CLOCS **Standard**

Version 4 August 2022

Ensuring the safest, leanest and greenest construction vehicle journeys







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Introduction

1.1 What is CLOCS

The CLOCS Standard is a national industry standard developed to ensure the safest, leanest and greenest construction vehicle journeys.

It defines the primary requirements placed upon the key stakeholders associated with a construction project. The *CLOCS Standard* places responsibilities and duties on the regulator, the client, the principal contractor controlling the construction site and the supply chain including the operator of any vehicles servicing that project.

The *CLOCS Standard* shall be applied to all construction projects/programmes. See section 2.3 for further details.

Primary goals

- zero collisions between construction vehicles and the community
- improved air quality and reduced emissions
- increased efficiency
- fewer vehicle journeys
- reduced reputational risk

1.2 Key stakeholders

A construction project has four key stakeholders - regulators, clients, contractors and fleet operators - each providing positive influence and information.



CLOCS brings these stakeholders together to work collaboratively to maximise the many commercial and social benefits associated with safer, leaner and greener construction logistics.

1.3 Background

Almost every UK town and city has government policies to improve air quality, ease congestion and reduce obesity - by encouraging more people to travel by foot and bike. This is dramatically increasing the number of people sharing the road. Combine that scenario with increased construction activity to meet demand for more homes and infrastructure, then you also have many more construction logistics vehicles on the roads, in the community and in close proximity to people.

Air pollution affects everyone, but the most vulnerable groups like children, older people and those with heart and respiratory conditions are most affected. 2019 saw the introduction of clean air zones across multiple towns and cities in the UK with aims to reduce the amount of toxic air created by vans and trucks.

Construction vehicles continue to be significantly and disproportionately involved in life-changing road collisions. Whilst every construction client and contractor knows their incident data within the hoardings, some still don't know how many fatal or serious injury collisions occur on journeys associated with their own projects.

Under Regulation 4 of the 2015 CDM regulations, clients and principal contractors have a duty to ensure that the construction work they procure is carried out, so far as is reasonably practicable, without risk to the health or safety of any person affected by the project including the wider community and all vulnerable road users.

1.4 Executive Summary



Regulators (particularly planning and highway authorities) shall >>

- embed the requirement to operate to the CLOCS Standard into policy and guidance documents
- ensure the planning process requires submission and approval of an outline and/or detailed Construction Logistics Plan (CLP) that addresses the main transport impact/risks in delivering the project safely before consent is granted
- require a project to have effective CLOCS implementation monitoring mechanisms and to provide to the authority (if requested) CLOCS compliance performance data
- have in place effective enforcement mechanisms to secure prompt action by the project team should a breach occur

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Clients shall>>

- specify in tender and contract documents for all stakeholders to comply to the CLOCS Standard
- ensure the project team develops and implements a suitable and sufficient CLP
- ensure effective monitoring of compliance to the CLOCS Standard
- obtain and monitor the contractor's action plan to address all identified issues and non-compliances
- obtain annual collisions and emissions performance information, and where appropriate, obtain a credible improvement plan



Principal contractors shall >>

- ensure the project's potential impact on the community has been properly risk-assessed
- develop and/or implement the agreed CLP and ensure it remains suitable and sufficient
- procure site and fleet operations that comply to the requirements of the **CLOCS Standard**
- ensure site arrangements enable the safest fleet operations including, but not limited to, 'last mile' routing, level access/egress, stable loading/ unloading areas, effective delivery management systems and competent site access traffic marshals
- ensure effective and efficient site access gate checks of construction logistics vehicles and their drivers to ensure they always comply to the **CLOCS Standard.** Non-compliances must be immediately risk-assessed, appropriately mitigated and addressed through procurement processes
- ensure effective independent monitoring of their construction activities compliance with the CLOCS Standard is undertaken approximately every 6 months and appropriate action taken to address non-compliance
- obtain annual collisions and emissions performance information, and where appropriate, obtain a credible improvement plan



Fleet operators shall>>

- ensure they are part of a recognised independent fleet accreditation scheme or have a suitable management system in place that addresses the issues of management, vehicles, drivers and operations
- in selecting their fleet accreditation, ensure all construction logistics vehicle
- operations meet the standards and requirements as described as Silver in the FORS Standard
- provide acceptable evidence (as defined by each procurer) to demonstrate that requirements have been met

About the CLOCS Standard

2.1 The CLOCS Standard

The CLOCS Standard is the direct result of collaboration between the construction and fleet sector to address shared issues.

