

# CLOCS Site validation checklist

CLOCS Standard Version 3



Project			
Contractor		Scheme ID	
Present		Date	

Self-assessment checklist	Y	N
Has the site completed and returned the CLOCS 2019 Self-assessment checklist for principal contractors?		

CLOCS monitoring is designed to establish whether the principal contractor is meeting the requirements as outlined within section 5 of the 2019 CLOCS Standard, 'Principal contractor duties'. The Standard itself includes a number of requirements, some of which are mandatory (designated by 'shall' within the Standard) while others are recommended or optional (designated by 'should' and 'may'). As well as looking to establish whether the Standard is being met, the monitoring process aims to recognise best practice with the aim of raising standards across the industry.

This Site validation checklist is aimed at those areas of the Standard which can be reasonably assessed at site level through discussion and observation. The other areas of the Standard, as they apply to the site, are addressed through a self-assessment checklist **which must be completed by the site team prior to the visit**. For more information on the self-assessment checklist please refer to the CLOCS website.

The questions highlighted in **bold** below indicate the requirements of the CLOCS Standard, while the non-bolded *italicised* questions look to establish and capture performance beyond these minimum requirements. Please also see the guidance note 'Preparing for your CLOCS monitoring visit' for additional information.

<b>1</b>	<b>COMMUNITY IMPACT (CLOCS Standard 5.1)</b>	Principal contractors shall ensure the project's potential impact on the community has been properly risk-assessed
1.2	<i>What community engagement activities have been carried out?</i>	

<b>2</b>	<b>CONSTRUCTION LOGISTICS PLAN (CLOCS Standard 5.2)</b>	Principal contractors shall develop and/or implement the agreed CLP and ensure it is appropriately reviewed and updated prior to the start of each new phase of construction
2.1	<b>Can the principal contractor <u>demonstrate</u> that a CLP has been produced in line with CLOCS requirements and that this is a live document?</b>	
2.3	<b>Can the principal contractor <u>demonstrate</u> that the CLP is appropriately reviewed and updated prior to the start of each new phase of construction?</b>	

<b>3</b>	<b>SITE AND FLEET OPERATOR PROCUREMENT (CLOCS Standard 5.3)</b>	Principal contractors shall procure site and fleet operations that comply with the requirements of the CLOCS Standard
3.2	<b>Can the principal contractor <u>demonstrate</u> that site and fleet operator procurement includes appropriate references to CLOCS requirements?</b>	

<b>4</b>	<b>DELIVERY MANAGEMENT SYSTEM (CLOCS Standard 5.4)</b>	Principal contractors shall ensure use of an effective delivery management system to minimise congestion, disruption and emissions
4.1	<b>Can the principal contractor <u>demonstrate</u> an effective delivery management system?</b>	
4.2	<i>Does the delivery management system include the capacity to:</i> <ul style="list-style-type: none"> <li>▪ plan and schedule delivery times</li> <li>▪ capture vehicle/driver details and accreditation</li> <li>▪ co-ordinate with neighbouring sites</li> <li>▪ control and reduce peak hour traffic</li> <li>▪ include the complexity of holding areas</li> </ul>	

<b>5</b>	<b>VEHICLE ROUTES (CLOCS Standard 5.5)</b>	Principal contractors shall ensure that the vehicle routes to and from site committed to in the associated CLP are specified and communicated
5.1	<b>Can the principal contractor <u>demonstrate</u> how specified routes are communicated to supply chain?</b>	
5.2	<b>Can the principal contractor <u>explain</u> procedures for dealing with any permitted deviations, such as temporary road closures or road traffic incidents?</b>	
5.3	<i>Have there been any deviations from designated, permitted or controlled routes and, if so, were appropriate processes followed?</i>	

5.5	Can the principal contractor provide copies of maps and/or route information which have been distributed to companies/drivers accessing the site?	
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**6 GROUND CONDITIONS (CLOCS Standard 5.6)**  
Principal contractors shall ensure the ground conditions of the site are suitable for the vehicles servicing the site, particularly those fitted with safety features

6.1	Do ground conditions appear suitable and can the principal contractor <b>demonstrate</b> that regular reviews are carried out?	
6.2	Does the principal contractor ensure that the site is suitable for access by low entry vehicles with increased direct vision?	
6.3	Does the principal contractor use the CLOCS Handbook 'Assessment for on-site ground conditions'?	

**7 ACCESS AND EGRESS (CLOCS Standard 5.7)**  
Principal contractors shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles

7.1	Can the principal contractor <b>demonstrate</b> that effective traffic management principles are adhered to by: <ul style="list-style-type: none"> <li>• minimising potential hazards</li> <li>• assisting with safe vehicle access and egress</li> <li>• using additional equipment such as wide angled mirrors to aid the driver's view of the road</li> </ul>	
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**8 SITE ACCESS CHECKS (CLOCS Standard 5.8)**  
Principal contractors shall ensure effective and efficient site access gate checks

8.1	Can the principal contractor <b>demonstrate</b> that competent site access traffic marshals have been appointed to manage site traffic in the context of the delivery management system?	
8.2	Can the principal contractor <b>demonstrate</b> the process for checking that: <ul style="list-style-type: none"> <li>• vehicles and drivers meet the requirements of the CLOCS Standard</li> <li>• the specified route has been followed</li> </ul>	
8.3	Can the principal contractor <b>explain</b> the non-compliance process and, where there have been relevant instances, <b>demonstrate</b> that this process has been followed?	
8.4	Has the principal contractor reported any non-compliant fleet operators to the relevant accrediting body?	

**9 LOADING AND UNLOADING (CLOCS Standard 5.9)**  
Principal Contractors shall ensure that vehicles are loaded and unloaded on-site as far as is practicable

9.1	Can the principal contractor <b>demonstrate</b> a stable, graded surface on-site for vehicle loading and unloading, or where necessary, <b>explain</b> how off-site loading and unloading is managed?	
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**10 COMPLIANCE REPORTING (CLOCS Standard 5.10)**  
Principal contractors shall ensure effective monitoring of site compliance to the CLOCS Standard

10.1	Can the principal contractor <b>explain</b> how the client is provided with regular reports to monitor compliance against the CLOCS Standard and is there evidence to support this on site?	
10.2	Where non-compliance is identified, can the principal contractor <b>demonstrate</b> that suitable action has been taken?	

**11 COLLISION REPORTING (CLOCS Standard 5.11)**  
Principal contractors shall obtain information on all collisions that result in harm (and near miss incidents) that occur on journeys associated with the project and report to the client

11.3	Can the principal contractor <b>explain</b> how they have implemented an action plan where collision data identifies a need for improvement?	
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**Additional information**

SUPPLY CHAIN COMPLIANCE DATA (Data to be captured for last full month)			
Number of vehicle movements in last full calendar month		Number checked	Number found to be compliant