

CLOCS Monitoring

Preparing for your CLOCS monitoring visit

Background

As a CLOCS Champion, your company has made a commitment to operate to a higher standard and adhere to the requirements detailed within the CLOCS National Standard.

A formal CLOCS monitoring approach has been developed by the Considerate Constructors Scheme, part of the newly appointed CLOCS secretariat and administration group; a consortium of organisations who administer and monitor CLOCS compliance.

Please note that the CLOCS monitoring visit will be separate to a normal CCS visit, and anything observed will not prejudice your compliance with CCS or vice versa even if the two visits take place in quick succession to one another, or indeed concurrently, with one immediately following the other should circumstances allow.

Visit format

The visit should last no longer than an hour. The CCS Monitor will arrange a mutually convenient time, with the visit consisting of a discussion along with a request to see evidence of vehicle inspections, and some observation of measures being taken in relation to CLOCS. The visit will mainly focus on the 'construction client' requirements of the CLOCS National Standard as detailed in section 3.4 and in particular supply chain compliance as detailed in section 3.4.7. The accompanying CLOCS Site Compliance Monitoring Checklist has been included as a guide as to the nature of the information that will be collected.

Who the Monitor needs to speak to?

The CCS Monitor will want to speak to the person responsible for ensuring the site's CLOCS compliance. This will usually be the site manager and/or person in charge of site logistics. The Monitor may also speak to traffic marshals and/or other site staff about CLOCS.

Required information

To make the most of the visit, it would be helpful if the following were available:

- Documented Construction Logistics Plan (CLP)
- Gate compliance check data, including the number of vehicle movements, number of vehicle checks, and number of non-compliances for the last full calendar month
- Evidence of how you have responded to any non-compliance found
- Evidence of communication to your supply chain, e.g. maps issued to drivers showing agreed vehicle routes, etc.
- Any other evidence of how you ensure supply chain compliance relating to CLOCS

Follow up

The Monitor will draft a report summarising their findings together with recommendations as to how site performance might be improved. Each of the seven sections of the Checklist/Standard will be individually scored to reflect the level of performance established by the monitoring process.

- 0 indicates that there was no evidence at all of the Standard being met
- 1 indicates that although the Standard is not being fully met, there is evidence that efforts are being made albeit with room for improvement
- 2 indicates that the compliance requirements of the Standard are being met



- 3 indicates performance beyond the compliance requirements of the Standard are being met, and that additional best practice processes, activities or initiatives were witnessed

These individual section ratings are to provide feedback to the contractor and/or client and while they do translate to an overall score, sites will simply be rated as compliant or non-compliant.

If you are found to be non-complaint against one or more of the CLOCS National Standard requirements, the Scheme will try to work with you to improve your performance.

Frequently asked questions about CLOCS and FORS

Isn't it enough to use FORS accredited contractors and/or operators?

Using a FORS accredited contractor/operator can certainly help achieve a CLOCS compliant site, however, sections 3.4.1 to 3.4.6 outline the site-specific requirements that you, as the client/principal contractor, are responsible for.

Is FORS the only recognised option?

The CLOCS National Standard requires a fleet operator to demonstrate compliance by having FORS or equivalent accreditation. Each client (organisation procuring fleet services) should assess whether other options provide at least as robust an assessment of a fleet operator's quality operation (management systems), vehicles and drivers as FORS provides.

So how does FORS help me as the client/contractor?

Section 3.4.7 of the CLOCS National Standard is also a site-specific requirement and it asks how you ensure supply chain compliance with sections 3.1.1 to 3.3.2. These requirements are summarised below, though you should properly review the relevant sections of the CLOCS National Standard to fully understand these requirements.

Section 3.1 requires the fleet operator to:

- Meet the standard of an approved independent fleet management audit, e.g. FORS or equivalent.
- Capture, investigate and analyse road traffic collision information.
- Properly communicate any routing and access requirements provided by clients to all drivers accessing a site.

