



## COMPETENCE CARD COMPLIANCE POLICY (CSCS)

DMH Interiors Limited herein referred to as 'The Company' is committed to providing a fully competent workforce on all its sites and offices.

This will affect ALL management and supervisory staff – whether employed directly by the Company or sub-contractors who are engaged on our sites – and therefore must demonstrate competence in appropriate management, supervisory or technical skills including Health & Safety matters. The competence card system provides a mechanism to verify individual competence and as such, all members of our workforce are required to hold the appropriate card.

That means:

- All site and office staff that have construction specific skills are required to hold a relevant competence card.

100% of the Company's workforce should fall into one of the following with personnel pursuant of reaching category A.

- A. Hold the appropriate competence card for their job role.
- B. Hold a competence card, or recognised equivalent not specific for the role, this includes individuals holding a trainee or experienced worker card who are registered for an NVQ or undertaking professional competence assessment
- C. Have passed the relevant H&S test and applied for their specific competence card and able to provide written proof.
- D. Have booked the relevant H&S test but not yet passed. Verification of competence required and assessed by the Site Manager via written permission valid for no longer than 3 weeks, before work can commence.

All sites shall hold a list of operatives and the cards held by each individual. The validity of these cards can be randomly checked by the site manager or 3<sup>rd</sup> party using the CITB on-line card checker. DMH Interiors Limited shall be responsible for monthly checks regarding card expiry dates.

Every employee and member of our supply chain is required to support this policy to ensure a fully competent workforce. DMH will provide advice and guidance to enable compliance with this policy, which will be subject to independent audits via both our Health & Safety Team and Compliance.

This policy will be reviewed and evaluated annually unless there are changes in legislation when it will be reviewed and updated in accordance with those changes.

*Darren Hancock*

Darren Hancock  
Managing Director  
8 June 2021