

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

1. PURPOSE

This document details the record schemes and cards recognised by VolkerWessels UK (VW UK) as part of the assessment of skills, knowledge and experience of those working on our behalf. VW UK has a preference for CSCS cards as a single universal record scheme however we appreciate that CSCS do not cover all disciplines related to construction, engineering and maintenance work. This document is therefore designed to confirm which record schemes VW UK recognise as part of checks on anyone working on our behalf.

For further guidance on record schemes or the assessment of skills, knowledge and experience contact your health and safety manager.

2. SCOPE

This document applies to all VW UK fixed and temporary locations throughout the UK and Ireland with the exception of VolkerRail.

3. ACTION (PROCESS)

3.1 ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, AND ORGANISATIONAL CAPABILITY

It is important to note that checks on record schemes only form part of the assessment of a worker's competence. The Construction (Design and Management) Regulations (CDM) 2015 state under Regulation 8:

8. - (1) *A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.*
- (2) *A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).*
- (3) *A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).*

Assessments should focus on the needs of the particular project and be proportionate to the risks, size and complexity of the work in order to meet these requirements for "reasonable steps".

An organisation or individual must have:

- Sufficient skills and knowledge of the specific tasks to be undertaken and the risks which the work will entail.
- Sufficient experience and ability to carry out their duties in relation to the project; to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work.

Organisations and individuals will need specific knowledge about the tasks they will be expected to perform, and the risks associated with these tasks.

Appropriate experience is a vital ingredient. People are more likely to adopt safe working practices if they understand the reasons why they are necessary, and past experience should be a good indicator of the person's / company's track record.

As with organisations, assessing an individual should be a two-stage process:

- Stage 1: An assessment of the person's skills and task knowledge to determine whether this is sufficient to enable them to carry out the work safely and without risk to health.
- Stage 2: An assessment of the individual's experience and track record to establish that they are capable of doing the work; they recognise their limitations and how these should be overcome and they appreciate the risks from doing the work and how these should be controlled.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:	IMS Manager			Document owner:	GHSQ Director	Workspace file:	n/a	Page 1 of 11

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

3. ACTION (CONTINUED)

3.1 ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATIONAL CAPABILITY (CONTINUED)

Stage 1: Assessments will look at an individual's qualifications and training records, and arrangements which have been made for their Continuing Professional Development or lifelong learning. This will include an assessment as to whether the individual has a basic understanding of the risks arising from construction work which is essential for all people who work on or regularly visit sites.

Stage 2: Assessments should concentrate on the person's past experience in the type of work which they are being asked to do. Where the work is more complex than any that the person has done before, or where the work will expose them to new risks, this should not automatically rule them out for consideration for the work. In these circumstances, the assessor should look for an appreciation of these risks; an understanding of how they will be managed, and some indication of how any shortcomings in their current knowledge will be addressed. Working under the supervision of someone who is competent and familiar with the work is one way in which people can learn how to do work safely.

Assessing an Individual's Basic Understanding of Site Risks

A basic understanding of the general risks arising from construction work is essential underpinning knowledge for everyone who works in the industry in order that they can protect their own health and safety and understand the effect that their own actions could have on others. This is particularly important for those who will regularly visit or work on construction sites. This basic understanding should be the foundation for health and safety knowledge and understanding on which more detailed competencies are developed.

The CITB Construction Skills touch screen test and equivalent schemes such as that offered by the Construction Clients National Certification Scheme are designed specifically to test this basic knowledge and understanding. Passing the touch screen test or equivalent schemes is one way of demonstrating this basic knowledge and understanding. All those who work on or regularly visit sites (including individuals from client, designer or Principal Designer organisations) should be able to demonstrate that they have achieved at least this level of understanding before starting work on site.

Those who are new to construction work will need close supervision by an experienced person until they can demonstrate that they are aware of these risks and know how to avoid harm.