Representatives from different organisations - regulators, construction clients, principal contractors, fleet operators, vehicle manufacturers/ suppliers and community groups are involved in CLOCS ensuring a united response to promoting the safest, leanest and greenest vehicle journeys.

The CLOCS Standard draws together evolving and applied best practice from a number of standards, policies and codes

of practice to provide one industry standard that can be implemented by regulators, clients, principal contractors and fleet operators.

Each requirement has been developed with the aim of reducing the risk of harm to the community from construction vehicle journeys.

The CLOCS Standard is reviewed at intervals not exceeding two years, and any amendments arising from the review will be published in an amended version.

2.2 Understanding the compliance levels

The compliance levels in this Standard are:

- Shall to indicate an element which is mandatory to demonstrate the requirement has been met
- **Should** to indicate an element which is recommended as good practice
- May to indicate an element that is optional or an emerging practice





2.3 Application

Clients shall specify whether the *CLOCS*Standard applies within contracts
based on their assessment of risk and
in accordance with local authority
requirements. Queries regarding
applicability at specific sites should be
directed to, and dealt with, by the client
or principal contractor. Unless otherwise
stated it is:

- applicable to all sites, (projects, programmes) that require deliveries, collections or servicing by construction logistics vehicles during construction and refurbishment activities
- applicable to all vehicle operations and specifically construction logistics vehicles over 3.5 tonnes gross vehicle weight servicing construction sites. This includes abnormal loads and engineering plant

A client may specify within their own contracts if this Standard also applies to vehicles under 3.5 tonnes gross vehicle weight but this should be clearly articulated and would not be considered in

the scope of compliance with the *CLOCS* Standard. The fleet operator will agree with the client how compliance for this group of vehicles will be demonstrated. This may include a risk assessed need or appropriate accreditation schemes.

All parties shall comply with the CLOCS Standard in the timeframe instructed by the client in agreeing the contract. This shall not be more than 90 days from the start of a contract unless special circumstances apply.

The *CLOCS Standard* does not include all the necessary provisions of a contract. Users are responsible for its correct application.



2.4 Exemptions

Exemptions should not normally be permitted but the following may be considered at client and/or regulator discretion:

- unplanned or unforeseen critical delivery or emergency visits
- escorted abnormal indivisible load deliveries

- transient or temporary sites e.g. roadworks
- non-contracted utility companies

 services that are not contracted
 by the client but have a statutory
 undertaking to access their own
 assets on site

If special exemptions are granted, risks must be assessed, minimised and monitored.

2.5 Key terms

Construction project key stakeholders:



Regulator - an organisation responsible for setting policies and planning conditions. Typically planning and highway teams in local authorities.



Client - an organisation that procures the construction or operation of a site which requires commercial vehicle journeys; will typically employ a principal contractor to manage site operations. The client team is assumed to include the principal consultants.



Principal contractor - an organisation that is responsible for all site operations; will typically employ specialist subcontractors that use commercial vehicles.



Fleet operator - an organisation or part thereof which operates one or more construction logistics vehicles to deliver procured services.

Community considerations - relate to facilities and locations over which particular care should be taken to understand and minimise the negative impacts of construction logistics activity on the local community.

Competent - those with the necessary Skills, Knowledge, Ability, Training, Experience (SKATE).

Construction Logistics Plan (CLP) - provides the framework for understanding and managing construction vehicle activity into and out of a proposed development and gives the planning authority an overview of the

 Outline CLP accompanies the planning application

construction programme.

expected logistics activity during the

 Detailed CLP is submitted to a planning authority at the post-granted discharge of conditions stage

Planned measures - are specific techniques that are agreed and committed to through the planning permission process. They are used to influence behaviours that reduce environmental impact, road risk and congestion and include:

- adherence to designated routes
- collaboration
- delivery scheduling
- Design for Manufacture and Assembly (DfMA) and off-site manufacture
- freight by rail and/or by water
- holding areas
- · re-use of materials on site
- safety and environmental standards and programmes
- smart procurement
- staff travel
- use of logistics and consolidation centres

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Construction Logistics Vehicles vehicles operated by a fleet operator to deliver procured services including abnormal indivisible loads and engineering plant.

