

FOD Quality System

Inspecting: Construction Notification

Construction Notification main menu

Procedure

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Purpose and Scope

The purpose of the Construction Notification Procedure is to document a process that will:

- provide a consistent approach nationally to the handling of construction notifications (Form 10);
- capture, using the F10 database, information about major projects on a national basis;
- facilitate improved planning and targeting of inspection work.

The procedure does not cover:

- professional decision-making as to which CDM project work will be visited;
- acknowledgement of Agent Appointed.

Policy

FOD will ensure that:

- an electronic record is kept of all construction notifications received for major projects; and
- construction notifications are processed in a consistent and timely manner.

Monitoring

The Line Manager should, every six months, monitor the accuracy of data input and the response time for entering notifications by randomly selecting five notifications entered during the previous three months to ensure that: F10s for projects over 12 weeks have been input, the F10 has been input within ten working days from date of receipt and the mandatory notification details have been input accurately on to the database.

A simple record of the monitoring conducted, including Notification Numbers of records checked, findings and action taken (if any) should be kept. Results should be reviewed with the Band 6(s) responsible for entering the data.

Training

On appointment of staff new to construction notification work line managers must ensure training is received, using the material maintained by the Procedure Owner. Following training the line manager must ensure the member of staff is competent and meeting the performance standards set out in this procedure.

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Action by Band 6 staff on receipt of construction notification (F10)

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- Incomplete notifications
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- Inputting new notifications
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Receipt of notification papers

Construction notifications (F10s) may arrive by mail, Fax or by e-mail into the formsadmin account. Notifications arriving by e-mail should be printed off and dealt with similarly to hard copy notifications. The e-mail message should be stored in a Lotus Notes Folder until further notice. Notification papers should be date stamped and passed to the relevant administrative staff.

Checking notification papers

The notification must be checked to ensure it is relevant to FOD and the local office; in cases of doubt the Band 6 should use the following guidance:

- FOD/HID demarcation lines -
OC 18/9; and
- FOD/LA demarcation lines - OC 124 series
- FOD/RI division of responsibility - OM 2002/119.

If still in doubt about the appropriate EA, the ELO should be consulted.

Where FOD is not the EA or the notification has been sent to the wrong FOD office the notification must be forwarded to the correct EA/FOD office within 5 working days of receipt.

Checking if the F10 should be input

As a minimum F10s must be input if the construction site is expected to last for 12 weeks or more (see Inputting New Notification). Where resources and local agreements allow, notifications of less than 12 weeks duration may be input. If in doubt about whether to input an F10, guidance should be sought from the construction principal inspector.

All hard copies of notifications must be kept on file at least until the completion date, and preferably for 6 months after the completion date if space allows.

Incomplete notifications

Where the notification is missing any of the mandatory information required to enter the notification on the database, the Band 6 should telephone the notifier to request the missing details; approximate information is acceptable in these cases. If provided, it should be attached to the original notification. The notification should then be input.

Where missing details are not provided, despite being requested, the notification should be annotated with the action taken and passed to a Construction Band 2 to decide what action, if any, should be taken. Notifications that cannot be resolved and therefore cannot be entered on the database, must be kept on file at least until the completion date (and preferably for 6 months after the completion date if space allows) or an estimated date provided by the Band 2.

Additional notification

Where the notification is marked 'additional' the details should be compared to the existing database record or hard copy where lack of mandatory information on the initial notification prevented input. If the information is the same the notification should be annotated 'duplicate' and the computer generated Notification Number added to the notification. The form should then be filed with the original notification.

Where there is additional information on the notification, those details referred to in Inputting New Notification should be input. The date the amendments were made and the original system generated Notification Number should be written on the top of notification form.

Work on multiple sites within and across Local Authority areas

Where the notification is for a project that will involve work on sites in one or more local authority areas the details should be input as normal, provided all the local authorities are within the area covered by the local office.

Where a site or some of the sites for a multiple location site are outside the local area the original notification should be marked to indicate which sites have been input, and a copy sent to the relevant HSE office(s).

Inputting new notifications

The details listed below must be input on to the database for projects where activity is expected to last over 12 weeks, or less where resources and local agreement allow. Hard copy F10s must be filed (but NOT in FOCUS filing) at least until the completion date, and preferably for 6 months after the completion date if space allows.

1. Client name (unless client is a domestic householder). Also address and telephone number if available and subject to local agreement.
2. Planning supervisor name (unless client is a domestic householder). Also address and telephone number if available and subject to local agreement.
3. Principal Contractor name. Also address and telephone number if available and subject to local agreement.

(One only of 1 to 3 above is required for the data to be saved)

4. Address of site
5. Local Authority area
6. Planned date of commencement - this date is essential to plan visits. Where only the month is given use the first day unless this would create a late notification in which case use the next day. If this information is missing, an approximate date may be entered.
7. How long construction work is expected to take in weeks. If this information is missing, an approximate duration may be entered.
8. Details of construction work. Subject to local agreement, this may be the full text or a condensed description.

Notifications must be input within ten working days of receipt at the local office.

Once input and saved, the system generated Notification Number should be written on the top of the notification, and the notification filed.

Notifications must be kept on file at least until the completion date, and preferably for 6 months after the completion date if space allows, and these files weeded at least annually.

DUPLICATE DUTYHOLDERS

Where a duplicate dutyholder is identified (i.e. same dutyholder name and address) details should be forwarded to the Procedure Owner who will be responsible for ensuring the duplicate is removed.

USE OF HARD COPY F10s

The reports screen on the F10 database has a number of options which should be adequate for

normal use, but there will be occasions (such as for “blitz” preparation) where copies of the original F10 may prove beneficial. However, the *routine* photocopying of F10s should not take place.

Hard copy F10s are valuable to administrative staff for following up complaints and should not be removed from filing systems (e.g. for routine inspection purposes).