



COSTAIN GROUP

COMPETENCE CARD COMPLIANCE POLICY STATEMENT

Costain is committed to operating a fully competent workforce on all its sites and offices. All management and supervisory staff – whether employed by Costain or employed by our supply chain engaged on our sites - must therefore be able to demonstrate competence in appropriate management, supervisory or technical skills and health and safety matters. The Competency Card system provides the mechanism for verifying this competence and as such, all members of our workforce are required to hold the appropriate card. This means that:

- All site and office staff that have a construction specific skill are required to hold a relevant competence card
- All site and office staff that do not have a construction specific skill are required to hold a Regular Visitor card.

100% of the workforce working for Costain should fall into one of the following categories and all personnel should progress to reach category A:

- A. Hold the appropriate* competence card for their Job Role.**
- B. Hold a competence card, or recognised equivalent* not specified for role, this includes individuals holding a trainee or experienced worker card who are registered for an NVQ or undertaking professional competence assessment**

Categories A and B represent compliance with our external benchmarks (UKCG)

- C. Have passed the relevant H&S Test and applied for their specified competence card and be able to provide written proof.**
- D. Have booked the relevant H&S Test but not yet passed. Verification of competence required, by issue of a Costain Permit to Work¹, valid for three weeks and not renewable, before work can commence.**

Every employee and member of our supply chain is required to support the Company's policy towards a fully competent workforce. Costain will provide advice and guidance to enable compliance with this policy, which will be subject to regular independent audits.

To assist with site and office safety audits all projects/offices must have a full list² of the workforce on site with their Competence Card status as listed above.

Date: 20/1/2010

Signed: 
A. WYLLIE
Chief Executive

* A list of compliance cards is attached
¹ An example Permit to Work attached.
² Example data collection forms are attached.
 Costain Competence Card Compliance Policy Statement – Version 2 dated 14 Jan 10

List of compliant card schemes

*** The appropriate card, for job roles, should be specified in the project plan**

Compliance Cards (including CSCS Affiliates)

CSCS – Construction Workers
CCDO – Demolition Ops
CSR – The Northern Irish equivalent of CSCS
SKILLcard – Heating, Ventilating, Air Conditioning and Refrigeration personnel
SNIJIB – Scottish and Irish Plumbers
CISRS – Scaffolders
JIB-ECS – Electricians
JIB-PMES – English and Welsh Plumbers
EUSR – Utility Industries (Clean Water only)
ECITB – ACE – Engineering Construction Workers:
ECITB – BES – Gas, Electric, Water, Oil, Refrigerants, and steam workers
NRSA – Streetworks
Gas Safety Register (formally Corgi) – Gas Workers
Engineering and Marine Training Authority (EMTA),
FASET - Erecting safety nets on site.
IRATA - Industrial rope access
IPAF - Users of all forms of powered access equipment
Sentinel Track Safety Card - Network Rail Workers
CPCS – Plant Ops
SIA – Security Industry Authority*
LANTRA – Traffic Management
MPQC – Mobile Plant Operations (Roadbuilding)

Other Costain Recognised Equivalent

CCNSG Safety Passport – Energy and Process Sectors

The above list will be kept under review

* From 1st August 2010 SIA cards will cease to meet the Costain Competence Card Compliance Policy. CSCS have recently developed a specific card for Security Guards, (White Card Code 5246). Therefore from 1st August 2010 all Security Personnel working on Costain sites should hold this new CSCS Card.

ADDENDUM to Competence Card Compliance Policy (24th May 2010)

Category C – Employees falling within this category will only be deemed compliant for twelve weeks from H&S Test date.