Assessing the Skills, Knowledge and Experience of an Individual Site Worker

Employers are required by law to maintain the skills, knowledge and experience of their employees and to provide training and instruction as necessary. CDM 2015 places duties on those responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor has the skills, knowledge and experience, in a manner that secures the health and safety of any person affected by the project.

As explained above, appropriate Skills for Business Organisation or similar programmes give a good indication of this basic knowledge and understanding.

Having gained this basic knowledge and understanding, workers should then receive regular updates and more specialised training as part of a life-long learning process. This should either be delivered through a planned programme of 'on-the-job' training, for example through regular on-site 'toolbox' talks coupled with 'off-the-job' training days, or through a more formal, assessed training package, for example an S/NVQ programme administered by an appropriate Skills for Business organisation, or similar programme.

Workers who follow the 'in-house training' route to competence will need to ensure that the training they receive covers the health and safety aspects of the job as well as the necessary skills elements. Those who enrol on an accredited S/NVQ course will receive both elements of the training as part of the assessed course.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:		IMS Manager		Document owner:	GHSQ Director	Workspace file:	n/a	Page 2 of 11

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

3. ACTION (CONTINUED)

3.1 ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATIONAL CAPABILITY (CONTINUED)

Unskilled workers who are following a programme of training will, over time, gather the necessary competence to become a skilled worker. With further experience and training, they should gain the competence necessary to become a supervisor.

The tables below summarise the knowledge, skills and likely capabilities of a typical trainee, a skilled worker and a supervisor.

Management Responsibility

The right person for the right job			
Level	The Job	Training and Supervision	Measuring Performance
Trainee	Carry out a risk assessment and as a result: specify the tasks for the trainee; the tools, PPE and equipment; the limits of activity; the procedures to learn; assign to a supervisor, spell out the behaviour expected.	Provide supervision according to the risk assessment; provide induction training; train to pass the Health Safety & Environment Test; provide support to learn procedures and behaviours.	Set training targets and check regularly to see if these are achieved; monitor the performance and behaviours of both supervisor and trainee.
Site Worker	Specify tasks; authorise use of plant, equipment etc according to qualifications and experience; communicate site rules for consultation and co- operation.	Check qualifications, provide induction training, ongoing development and support to learn site-wide procedures and play full part in construction.	Carry out regular observations of performance against standards and site rules; encourage best practice, use management procedures which correctly reward good practice and deter bad practice.
Supervisor	Specify the standards that supervisors should be achieving, particularly on consultation and behaviour expectations.	Check qualifications; set up a reporting chain; provide management and technical support; provide training and development on management issues as required.	Performance agreement with supervisor correctly identifies and rewards health and safety elements; monitor implementation of management procedures by supervisors.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy		
Approved for IMS:	IMS Manager			Document owner:	GHSQ Director	Workspace file:	n/a Page 3 of 11

3.1 ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATIONAL CAPABILITY (CONTINUED)

Individual Competence

Trainee		
	Description	Example of attainment
Risk Control Knowledge	Adequate knowledge of tasks to be undertaken; understands what is expected and when to ask for help; understands role and importance of supervisor; can identify key risks of activities; knows how to react to basic risks; knows main health hazards and why PPE is important.	Health Safety & Environment Test or CCNSG Certificate or equivalent recognised passport training S/NVQ Level 1.
Experience and Ability	From no experience; has physical capability to carry out duties; minimum standard of language skills; can identify deteriorating conditions which may lead to increased risk; is aware of personal responsibility for him or herself and others, is aware of what constitutes a good attitude.	Attends site induction; attends mandatory in-house training, works safely to agreed standard under supervision; demonstrates safe behaviour and wears appropriate PPE at all times.

