



National Federation of Demolition Contractors  
**The voice of the UK Demolition Industry**

**National Federation of Demolition Contractors**

**Accredited Site Audit Scheme**

**(NFDC ASAS)**

**RULES**

**2008 REV 7**

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## **1 Name of Scheme**

The name of the scheme is the National Federation of Demolition Contractors Accredited Site Audit Scheme, (NFDC ASAS).

- 1.1 The ASAS is a system for benchmarking the performance of the corporate members of the NFDC in terms of onsite Health and Safety performance against the standard set by the Federation.

These levels will be continually reviewed by the NFDC and are liable to amendment as the Federation sees fit.

## **2 Criteria for Membership of the Scheme**

- 2.1 This scheme is only available to Corporate Members of the NFDC.
- 2.2 Corporate members of the NFDC are required to participate in the Scheme.
- 2.3 The Scheme is an aid to members in the provision of impartial and independent information on the services being delivered at the audited project and guidance on areas for performance development and support of continuous development.
- 2.4 The scheme is an aid to clients to demonstrate continual improvement of services provided by Accredited NFDC members.
- 2.5 The Scheme is an aid to clients, their professional advisors, designers and others in the pre-qualification, selection and appointment of contractors.
- 2.6 Further to the above, all Corporate Members of the NFDC who satisfy the criteria of the Scheme will receive a certificate confirming their achievement. To maintain the validity of the certificate, each member company must continue to participate in the Scheme and achieve and maintain accreditation through the ongoing audit process.
- 2.7 Each company must identify a person within their company who is the sole contact for all matters relating to the Scheme. The NFDC must be advised if this role is transferred to someone else. Even where a Company operates from several addresses the sole contact will be responsible for all aspects of the Accreditation.

## **3. Audit Procedures – Accreditation Stage**

- 3.1 The basis for the audit is the company's Health and Safety Plan, Method Statements and Risk Assessments for the designated contract site. This Plan will be audited both in respect of the relevant laws, regulations, industry guidelines and the observations of the auditor on site.
- 3.2 The Company will receive a request to notify available sites to the NFDC. The Company should continue to notify sites until such time as an audit is undertaken. Audits will be arranged by the NFDC head office personnel who will write to the member during the course of the year to request the provision of a relevant site. (Note the site must be fully operational not at set up or final clearance stage, if in any doubt over the suitability of the site contact the NFDC)
- 3.3. The NFDC will appoint an auditor appropriate to the site location from the select list of Auditors, who will be notified of the site details. The auditor will contact the company and arrange an appointment for the audit to be undertaken.
- 3.4 Upon completion of the audit and the report from the auditor, these documents will be confidential to the NFDC and will only be communicated to the Company on completion of the site audit process. The Auditor will not pass a judgment on immediate completion of the site inspection; the Auditor may however inform the Site supervisor of any serious breach of Health & Safety regulation requiring immediate attention.
- 3.5 Each participating member will be subject to one such audit each year, using only auditors appointed by the NFDC, and using the current NFDC Site Audit Form. New members will be required to carry out two sites audits within their first year of membership.
- 3.6. An audit must constitute an inspection undertaken on a substantial full working site Demolition site (Asbestos removal only contracts are NOT acceptable ideally 2-3 weeks into the contract), not at set up or completion stage.
- 3.7 After each audit, the NFDC Chief Executive will review the report. The review will be undertaken within three weeks of receipt of the Audit form at Resurgam House. If the Audit does not meet the required standard for an immediate pass the Chief Executive will call in a minimum of two appointed auditors to review the said audit form and agree a joint decision. On successful achievement the Company will be awarded Accreditation status.
- 3.8 The review conducted by the NFDC Chief Executive will consider various matters including, but not limited to the following:

- a) Have appropriate sites have been offered.
- b) If the auditors have reported gross breaches of the Regulations etc.
- c) If the audit reports from the appointed auditors show a repeated pattern of adverse comments, indicating a regular weakness in the Company's procedures.

3.9 If the audit report is unsatisfactory, the NFDC may decide upon the following action:

- a) Advise the Company of the weaknesses identified by the audit and request further audits to be undertaken before Accreditation can again be reviewed.
- b) Further site audits are to be carried out within one month of the notified non compliance.
- c) Should a member not achieve accreditation by the third site visit, the matter will be referred to the National Council of the Federation for consideration. Any decision of National Council involving member disciplinary action will require a unanimous vote.

