

CARDED WORKFORCE POLICY – Revised July 2019

Introduction

Bellway is committed to operating a fully qualified workforce on all its sites. Industry card schemes provide a mechanism to verify competence and qualifications, therefore we require all employees and sub-contractors engaging in construction related activity to hold the appropriate card.

1. Bellway Employees & Sub Contractors

Requirements are for all construction, site based or those regularly visiting sites to have the most relevant card. Sub-contractors are expected to meet or exceed our requirements. See Table 1 – Relevant cards for job roles.

2. Affiliate Card Schemes

Bellway recognise CSCS as being the preferred industry card scheme however, cards may be accepted from schemes listed in Table 2 Affiliate Card Scheme.

3. Requirement for a card on site

Construction related activity

A card should be provided as proof for workers who carry out construction related activities.

Non-construction related activity without a card

The site manager has the responsibility to induct and ensure safety at all times when on site.

Companies providing non-construction workers on site, such as cleaners, must produce evidence they have safe working practices, risk assessments and staff are adequately trained for safe working practices.

4. Checking authenticity of cards

As a visual check is not reliable, it is important checks are made to ensure the card is valid and genuine.

Cards can be checked by either using a card reader or by using the following link:-

<https://www.citb.co.uk/courses-and-qualifications/check-a-card-training-record/online-card-checker/>

5. Recruiting site employees

The recruitment manager has the responsibility to check cards are genuine by using the above methods for checking validity.

6. Acting on discovery of a fake card

After inspection, if there is no matching data or match, you will need to report this by either reporting to your line manager, or Report.it@citb.co.uk

Table 1 - Relevant cards for job roles

Role	Card	Alternatives		
Labourer	CSCS Labourer Green	CSCS Skilled worker Blue	CPCS Competent Operator Card Blue	CPCS Trainer Operator Card Red
Plant Operator (incl. Forklift driver)	CPCS Competent Operator Blue	CPC Trained Operator Card Red	CPCS Apprentice Operator Yellow	
Customer Care Maintenance Operative	CSCS Advanced Craft Gold	CSCS Skilled Worker Blue		
Assistant Site Manager	CSCS Supervisor Gold	CSCS Manager Black	CSCS PQP White	CSCS AQP White
Site & Construction Manager	CSCS Manager Black	CSCS PQP White		CSCS AQP White
Construction, Technical & Commercial Director	CSCS Manager Black	CSCS PQP White	CSCS AQP White	*CSCS Site Visitor Yellow
Other Directors & Senior Executives	Not required for infrequent visits	*CSCS Site Visitor Yellow	CSCS PQP White	CSCS AQP White
Apprentice	CSCS Apprentice Red	CSCS Trainee Red		
Graduate	CSCS AQP White	*CSCS Site visitor Yellow	CSCS Graduate Red	
Trainee	CSCS Trainee Red	Dependent on occupational area		
Other staff & non-construction staff	CSCS cards are not required for those who are permanently office based. Those who work or visit site regularly should have the most appropriate card for their role and level of qualification. Alternatively, the CSCS Site Visitor Yellow can be used.			
Sales & Customer care employees	CSCS cards are not required for non-construction related employees.			

*This card is being discontinued and will not be renewable after its expiry date. Those who are unable to renew their cards after this date, should refer to section 3 of this policy.

Table 2 - Affiliate Card Scheme

Affiliate Card Scheme or Register		Occupation	Website
CPCS		Plant Operators	www.citb.co.uk
NPORS	National Plant Operators Registration Scheme	Plant Operators	www.npors.com
CISRS	Construction Industry Scaffolders Record Scheme	Scaffolders	www.cisrs.org.uk
EUSR	Energy & Utilities Skills Register	Electricity, Gas & water engineers	www.eusr.co.uk
ECS	Electrotechnical Certification Scheme	Electrotechnical operatives	www.ecscard.org.uk
CCDO	Certificate of Competence for Demolition Operatives	Demolition Operatives	www.ndtq.org
JIB, SNIJIB & JIB-PMES	Joint Industry Board	Plumbing, heating, refrigeration	www.jib.org.uk
PAL & IPAF	Powered Access License	Users of powered platforms	www.ipaf.org
ECITB ACE	Assuring Competence in Engineering	Engineering Construction workers	www.ecitb.org.uk
SKILL	Engineering Services card	Mechanical services	www.skillcard.org.uk
Gas Safe Register		Qualified Gas engineer register	www.gassaferegister.co.uk

CSCS works closely with a number of other card schemes which display the CSCS logo. These are the Partner Card schemes. Partner card schemes represent the very specialist sectors such as plant, demolition and scaffolding.

Partner Card schemes are based on the same standards as CSCS, requiring cardholders to have a recognised construction qualification and pass a health and safety test.

To find out more CSCS' partner card schemes please call the numbers, or check the websites, visit <https://www.cscs.uk.com/about/partnercard-schemes/>