Site Worker		
	Description	Example of attainment
Risk Control Knowledge	As for trainee, plus: knows standards of health and safety required for site operations; can identify all foreseeable risks arising from their work activity and know what actions to take control these risks; can apply existing knowledge to new circumstances.	As for trainee, plus; S/NVQ Level 2 or 3.
Experience and Ability	As for trainee, plus: consistently works to agreed standards of health and safety; quickly identifies defects and unacceptable risks; demonstrates good attitude and example at work; capable of working safely with minimal supervision.	As for trainee, plus: commensurate with Level 2 achievement; plays full role in site consultation; demonstrates ability to report unsafe conditions to supervisor; demonstrates motivation to learn.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy		
Approved for IMS:	IMS Manager			Document owner:	GHSQ Director	Workspace file:	Page 4 of 11

3.1 ASSESSMENT OF SKILLS, KNOWLEDGE, EXPERIENCE, ORGANISATIONAL CAPABILITY (CONTINUED)

Supervisor		
	Description	Example of attainment
Risk Control Knowledge	As for site worker plus: knows how to lead in identifying remedial actions to mitigate risk in all foreseeable circumstances; understands implications of his or her own decisions on others; knows when to ask for specialist help.	As for site worker plus: S/NVQ Level 3. Knowledge of supervision equivalent to Site Safety Plus Site Supervisors Safety Training Scheme (SSSTS) (2 days) course, NEBOSH certificate etc.
Experience and Ability	Able to identify causes of problems and to deploy resources to solve problems on own initiative; demonstrates leadership skills, appropriate communication strategies; can read plans, think through problems and is flexible to adapt to changing circumstances.	3-5 years' experience of this operation; trained and qualified to a level where he can describe risks of the range of work activities he is responsible for, is capable of identifying remote risks, and anticipation problems of change.

3.2 VW UK RECOGNISED SCHEMES / CARDS

Acronym & web link	Description
ACAD	Scheme administrators: Asbestos Control and Abatement Division Sector represented: Asbestos analysis, surveying and removal Certification type: Digital and Physical cards CSCS Partner Card Scheme
ACE (ECITB)	Scheme administrators: Engineering Construction Industry Training Board (ECITB) Sector represented: Engineering construction Certification type: Physical card only CSCS Partner Card Scheme
AITT	Scheme administrators: The Association of Industrial Truck Trainers Sector represented: Industrial Trucks Certification type: Depends on provider AITT is an accredited body approved and listed by the Health and Safety Commission (HSC) in the Approved Code of Practice (ACoP) for fork truck operator training.
ALLMI	Scheme administrators: Association of Lorry Loader Manufacturers and Importers (ALLMI) Sector represented: Lorry Loading Certification type: Physical card only CSCS Partner Card Scheme
ARCA	Scheme administrators: Asbestos Removal Contractors Association Sector represented: Asbestos removal Certification type: Digital and Physical card CSCS Partner Card Scheme

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:		IMS Manager		Document owner:	GHSQ Director	Workspace file:	n/a	Page 5 of 11

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

3.2 VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
CCDO	Scheme administrators: National Federation of Demolition Contractors (NFDC) Sector represented: Demolition Certification type: Digital and Physical card CSCS Partner Card Scheme
CISRS	Scheme administrators: National Access and Scaffolding Confederation (NASC) Sector represented: Scaffolding Certification type: Physical card only CSCS Partner Card Scheme
CCNSG	Scheme administrators: Engineering Construction Industry Training Board (ECITB) Sector represented: Engineering construction Certification type: Physical card only The ECITB quality-assured CCNSG Safety Passport is a two-day course that gives delegates enhanced health and safety awareness.
CPCS	Scheme administrators: Construction Plant Competence Scheme (CPCS) Sector represented: Plant Certification type: Physical card only CSCS Partner Card Scheme
CSCS	Scheme administrators: Construction Skills Certification Scheme (CSCS) Sector represented: Construction Certification type: Digital and Physical card
CSR	Scheme administrators: Construction Federation Services Ltd (CFS) Sector represented: Construction (Northern Ireland only) Certification type: Physical card only CSCS Partner Card Scheme
CSWIP	Scheme administrators: The Welding Institute (TWI) Sector represented: Welding and Joining Certification type: Physical card only CSCS Partner Card Scheme
DSA	Scheme administrators: Drilling and Sawing Association (DSA) Sector represented: Drilling and Sawing Certification type: Physical card only CSCS Partner Card Scheme
ECS (JIB)	Scheme administrators: Joint Industry Board (JIB) Sector represented: Electrotechnical (England, Wales & Northern Ireland only) The CITB Health, safety & environment test cannot be used for ECS card applications. Certification type: Digital and Physical card CSCS Partner Card Scheme
EUSR	Scheme administrators: EUSkills Sector represented: Utilities Certification type: Digital and Physical card CSCS Partner Card Scheme From 1 June 2025, SHEA cards will not carry the CSCS logo. From this date, all individuals who need to access a construction site to carry out utilities related activities will need to hold a job role specific EUSR CSCS card.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:		IMS Manager		Document owner:	GHSQ Director	Workspace file:	n/a	Page 6 of 11