## **4 Maintenance of Accreditation**

- 4.1 Certification shall be awarded on successful achievement of the audit. All certificates will be forwarded by first class post.
- 4.2 After the award of Accreditation, the Company will be allowed to describe itself as a member of the NFDC ASAS and display the appropriate logo.
- 4.3 NFDC ASAS Companies will be required to satisfy the requirements of one audit each year to maintain accreditation. Notice of next audit will be given six weeks prior to the due date by Resurgam House.
- 4.4 The Company will receive a written request to notify available sites to the NFDC. The Company may be required to notify additional sites until such time as an audit is undertaken.

- 4.5 The NFDC will appoint an auditor for the site. NFDC will notify the auditor of the site details, and notify the Company of a contact number for the auditor. Thus enabling an appointment for the audit to be made.

## **5 Right of Appeal**

In the case of appeal.

5.1 .Apply to the NFDC head office for a re audit of the same site or alternative site if the original is no longer available. Such application will be subject to the repayment of the site audit fee of £250.

5.2 Appeal in writing to the Chief Executive of the NFDC stating the grounds for appeal and requesting a reassessment of the audit result together with any further information to support the appeal. If the appeal is unsuccessful a further site audit will be requested.

5.3 If the following second site audit is unsuccessful the Chief Executive of the NFDC will contact a senior director of the said company to advise the necessary course of improvement action required to gain accreditation.

5.4 If following the third audit accreditation is still withheld the matter will be reported to National Council for their consideration and action. Notice of referral to National Council will be given to the member company with the right to representation offered in accordance with Federation rules.

5.5 The decision of National Council, based upon the documentation held on file and the auditor's comments on the appeal where applicable, shall be final.

## **6 Auditors/ASAS Committee**

6.1 The Site Auditors will be competent and trained to industry standard, such as NEBOSH or equivalent. They will be independently employed by the Federation and will not be employees of any Corporate Member.

6.2 Site Auditors will not attend an audit in a vehicle that identifies their employer, carry or display anything that identifies their usual employer.

6.3 Site Auditors will identify themselves to the Company's client, or anyone else entitled to know their identity, as representatives of the NFDC. Should further confirmation of their identity be required, this shall be obtained via the NFDC office.

All aspects of the Company's client, the site visited and the work undertaken shall remain in confidence between the auditor and NFDC Chief Executive.

- 6.4 The NFDC reserves the right to discontinue the use of any auditor without giving a reason. Subject to the unanimous vote of the ASAS Committee excluding the Auditor in question.

## **7 Fees**

- 7.1 The annual Audit Fees of £250 will form part of the National Membership fees collected in November of each year.
- 7.2 Any repeat audits, as a result of an earlier failure or contract notifications which fail to meet the criteria of the Scheme and are deemed invalid will be charged at the full rate of £250 + VAT.
- 7.3 The fees are subject to review by the National Council of the NFDC.
- 7.4 Audits should normally be arranged to be completed between 09.00 and 17.00 hours, workdays, except in exceptional circumstances.
- 7.5 If the auditor arrives at the site two hours later than the agreed time and as a consequence the audit cannot take place, no fee is payable to the auditor.
- 7.6 If the auditor attends the site within one hour of the appointed time but is unable to carry out the audit as a result of an unsuitable site or health & safety issues, the company will need to rearrange another visit and a further fee will be required. To be confirmed with Resurgam House by fax or e-mail in case of dispute.
- 7.7 The fee is also payable if the auditor attends site but for reasons of health and safety refuses to stay on site to undertake the audit. Details of such a matter will be referred to the Chief Executive.
- 7.8 An Auditor who has attended site but has been unable to undertake an audit must advise the Chief Executive by telephone, followed with a fax or e-mail, preferably from the site, but in any case as soon as possible thereafter. A full explanation of the reasons for the failure to complete the audit should be given.

## **8 Display of NFDC ASAS Logo**

- 8.1 A Company who has achieved Accreditation status may display the Accreditation logo in the same manner as they display the NFDC membership logo.
- 8.2 A Company who was previously entitled to display the Accreditation logo but has been suspended from the Scheme must remove the logo from all documentation.

## **9 Administration of the Scheme**

- 9.1 The Scheme will be administered by the NFDC. Any amendments to or reviews (revisions) of the Scheme will be subject to approval by the National Council of the NFDC before implementation.