Killed or Seriously Injured (KSI) collision

- **Killed** casualties that died within 30 days as a consequence of the collision
- Seriously Injured injury resulting from a collision which was worse than cuts, bruises, whiplash and/or shock; this could range from life changing injuries, severe permanent disability including loss of limbs through to broken bones

Operating centre - a site or depot from which construction logistics vehicles operate, where there is infrastructure that supports daily management, control and

day-to-day operational deployment of a fleet.

Site - means the location at which the principal contractor is carrying out the works.

Vulnerable Road User (VRU) - a pedestrian, cyclist, motorcyclist, e-scooter user, equestrian or person of reduced mobility.



2.6 Alignment with other schemes and standards

A number of schemes aim to revolutionise the management of work-related road risk and promote a positive road safety culture. It is important that these schemes work together to maintain a level of consistency across the industry.

CLOCS will continue to encourage and promote consistency across the industry through regular updates to ensure it remains a common national standard.



The Fleet Operator Recognition Scheme (FORS) is an international accreditation scheme designed to help road fleet operators in all sectors improve, measure and monitor

safety, environmental and operational performance. CLOCS is aligned with FORS so that the requirements described as Silver in the FORS Standard demonstrate compliance with the CLOCS Standard.

Other fleet accreditation schemes are available and can be used by fleet operators to demonstrate a level of performance. It is the responsibility of a procurer to establish whether a scheme demonstrates compliance with the CLOCS Standard.

Details of fleet accreditation schemes are available on the CLOCS website.

Regulator responsibilities



(particularly planning and highway authorities)

3.1 Authorities **shall** embed the requirement to operate to the CLOCS Standard into policy and guidance documents

Authorities **shall** ensure adequate resourcing and political priorities to support the inclusion of CLOCS requirements in the planning policy and process.

This **should** include reference to the *CLOCS Standard* in the Local Plan, Statutory Planning Guidance and other relevant documents.

3.2 Authorities shall ensure the planning process requires submission and approval of an outline and/or detailed CLP before planning permission is granted

Authorities **shall** identify the scope of requirement for a CLP. This could be defined by area or on a project by project basis. This will be published in policies and procedures.

In scope planning applications **should** require an outline CLP as part of planning consent and shall require a detailed CLP as a pre-commencement condition.

The CLOCS CLP guide and template **should** be issued as the default recommended/required framework document. Applicants should be required to

- refer to the CLOCS CLP Guidance (see section 7.1)
- demonstrate that use of the CLOCS Standard has been assessed
- confirm input to CLP from key partners where relevant
- 3.3 Authorities **shall** require a project to have effective **CLOCS** implementation monitoring mechanisms

Authorities **shall** require evidence of compliance with the CLOCS Standard as a condition of planning consent.

Authorities **should** consider:

- requirement of project teams to provide regular (quarterly) high level performance statistics
- spot checks to confirm legitimacy/accuracy of performance data
- requesting sight of results of independent CLOCS site monitoring reviews

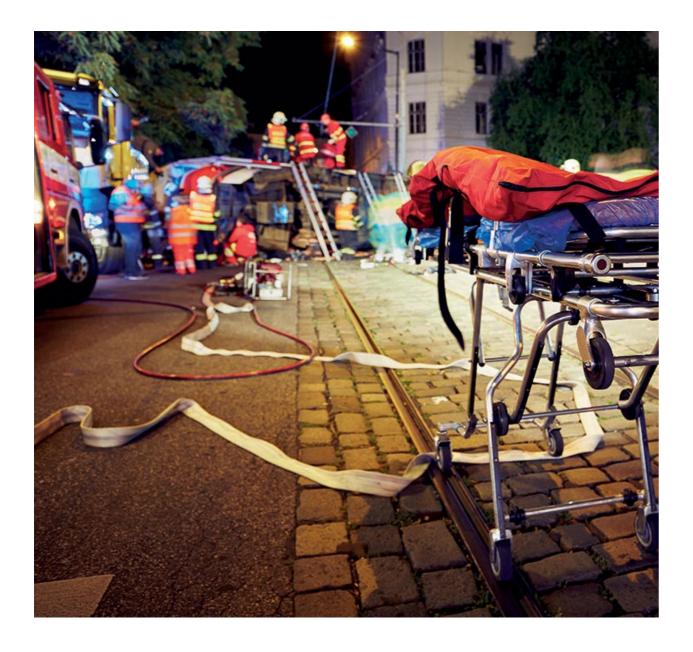
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Authorities **shall** have effective mechanisms to enforce compliance with the CLP

Authorities **shall** have processes in place to manage instances of a breach and **shall** clearly communicate the actions required of the project team including:

- significant breaches to be immediately identified and communicated to the authority
- breaches to be rectified within agreed timeframe
- an action plan to prevent future occurrences



Client duties



4.1 Clients **shall** specify in tender and contract documents that all stakeholders comply to the CLOCS Standard

Clients **shall** define the scope and specific requirements for CLOCS implementation.