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

3.2 VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
FASET	Scheme administrators: Fall Arrest Safety Equipment Training Association Sector represented: Fall Arrest Safety Equipment Training Certification type: Digital card only CSCS Partner Card Scheme
FISS	Scheme administrators: LANTRA Sector represented: Fencing Certification type: Digital and Physical card CSCS Partner Card Scheme
FPA Hot Work Passport	Scheme administrators: Fire Protection Association (FPA) Sector represented: Fire Safety Certification type: Depends on provider The Hot Work Passport is for supervisors and operatives who carry out risk assessments in order to complete hot work permits on construction sites, refurbishment projects, and during maintenance work.
Gas Safe Register	Scheme administrators: Gas Safe Register Sector represented: Gas businesses and engineers Certification type: Physical card only To work legally on gas appliances and installations you must be on the Gas Safe Register.
ICATS	Scheme administrators: Correx Sector represented: Industrial Coating Certification type: Physical card only CSCS Partner Card Scheme
IPAF PAL	Scheme administrators: International Powered Access Federation Sector represented: Powered access operations Certification types: Digital and Physical card CSCS Partner Card Scheme.
IRATA	Scheme administrators: The Industrial Rope Access Trade Association (IRATA) Sector represented: Industrial Rope Access Certification type: Depends on provider IRATA is now recognised as the world's leading authority on industrial rope access.
ITSSAR	Scheme administrators: Independent Training Standards Scheme and Register Sector represented: Mechanical Handling Equipment Certification type: Depends on provider ITSSAR have a national database (TOPS Scheme) to check certifications. Operatives on our sites with older ITSSAR cards without dates must demonstrate their qualification is still valid i.e. within equivalent renewal timescales such as the IPAF five year renewal frequency. Sites can contact HSEQS Training at Hoddesdon for guidance.
JIB ECS cards	See ECS (JIB) above for England, Wales and Ireland or SJIB (ECS) below for Scotland. CSCS Partner Card Scheme.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:		IMS Manager		Document owner:	GHSQ Director	Workspace file:	n/a	Page 7 of 11

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VW Specialist Businesses n/a	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
------------------------	-----------------------------	---------------------------------	-------------------	-------------------	---------------------	------------------	---------------------

