

Federation of Plastering and Drywall Contractors Contractor Membership *Annual Return 2010*

| CRITERIA | STANDARD TO BE ACHIEVED |
|---|--|
| 1. TECHNICAL: | |
| 1.1 Monitoring, audit and review | Have a system in place for monitoring quality of workmanship, auditing periodically and ongoing performance review. <input type="checkbox"/> |
| 1.2 | Allow FPDC access to inspect current projects with prior arrangement? <input type="checkbox"/> |
| 1. INSURANCE: | |
| 1.1 Insurance cover in place to meet statutory requirements | Public Liability Insurance cover of £2m minimum up to £5m <i>dependent on turnover</i> <input type="checkbox"/> Employers Liability Insurance cover of £10m <input type="checkbox"/> |
| 2. HEALTH & SAFETY: | |
| 2.1 H&S policy statement and organisation | Have and implement a company policy, regularly reviewed and signed by the MD or equivalent. The policy should be relevant to the nature and scale of work, setting out clear responsibility for managing H&S at all levels within the company. The policy should also set out how the company will discharge duties under CDM 2007. <input type="checkbox"/> |
| 2.2 Competent advice | The company and employees should have ready access to competent H&S advisors, providing general advice and advice relating to H&S issues on site. <input type="checkbox"/> |
| 2.3 Risk assessment | Have procedures in place for carrying out risk assessments and developing and implementing method statements, including occupational health issues. <input type="checkbox"/> |
| 2.4 Monitoring, audit and review | Have a system for monitoring procedures, auditing them periodically and reviewing them on an on-going basis. <input type="checkbox"/> |
| 2.5 Welfare provision | A commitment to appropriate welfare facilities being provided before people start work on site. <input type="checkbox"/> |
| 2.6 Sub-contracting procedures | Have a procedure for appointing competent operatives under your control and have arrangements in place for monitoring performance. <input type="checkbox"/> |
| 2.7 Accident reporting and enforcement action | Records of all RIDDOR reportable accidents for at least the last three years, with an annual return submitted to FPDC. <input type="checkbox"/> Record any enforcement action taken against the company in the last five years, and any remedial action taken by the company. <input type="checkbox"/> |
| 3. TRAINING: | |
| 3.1 Training and information | Have in place and implement a company training plan to ensure workers engaged have sufficient skills and understanding to deliver competently. Training plan to include ongoing training that will keep all employees updated on legislation and good H&S and environmental practice. <input type="checkbox"/> |
| 3.2 Worker qualifications and experience | Commit to working towards appropriate qualifications and experience for the assigned tasks. <input type="checkbox"/> |
| 4. ENVIRONMENTAL: | |
| 4.1 Sustainability and organisation | Have and implement an appropriate environmental policy statement signed by the MD or equivalent, setting out a commitment to sustainability and waste management. <input type="checkbox"/> |
| 4.2 Monitoring, audit and review | To encourage reuse, recycling and recovery of plasterboard waste with an aim to achieving less than 15% plasterboard waste arising from site. <input type="checkbox"/> |
| Declaration | |
| On behalf of the business below, I the undersigned, declare the following return to be accurate and undertake to abide by the FPDC Constitution & Rules and Code of Conduct, including the company's active support of the Federation, attending and participating in at least one meeting annually. <input type="checkbox"/> | |
| A copy of the company letterhead accompanies the annual return. <input type="checkbox"/> | |

A legal requirement to carry PL and EL

A legal requirement if you have five employees or over. Model policy and statement made available to contractor members upon request.

A legal requirement: Reg 7 Management of H&S at Work

Model risk assessments available to contractor members upon request.

A legal requirement: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Support to contractor members for training plan development from FPDC.

Model policy statement made available to contractor members.

A list of current Standards is available from FPDC.

Free Technical Site Adjudication service available to contractor members.

If more than one company or a Group is a member of FPDC, please supply all letterheads.

Business Name: _____

Date: _____

Signature: _____

Position: _____