Section 3.2 requires the fleet operator to:

- Ensure that prominent VRU signage is fitted to all vehicles over 3.5 tonnes gross vehicle weight.
- Ensure fitment of side-guards to vehicles over 3.5 tonnes gross vehicle weight.
- Ensure all vehicles over 3.5 tonnes gross vehicle weight have front, side and rear blind-spots eliminated or minimised through a combination of fully operational direct and indirect vision aids and driver audible alerts.
- Ensure all vehicles over 3.5 tonnes gross vehicle weight are equipped with operational enhanced audible means to warn of a vehicle's left manoeuvre.
- Make regular checks and take all reasonable measures to ensure all indirect vision systems and audible warning devices remain fully operational.
- Take steps to ensure that drivers recognise that use of indirect vision systems and audible warning devices is an integral part of their job.

Section 3.3 requires the fleet operator to:

- Ensure that all drivers undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users.
- Ensure that all drivers hold a valid licence for the category of vehicle they are tasked to drive.

FORS and CLOCS are aligned for operators and stipulating that your supply chain are **FORS Silver** should mean that they are meeting all of these requirements, however there should still be some element of checking taking place to ensure compliance (see below).



FORS Bronze meets most of the requirements though there are some requirements within the CLOCS National Standard that are not addressed by FORS Bronze:

- Collision reporting (3.1.2)
- The use of cameras for blind-spot minimisation (3.2.3 – mirrors are covered by FORS Bronze)
- Vehicle manoeuvring warnings (3.2.4).

If you are stipulating FORS Bronze, you will need to take steps to ensure their compliance with the additional areas highlighted above in order to demonstrate compliance with question 3.4.7.

FORS accreditation can be checked [here](#).

So if I only use FORS Silver operators, do I still need to conduct vehicle inspections?

Whilst FORS Silver operators would be covered for all operator requirements within the CLOCS National Standard, there is still a responsibility for the client or principal contractor to ensure that when a vehicle or driver turns up to site that they are compliant – an annual audit for FORS does not always guarantee an operator is compliant when they turn up to site.

Ultimately it is client discretion as to how compliance is checked. It may be on a risk based approach, using desk-based checks and conducting random spot checks, or it could involve checking every vehicle that arrives at site.

Sites should implement on-site vehicle checking procedures, ideally using the CLOCS Checklist (available from within the Compliance Toolkit) or similar which check the following elements from 3.1, 3.2 and 3.3 of the CLOCS National Standard:

- Is the vehicle operator certified at minimum FORS Bronze level?
- Does any vehicle over 3.5 tonne have the following vulnerable road user safety kit fitted?
 1. Class V and VI mirrors
 2. A method of minimising the vehicle blind spots e.g. fully operational camera system and/or sensor system and/or Fresnel lens (the system must be working)
 3. Side under-run protection (both sides)
 4. Audible alert for vehicle turning left
 5. Vulnerable road user warning signage
- Does the driver have a valid driving licence for the vehicle they are driving?
- Can the driver prove they have undertaken approved vulnerable road user training?

Records should be maintained to evidence all checks conducted and whether pass/fail. Where instances of non-compliance have been identified, there should be evidence of the action taken by the site including notifying the fleet operator.

Where can I find details of how to conduct appropriate vehicle inspections?

A Compliance Toolkit can be downloaded from [here](#) on the CLOCS website. Several documents are available to assist you in development robust CLOCS compliant procedures for checking vehicles arriving at your site. These include process diagrams, template check forms and reports. The [Compliance Check form](#) is particularly useful, as is the [sample poster](#). However, it is recommended that you download and review all resources as this will ensure that you and your project are fully prepared.

What if we find a vehicle that doesn't meet the compliance requirements of the CLOCS National Standard?

The downloads available from the CLOCS website include details on the [non-conformance process](#) and a sample non-conformance notification form which should be handed to the driver to be passed to his head office. The company should also be written to outlining the reasons for non-conformance and the expected remedial actions. It is down to the site to conduct a risk assessment on whether the delivery should be allowed access or not.