3.2 VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
JIB PMES	Scheme administrators: Joint Industry Board for Plumbing, Mechanical Engineering Services (JIB PMES) Sector represented: Plumbers (England & Wales only) Certification type: Physical card only CSCS Partner Card Scheme.
LISS	Scheme administrators: BALI - British Association of Landscape Industries Sector represented: Landscaping Certification type: Physical card only CSCS Partner Card Scheme
Lantra Awards	Scheme administrators: Lantra Awards Sector represented: covers a wide spectrum of disciplines but primarily focused on highways, lighting, traffic management and fencing. Certification type: Depends on provider Traffic Management cards are part of the CSCS Partner Card Scheme.
MPQC (SPA)	Scheme administrators: Mineral Products Qualification Council (MPQC) Sector represented: Extractive, Mineral Processing and related manufacturing Certification type: Digital and Physical card Initially, contractors must attend a 2 day course which covers health and safety awareness along with industry specific areas raising awareness of hazards and topics within the sector. The MPQC / SPA Contractor Safety Passport is valid for 3 years. All passports are issued by SPA. Following this a 1-day refresher course is required to renew. (sometimes known as the EPIC card)
MPQC (Plant Operator Competency Scheme)	Scheme administrators: Mineral Products Qualification Council (MPQC) Sector represented: Extractive, Construction and Road Surfacing Plant Operations. Blasting and Drilling Operations Certification type: Digital and Physical card CSCS Partner Card Scheme
National Highways Passport Scheme	Scheme administrator: National Highways through MITIE Sector Represented: National Highways Certification type: Digital and Physical card The National Highways passport provides a shared platform between employers and contractors signed up to the Scheme, providing a single transferable record for each cardholder including the Highways Common Induction (HCI)
NPORS	Scheme administrators: National Plant Operators Registration Scheme (NPORS) Sector represented: Plant Certification type: Physical card only There are currently two routes into the scheme. One route is part of CSCS Partner Card Scheme and comes with the hologram on the card. The other is the traditional NPORS route and doesn't have the hologram.
NRWSA	Scheme administrators: Street Works Qualification Register Sector represented: Street Works Certification type: Physical card only The New Roads and Street Works Act (NRWSA) card is for both supervisors and operatives.

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy
Approved for IMS:	IMS Manager	Document owner:	GHSQ Director	Workspace file:	n/a
				Page 8 of 11	

3.2 VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
PASMA	Scheme administrators: Prefabricated Access Suppliers & Manufacturers Association (PASMA) Sector represented: Access Tower Specialists Certification type: Digital and Physical card CSCS Partner Card Scheme
Personal Track Safety (PTS) (Sentinel)	Scheme administrators: Sentinel Sector represented: Railways Certification type: Digital and Physical card Sentinel is the rail industry's Authority to Work system that enables you to work safely on the infrastructure. Workers are sponsored by rail engineering companies who need access to the managed rail infrastructure.
Q-Card	Scheme administrators: GQA Qualifications Ltd Sector represented: Glazing and Construction Certification type: Digital and Physical card CSCS Partner Card Scheme
RTITB	Scheme administrators: The Road Transport Industry Training Board (RTITB) Sector represented: Road Haulage and Distribution industry Certification type: Depends on provider
SIA	Scheme administrators: The Security Industry Authority (SIA) Sector represented: Private Security Certification type: Physical card only Established as a non-departmental public body in 2003, the SIA reports to the Home Secretary under the terms of the Private Security Industry Act 2001.
SICCS (NAS)	Scheme administrators: National Association of Shopfitters (NAS) Sector represented: Shopfitting and Interior Contracting / Fit Out Certification type: Digital card only CSCS Partner Card Scheme.
SKILLcard	Scheme administrators: Building Engineering Services Association (BESA) Sector represented: Heating, ventilating, air conditioning and refrigeration Certification type: Digital and Physical card CSCS Partner Card Scheme.
SJIB (ECS)	Scheme administrators: Scottish Joint Industry Board (SJIB) Sector represented: Electrics (Scotland only). The CITB Health Safety & Environment test cannot be used for electricians' cards Certification type: Digital and Physical card CSCS Partner Card Scheme.
SNIJIB	Scheme administrators: Scottish and Northern Ireland Joint Industry Board (SNIJIB) Sector represented: Plumbing, Heating and Mechanical Engineering Card type: Physical card only CSCS Partner Card Scheme

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy
Approved for IMS:	IMS Manager	Document owner:	GHSQ Director	Workspace file:	n/a
				Page 9 of 11	

