



ICS

CDM CO-ORDINATOR'S ASSESSMENT TOOLKIT

The following Toolkit is for a CDM Co-ordinator to carry out a self-assessment of his competency and resources as required by CDM²⁰⁰⁷. It can also be used by clients at interviews as a basis for their assessment, also required by CDM²⁰⁰⁷.

The Toolkit consists of twelve open questions. While some are generic in nature, some can only be answered with the **specific** project in mind. The level of answers should be **proportionate** to the scale and complexity of the project under consideration.

Clause 195 of the CDM ACoP reads:

To be competent, an organisation or individual must have:

- *sufficient 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.*

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The questions are as follows with, shown in *red italics*, the matters that the answers should have satisfactorily addressed with regard to the size and complexity of the project:

1. How can you demonstrate that you know the requirements of CDM and the role of CDM Co-ordinator?
On the register of the ICS, APS or ICE or other evidence of appropriate training.
2. How do you know that your training and experience includes sufficient health, safety and environmental considerations?
Evidence of appropriate qualifications and Continuous Professional Development.
3. What is your process for keeping up to date on health, safety and environmental issues?
Evidence of appropriate Continuous Professional Development.
4. What experience have you of the type of project under consideration?
Consideration of any matters specific to the scale or complexity of the project.
5. What procedures do you have in place to carry out the CDM Co-ordination role and are they auditable?
Systematic, auditable procedures.
6. What skills do you require from others and how do you source them?
Addressing any specialist elements – demolition, contamination, processes, etc.
7. How does your business organisation (location, management structure, etc) assist or otherwise in your execution of the role? How will problems be addressed?
Sufficient authority to carry out his role unhindered.
8. How can you demonstrate that you will have sufficient time to carry out your duties on the project?
Suitable work load taking into account the peak loads on particular projects.
9. What arrangements have you for holiday and sickness cover for your role in the project?
Backup arrangements for suitable manpower.
10. How do you encourage co-operation between designers?
Good interpersonal skills.
11. How do you ensure that the risk assessment and risk management aspects of the design process are adequately co-ordinated?
Appropriately led design team meetings.
12. What systems will you employ to identify, gather and disseminate relevant project health, safety and environmental information?
Appropriate administration and technology.
13. How do you liaise with principal contractors - before work starts, during construction (e.g. on design changes) and at the end when finalising health and safety files?
Appropriate on-going arrangements.
14. If asked to how would you help your client make periodic checks throughout a project to ensure that the arrangements which have been made are properly implemented and updated as the project progresses?
An understanding of the nature of the check – not an in depth audit!!

CDM Co-ordinator's Assessment Toolkit

The following guidelines are useful tools to assist in the assessment process. The ICS can assist in advising members, developers, principal contractors or clients by providing them with guidelines to assist them in the assessment process.

For further information and clarification please contact the ICS at the address below.

CDM Co-ordinator's Competency is task or project based requirement. A CDM Co-ordinator who is competent in one type of construction project does not mean that he or she is competent in other types of construction projects. The questions asked are as follows.

1	How can you demonstrate that you know the requirements of CDM and the role of CDM Co-ordinator? Have you attended an ICS approved training course which includes an "End of Course test"?	
2	How do you know that your training and experience includes sufficient health, safety and environmental considerations? (Attending an approved CSM2007 training course is a requirement)	
3.	What is your process for keeping up to date on health, safety and environmental issues?	
4	What experience have you of the type of project under consideration?	
5	What procedures do you have in place to carry out the CDM Co-ordination role and are they auditable?	
6	What skills to you require from others and how do you source them?	
7	How does your business organisation (location, management structure, etc) assist or detract from your ability to carry out your role of CDM Co-ordinator?	
8	How can you demonstrate that you will have sufficient time to carry out your duties on the project?	
9	What arrangements have you for holiday and sickness cover for your role in the project?	
10	How do you encourage co-operation between designers?	
11	How do you ensure that the risk assessment and risk management aspects of the design process are adequately co-ordinated?	
12	What systems will you employ to identify, gather and disseminate relevant project health, safety and environmental information?	
13	How do you liaise with principal contractors - before work starts, during construction (e.g. on design changes) and at the end when finalising health and safety files?	
14	If asked to how would you help your client make periodic checks throughout a project to ensure that the arrangements which have been made are properly implemented and updated as the project progresses?	

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