Clients **shall** include CLOCS requirements in their:

- procurement strategy
- core tender documentation
- contracts and/or purchase order
- conditions of contract or equivalent

Clients **shall** also ensure adequate resources are allocated within the tender price.

4.2 Clients **shall** ensure the project team develop, implement and monitor a suitable and sufficient CLP

An approved CLP that, as a minimum, **shall**:

- have input from significant site and fleet operators
- have identified community considerations
- have considered planned measures
- have risk-assessed and specified safest vehicle routes and identified acceptable reasons for deviation
- define 'last mile' vehicle routes to and from site
- require use of a delivery management system
- require competent site access traffic marshals
- remain responsive to changing requirements

4.3 Clients **shall** ensure effective monitoring of compliance to the **CLOCS Standard** and obtain evidence that the • Standard is being upheld

Clients **shall** require regular reports to monitor compliance against the CLOCS Standard:

- monthly reports shall be obtained to include performance of both fleet and site operations
- quarterly reports will be reviewed by the client to identify trends and need for remedial action
- six monthly (approximately) independent assessments by the CLOCS site monitoring team (see section 7.2)

Where non-compliance is identified, an action plan to address all key issues shall be obtained and monitored.



4.4 Clients **shall** obtain from all regular or significant project or supply chain partners their annual collisions and emissions performance information, and where appropriate, obtain a credible improvement plan.

See guidance on CLOCS website for further information.

Performance **shall** be reported, per 100,000km travelled, for the most recently formally reported 12-month period in last 18 month (to minimise reporting burden).

Collisions **shall** be reported under:

- fatal
- serious injury
- minor injury
- near miss (optional)

Emissions **shall** be reported under:

- CO₂
- $NO_{y} (NO + NO_{2})$
- PM10 (and PM2.5 if available)

Clients **shall** determine which contractors/suppliers are 'significant'.

Clients **should** obtain from the worst performing quartile of their supply chain (by collision or emission performance), a credible performance improvement plan.

Where specific significant issues are identified, clients **shall** obtain and monitor an urgent action plan to prevent recurrence on any current or future project they can reasonably influence.

Principal contractor duties



5.1 Principal contractors **shall** ensure the project's potential impact on the community has been properly riskassessed

The principal contractor **shall** demonstrate to the client that community considerations have been properly considered by developing and implementing a suitable and sufficient CLP.

The principal contractor **should** consider community engagement activity throughout the project.

5.2 Principal contractors **shall** develop and/or implement the agreed CLP and ensure it is appropriately reviewed and updated prior to the start of each new phase of construction

An approved CLP that, as a minimum, **shall:**

- have input from significant site and fleet operators
- have considered, agreed and committed to planned measures where practical
- have risk-assessed and specified the safest vehicle routes and identified acceptable reasons for deviation
- define 'last mile' vehicle routes to and from site
- require use of a delivery management system
- require competent site access traffic marshals
- remain a live document

5.3 Principal contractors **shall** procure site and fleet operations that comply with the requirements of the *CLOCS Standard*

If not otherwise defined by the client, principal contractors **shall** define the scope and specific requirements for CLOCS implementation.

Principal contractors **shall** include CLOCS requirements in their:

- procurement strategy
- core tender documentation
- · contracts and/or purchase order
- conditions of contract or equivalent
- site management documentation

Principal contractors **shall** also ensure that adequate resources are allocated by site and fleet operators within the tender price to meet the *CLOCS Standard*.

Additional guidance on fleet accreditation procurement is available on the CLOCS website.

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5.4 Principal contractors **shall** ensure use of an effective delivery management system to minimise congestion, disruption and emissions

Principal contractors **shall** operate a system that manages deliveries to and from site. This could range from a simple spreadsheet to licensed software.

