

# Construction Logistics and Community Safety

## CLOCS Site Monitoring Checklist



<b>Contractor</b>		<b>Project</b>	
<b>Date</b>		<b>Present</b>	<b>Completed by</b>

CLOCS monitoring is designed to establish whether the client/principal contractor is meeting the requirements as outlined within the CLOCS National Standard. 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.

The questions highlighted in **bold** below indicate the requirements of the CLOCS National Standard, while the non-bolded 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.

CLOCS National Standard requirements		Monitor comments
<b>1</b>	<b>CONSTRUCTION LOGISTICS PLAN (3.1.1)</b> Clients <b>shall</b> ensure that a Construction Logistics Plan is in place and is fully complied with. Clients <b>should</b> approach this in a spirit of partnership with fleet operators who may have valuable views on how to achieve safety goals	
1.1	<b>Is there evidence of an approved Construction Logistics Plan (CLP) that includes planned measures to minimise vehicle trips, and reduce opportunities for collisions with vulnerable road users e.g. sites near schools.</b>	
1.2	<b>Does it appear that the CLP is being fully complied with?</b>	
1.3	Have fleet operators been consulted in the development of the CLP?	
1.4	Is there evidence that the CLP is regularly reviewed and revised?	
<b>2</b>	<b>SUITABILITY OF SITE FOR VEHICLES FITTED WITH SAFETY FEATURES (3.1.2)</b> Clients <b>shall</b> ensure conditions of site are suitable for vehicles fitted with safety features and side under-run protection	
2.1	<b>Does gradient appear to be acceptable for vehicle fitted with safety features and side under-run protection?</b>	
2.2	Are regular reviews of the topography of the site completed and, where necessary, are diversions implemented as the site landscape changes?	
2.3	Is the ground graded where the construction phase allows?	
2.4	Is the site suitable for access by low entry vehicles with increased direct vision?	
2.5	Has the site been assessed and rated using the CLOCS on-site ground conditions handbook and directory?	
<b>3</b>	<b>SITE ACCESS AND EGRESS (3.1.3)</b> Clients <b>shall</b> ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.	
3.1	<b>Is the access to and egress from the site appropriately managed, clearly marked, understood and clear of obstacles?</b>	
3.2	Has the site attempted to eliminate hazards by design, e.g. one way systems, traffic lights and calming measures?	
3.3	Where visibility is restricted or where it is deemed necessary, is a trained traffic marshal available to assist with vehicle manoeuvring?	
3.4	Has the site considered the use of additional equipment such as blind-spot safety mirrors to aid the driver's view of the road?	
3.5	Can the site demonstrate suitable traffic marshal training has been carried out for all appropriate personnel?	

CLOCS National Standard requirements		Monitor comments
<b>4</b>	<b>VEHICLE LOADING AND UNLOADING (3.1.4)</b> Clients shall ensure that vehicles are loaded and unloaded onsite as far as is practicable.	
4.1	Are vehicles loaded and unloaded on site as far as is practicable?	
4.2	Is there a stable, graded surface on-site for vehicle loading and unloading?	
4.3	Is an appropriate trained person nominated to manage all deliveries and collections to site and supervise the loading and unloading process?	
4.4	Has a suitable 'off-loading area' been identified with approved loading and unloading plans in place where it is not possible to unload on site?	
4.5	Where loading/unloading takes place offsite, is this properly managed and segregated from the public?	
<b>5</b>	<b>TRAFFIC ROUTING (3.1.5)</b> Clients shall ensure that a suitable risk-assessed vehicle route to the site is specified and that the route is communicated to all principal contractors and drivers. Clients shall make principal contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.	
5.1	Has a suitable, risk assessed vehicle route been specified?	
5.2	Has the route been communicated to all principal contractors [fleet operators] and drivers and have they been advised that the route must be used at all times unless unavoidable diversions occur?	
5.3	Are the circumstances (if any) under which drivers may deviate from the specific route such as road closures, or road traffic accidents clearly specified?	
5.4	Do defined routes align with options to reduce peak hour deliveries (see 3.1.6) including coordinating with neighbouring sites?	
5.5	Have steps been taken to minimise left hand turns where possible and appropriate?	
5.6	Are maps or any other vehicle routing information issued to companies and drivers accessing the site?	
5.7	Are route deviations checked, recorded and analysed and are appropriate route issues communicated to operators, e.g. accidents, road closures, etc.	
<b>6</b>	<b>CONTROL OF SITE TRAFFIC PARTICULARLY AT PEAK HOURS (3.1.6)</b> Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries.	
6.1	Has consideration been given to other options to plan and control vehicles and reduce peak hour deliveries, including coordination with neighbouring sites?	
6.2	Where identified, have arrangements to minimise peak hour deliveries been implemented?	
6.3	Does the CLP demonstrate the options that they have considered and acted upon to reduce the amount of trips to site during peak hours e.g. web/paper based delivery booking systems, consolidation centres, vehicle holding areas, off-peak deliveries or alternative modes?	
6.4	Where restrictions are imposed on delivery times, are these being adhered to?	
<b>7</b>	<b>SUPPLY CHAIN COMPLIANCE (3.1.7)</b> Clients shall ensure principal contractor and subcontractor compliance with requirements 4.1.1 to 4.3.2	
7.1	Are procedures in place to ensure that principal contractors and subcontractors comply with CLOCS National Standards 4.1.1 to 4.3.2?	
7.2	Is vehicle compliance being checked at the gate?	
7.3	Do discussions with the gate staff demonstrate that checks are being made in line with procedures?	

7.4	If non-compliance is identified, is corrective action taken, including notification of the non-compliance issue to both driver and the fleet operator?	
7.5	Has confirmation been sought from the fleet operator that appropriate remedial action has been undertaken?	

## 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	
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### FINDINGS

Each of the sections of the Checklist will be individually scored to reflect the level of performance established by the monitoring process.

Standard section		NO EVIDENCE	EVIDENCE BUT NOT MEETING STANDARD	STANDARD BEING MET	PERFORMANCE BEYOND STANDARD
1	Construction Logistics Plan	0	1	2	3
2	Suitability of site for vehicles fitted with safety features	0	1	2	3
3	Site access and egress	0	1	2	3
4	Vehicle loading and unloading	0	1	2	3
5	Traffic routing	0	1	2	3
6	Control of site traffic particularly at peak hours	0	1	2	3
7	Supply chain compliance	0	1	2	3

### OVERALL RESULT

The overall score as shown above is	
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### RECOMMENDATIONS