - Major Incident

Directorate of Estates and Campus Services

With What?

- Business Continuity Plan
- YEP

With Who?

- Director of Estates Operations
- Security
- Responsible Person
- External Contractor

Process

Support Processes

- University of York Procedure: The Control of Contractors
- Processed Process Map: Contractor Management

How?

- University of York Procedure: The Control of Contractors
- Processed Process Map: Contractor Management

What Results

- Major incident issue complete

Inputs

- Major incident happens on University site

Outputs

- Major incident issue made safe

References

- University Policy & Management Procedure: The Control of Contractors, UoY
- Business Continuity Plan

Purpose

To ensure that authorised external contractors are able to get onto the University site in the case of a major incident on the University of York site.

Scope

Adding Value To:

- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

Responsibilities

1. Director of Estates Operations
2. Responsible Person
3. External Contractor

Version Control

Process Owner

Head of Customer Service & Administration

Version

4

Date

14th November 2019

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**Purpose**
To ensure that approved contractors who undertake routine/standard reactive and Planned Maintenance Activity on the University of York site are properly managed.

**Scope**
Any contractors that access the University site to undertake routine/standard reactive and Planned Maintenance activities.

**Adding Value To:**
- Health and Safety
- Environment
- Customer Service
- People
- Business
- Technical

**Responsibilities**
1. Requesting Officer
2. External Contractor
3. Facilities Helpdesk

**References**
- University Policy & Management Procedure: The Control of Contractors, UoY

**With What?**
- Risk Assessment
- Method Statement
- Contractor Compliance Database
- Asbestos Register

**With Who?**
- Requesting Officer
- External Contractor
- Facilities Helpdesk

**Inputs**
- Routine/standard tasks requires contracting

**Process**

**Support Processes**
- University of University Procedure: The Control of Contractor
- Procedural Process Map: Contractor Management

**Outputs**
- Routine/standard task completed in accordance to RAMS

**What Results**
- Principle Contractors
- Sub contractors
- Health & Safety Services

**Version Control**
**Process Owner**
Head of Customer Service & Administration

**Version**
4

**Date**
14th November 2019

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