The delivery management system **should** include capacity to:

- plan and schedule delivery times
- capture vehicle/driver details and approved fleet management system
- co-ordinate with neighbouring sites
- control and reduce peak hour traffic
- include the complexity of holding areas

5.5 Principal contractors **shall** ensure that the vehicle routes to and from site committed to in the associated CLP are specified and communicated

Principal contractors **shall**:

- make all sub-contractors, fleet operators and service suppliers aware of the requirement to use specified routes at all times through a robust and agreed communication process
- clearly communicate permitted deviations, such as temporary road closure or road traffic incidents

Principal contractors **should** also:

- ensure any deviations from designated, permitted or controlled routes be justified, with unauthorised deviations being investigated and reported to the client
- ensure the reasons behind adopting a specific vehicle route are clearly communicated
- distribute maps or other routing information to all companies/drivers accessing the site

5.6 Principal contractors **shall** ensure the ground conditions of the site are suitable for the vehicles servicing the site, particularly those fitted with safety features

Principal contractors **shall** carry out regular reviews of the ground conditions of the site and where necessary implement diversions as the site ground conditions change.

Sites **should** also be:

- suitable for access by low entry vehicles with increased direct vision
- assessed and rated using the CLOCS Handbook -Assessment for on-site ground conditions (see section 7.1).

These assessments should be passed on to all fleet operators with copies available at site access points for any drivers should they require it

5.7 Principal contractors **shall** ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles

Principal contractors **shall** ensure that effective traffic management principles are adhered to by:

- minimising potential hazards e.g. using one-way systems, traffic lights and calming measures
- assisting with safe vehicle access and egress
- using additional equipment such as wide angled mirrors to aid the driver's view of the road
- fully engaging with fleet operators where issues are identified to ensure a timely resolution
- 5.8 Principal contractors **shall** ensure effective and efficient site access gate checks

Principal contractors **shall** appoint competent site access traffic marshal(s) to:

- manage site traffic in the context of the delivery management system
- check through general observation and sufficiently frequent spot checks that:
 - vehicles and drivers meet the requirements of the CLOCS Standard
 - that the specified route has been followed

Non-compliance **shall** be immediately risk-assessed, appropriately mitigated and addressed through contract management.

The principal contractor **may** also report any non-compliant fleet operators to the relevant accrediting body.

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5.9 Principal Contractors **shall** ensure that vehicles are loaded and unloaded on-site as far as is practicable

Principal contractors **shall** either:

- Provide a stable, graded surface on-site for vehicle loading and unloading, or
- Identify a suitable 'off-loading' area off-site

5.10 Principal contractors **shall** ensure effective monitoring of site compliance to the *CLOCS Standard*

Principal contractors **shall** provide the client with regular reports to monitor compliance against the *CLOCS Standard*:

- monthly reports shall include performance of both fleet and site operations
- quarterly reports **shall** be reviewed by both principal contractor and client to identify trends and any need for remedial action
- six monthly (approximately) independent assessments by the CLOCS site monitoring team shall be required (see section 7.2)

Where non-compliance is identified, an action plan to address all key issues **shall** be obtained and monitored.



5.11 Principal contractors shall obtain from all regular or significant project or supply chain partners their annual collisions and emissions performance information, and where appropriate, obtain a credible improvement plan.

See guidance on CLOCS website for further information.

5.11 Principal contractors shall be reported, per 100,000km travelled, for the most recently formally reported 12-month period in last 18 month (to minimise reporting burden).

Collisions **shall** be reported under:

- fatal
- serious injury
- minor injury
- near miss (optional)

Emissions **shall** be reported under:

- CO₂
- $NO_x (NO + NO_2)$
- PM10 (and PM2.5 if available)

Principal contractors **shall** determine which contractors/ suppliers are 'significant'.

Principal contractors **should** obtain from the worst performing quartile of their supply chain (by collision or emission performance), a credible performance improvement plan.

Where specific significant issues are identified, principal contractors **shall** obtain and monitor an urgent action plan to prevent recurrence on any current or future project they can reasonably influence.

Principal contractors **should** proactively report all relevant annual performance data and improvement plans to their client(s).

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Fleet operator duties



6.1 Fleet operators shall ensure all journeys are compliant with the **CLOCS Standard**

Fleet operators **shall**:

- ensure they are part of a recognised independent fleet accreditation scheme or have a suitable management system in place that addresses the issues of:
 - management
 - vehicles
 - drivers
 - operations

The operator can define their own scope for fleet compliance accreditation to respond to specific client requirements and their own business needs.