3.2 VW UK RECOGNISED SCHEMES / CARDS (CONTINUED)

Acronym & web link	Description
SOLAS	<p>Scheme administrators: SOLAS</p> <p>Sector represented: All sectors in Ireland</p> <p>Card type: Physical card only</p> <p>SOLAS is the State agency that oversees the building of a world class Further Education & Training (FET) sector in Ireland.</p> <p>CSCS has a mutual recognition agreement with SOLAS which acts as an exemption to the Operative or Specialist CITB Health and Safety Test requirement providing that it has been completed within two years of the application being made. Note that SOLAS is not acceptable as an exemption to the Supervisor or Manager and Professional (MAP) level CITB Health, Safety and Environment test.</p>
SPA	<p>Scheme administrators: The Safety Passport Alliance (SPA)</p> <p>Sector represented: Multi-industry</p> <p>Certification type: Paper certificate</p> <p>As part of their health and safety training scheme, the Construction module covers house building, refurbishment, and other construction industries. (Also see MPQC SPA passport above).</p>
Temporary Traffic Management (TTM)	<p>Scheme administrators: LANTRA</p> <p>Sector represented: Temporary traffic management</p> <p>Certification type: Digital and Physical card</p> <p>CSCS Partner Card Scheme</p>
The Institute of Explosive Engineers	<p>Scheme administrators: The Institute of Explosives Engineers</p> <p>Sector represented: Explosive Engineering</p> <p>Certification type: Physical card only</p> <p>CSCS Partner Card Scheme</p>
Train the Painter	<p>Scheme administrators: Corrodere</p> <p>Sector represented: Industrial painting</p> <p>Certification type: Physical card only</p> <p>CSCS Partner Card Scheme</p>
VCA	<p>Scheme administrators: PlusPort BV</p> <p>Sector represented: Multi-industry within Benelux</p> <p>Certification type: Certificate</p> <p>The VCA scheme is the Dutch equivalent and similar to the CSCS scheme. Depending on the tasks and responsibilities, the employee must obtain a diploma for VCA Basic Safety known as B-VCA, and operational managers must obtain a diploma known as VOL-VCA.</p>
Water Jetting Association	<p>Scheme administrators: The Water Jetting Association</p> <p>Sector represented: Water Jetting</p> <p>Certification type: Physical card only</p> <p>The Safety Awareness course on its own is non-operational, To become operational you will be required to sit one of the WJA module courses. We strongly recommend that operatives should combine the Water Jetting Safety Awareness course with a relevant practical course to obtain the most thorough instruction in safe and effective water jetting.</p>

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy
Approved for IMS:	IMS Manager	Document owner:	GHSQ Director	Workspace file:	n/a
				Page 10 of 11	

4. ISSUE RECORD

Issue	Date	Comments
1	Sep 2019	Please review 'Issue Record' Section in Issue 7 for a log of changes between Issue 1 and Issue 7.
2	Sep 2023	The SIA scheme has been added to the list of approved card schemes.
3	Apr 2025	Full overview of H37 with updated schemes and cards. Temporary Traffic Management (TTM), The Institute of Explosive Engineers, Train the Painter, Water Jetting Association, Q-Card, National Highways Passport Scheme, LISS, CSWIP and DSA have been added to the list of approved card schemes

5. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Full overview of H37 with updated schemes and cards. Temporary Traffic Management (TTM), The Institute of Explosive Engineers, Train the Painter, Water Jetting Association, Q-Card, National Highways Passport Scheme, LISS, CSWIP and DSA have been added to the list of approved card schemes.

6. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
GHSQ Director	Group Health, Safety and Quality Director is the document owner, approves changes, no briefing required.
All Employees	Record of Revisions and cascade briefings as appropriate.

7. IMS AUTHORISATION

Document owner approval:

Adrian Shah-Cundy, Group Health, Safety and Quality Director - 25.04.2025

Approval for IMS:

Yvonne Nyoni, IMS Administrator - 25.04.2025

Issue no.:	9	Date:	Apr 2025	Parent document:	Health and Safety Policy			
Approved for IMS:		IMS Manager		Document owner:	GHSQ Director	Workspace file:	n/a	Page 11 of 11