This may require separate accreditation for vehicles under and over 3.5 tonnes gross vehicle weight that operate within the same fleet.

- in selecting their fleet accreditation, ensure all construction logistics vehicle operations meet the standards and requirements as described as Silver in the **FORS Standard**
- provide acceptable evidence (as defined by each procurer) to demonstrate that requirements have been met

Note that attainment of FORS Silver accreditation is not a CLOCS requirement and that alternative fleet accreditation schemes or management systems may be used to demonstrate compliance.

Additional guidance on fleet accreditation is available on the CLOCS website.

Implementation

7.1 Guidance and support

Supplementary guidance has been developed to complement the CLOCS Standard, to provide further information and support with implementation. This includes:

CLOCS Guide - How to embed CLOCS into the planning process to improve community safety

CLOCS Guide - How to embed CLOCS in procurement

CLOCS CLP Guidance

CLOCS Guide - Managing Supply Chain Compliance

• For further information:

All CLOCS Guides can be found in the Resources section of the CLOCS website

CLOCS Handbook -Assessment for onsite ground conditions

CLOCS Compliance toolkit

CLOCS Memorandum of Understanding (MoU) and Term of Reference (ToR)

7.2 CLOCS site monitoring visits

CLOCS can be implemented on a project by project basis and compliance at site level can be evidenced by a CLOCS site monitoring visit.

CLOCS site monitoring visits have been developed in partnership with CLOCS partner the Considerate Constructors Scheme (CCS) to help companies understand and improve site compliance and safety.

The CLOCS site monitoring team provides a detailed report containing helpful advice on areas for improvement and scores in key areas relating to the requirements of the CLOCS Standard. Overall scores and reports can be used as:

- evidence of compliance to your client or a planning authority
- internal performance monitoring
- a benchmark for future clients

Importantly a visit will identify areas of under achievement that can be quickly addressed.

There is a nominal charge for site monitoring visits - the fee schedule can be found on the **CLOCS** website.



Output Useful documents

CLOCS Site monitoring checklist and Preparing for your site visit

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7.3 CLOCS Working Group

The CLOCS Working Group comprises a balanced mix of industry representatives. It is responsible for keeping the *CLOCS* Standard progressive, yet grounded,

and advises on the production of supplementary guidance and tools to support implementation.

7.4 CLOCS Strategy, Standards and Governance Board (SSGB)

The SSGB is made up of CLOCS Champions representing the four key stakeholder groups, and provides balanced guidance, oversight and governance to the CLOCS team.

The SSGB informs, approves and reviews progress of CLOCS strategies, policies, and activities to ensure they remain appropriate and adequate to achieve the **CLOCS** mission

It ensures CLOCS remains progressive and pragmatic in addressing the shared ambition of ensuring the safe and efficient movement of construction vehicles.

Membership is rotated every 3 years and all Champions are invited to nominate a representative for consideration.

7.5 The CLOCS team

The CLOCS team is responsible for implementation of the Standard and driving industry awareness. Their role is also to support CLOCS Champions in achieving the goals of their implementation plan. Sponsored by TfL, led by SECBE as the executive team,

with proactive public support of TfGM (Transport for Greater Manchester), CCLG (the Construction Clients' Leadership Group), Build UK (leading construction industry group) and CCS (The Considerate Constructors Scheme)











CONSTRUCTION CLIENTS

7.6 CLOCS Champions

A CLOCS Champion is an organisation that commits to implementing the CLOCS Standard across its business operations; it also commits to encourage its customers, suppliers and other relevant organisations to do likewise.

Being a CLOCS Champion makes a clear corporate statement of an organisation's commitment to reduce the risk of harm to the community from construction vehicle

journeys by consistently implementing the CLOCS Standard and by working collaboratively with its customers, suppliers and other CLOCS Champions.

To find out more about becoming a CLOCS Champion and to learn about the many benefits of being part of the CLOCS community, visit the website www.clocs.org.uk

Acknowledgements

This version was created with input/recommendations from over 100 regulators, clients, principal contractors, fleet operators and community groups that are all CLOCS Champions. Particular thanks is given to the following organisations involved in the 2022 **CLOCS Standard** Revision task group:































CLOCS is proud to be the 2015 Prince Michael International Road Safety awards Premier Award winner

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