

# CLOCS Guide: How to embed CLOCS in procurement



CLOCS

Construction  
Logistics and  
Community Safety



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**Please note:** the information in this document is for guidance purposes only and should not be regarded as a substitute for taking legal advice.



# Terminology

**CLOCS Standard** - a national Standard that requires all stakeholders in construction to take responsibility for health & safety **within and beyond the hoardings**. Its mission - to ensure the safest construction vehicle journeys.

Primary goals:

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

**Certain terms are used within the CLOCS Standard and in this guide:**

**CLOCS Champion** - has co-invested in the programme and is responsible for actively implementing and ensuring compliance to the requirements within the CLOCS Standard. Where it is not possible to actively implement the CLOCS Standard straight away, the CLOCS Champion is responsible for communicating the organisation's intentions to implement together with related timescales and a dedicated point of contact.  
Info: [www.clocs.org.uk/page/Membership](http://www.clocs.org.uk/page/Membership)

**CLOCS site monitoring** - to improve site compliance and consequent safety, CLOCS Site Monitoring has been developed in partnership with CLOCS partners Considerate Constructors Scheme (CCS).  
Info: [www.clocs.org.uk/page/site\\_monitoring](http://www.clocs.org.uk/page/site_monitoring)

**Construction Logistics Plan (CLP)** - the CLP focuses specifically on construction supply chains and how their impact on the road network can be reduced. A CLP differs from a Construction Management Plan (CMP) or Construction and Environmental Management Plan (CEMP) in that CLPs are developed earlier in the planning process and focus specifically on logistics. The information and planned measures identified in the CLP can also be included in the CMP or CEMP.

**Direct Vision Standard** - measures how much an HGV driver can see directly through their cab windows.

**Fleet Operator Recognition Scheme (FORS)** - a voluntary accreditation scheme for fleet operators which aims to raise quality and demonstrate which operators are achieving exemplary levels of best practice. The CLOCS Standard requires fleet operations to meet the requirements described as Silver in the FORS Standard.

**Heavy Goods Vehicle (HGV)** - commercial vehicles over 3.5 tonnes gross vehicle weight including abnormal and indivisible loads and engineering plant.

**Stakeholders:**

- **Regulator** - a transport, city or local authority that sets policies and planning conditions.
- **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.
- **Principal Contractor** - an organisation that is responsible for all site operations; will typically employ specialist sub-contractors.
- **Fleet Operator** - an organisation or part thereof which operates one or more commercial vehicle(s) to deliver procured services.

**Vulnerable road user (VRU)** - pedestrians, particularly children, older or disabled people, cyclists, motorcyclists and horse riders.

**Work related road risk is abbreviated to WRRR**

# Introduction

## 1.1 Purpose of this guide

This guide is designed to help the construction industry to play an effective role in managing work related road risk (WRRR) to improve community safety through their procurement and contracts.

All organisations that procure construction services should adopt and implement the **CLOCS Standard**: ensuring the safest construction vehicle journeys.

This guide will help you integrate the **CLOCS Standard** into your procurement strategies, framework agreements and contracts. It will enable you to use your procurement process and documents to require that your suppliers have appropriate policies and procedures in place to encourage safe site and vehicle operations and practices.

Furthermore, these policies can be cascaded throughout the supply chain to ensure that all drivers and vehicles operating on behalf of your organisation comply with the **CLOCS Standard**.

## 1.2 Who should read this guide and why?

This guide is for construction procurement and contract managers working in both the public and private sectors responsible for procuring site operations and or associated fleet operations.

It also provides useful information for senior managers and legal departments or advisors developing and implementing construction procurement strategies.

All responsible organisations will understand and embrace their legal and ethical duties of care to others. Implementing the **CLOCS Standard** demonstrates that risks have been systematically identified and all reasonable actions taken to prevent collisions and ensure the safest construction vehicle journeys.

## 1.3 How do I get started?

The first step is to read through the **CLOCS Standard** and this guide. Reading the **CLOCS Standard** will give you an understanding of the scope of the Standard and each of its requirements. This guide tells you how to develop a strategy to embed the **CLOCS Standard** into new and existing contracts and, importantly, how to communicate your intentions to your suppliers.

You should draw up a list of all contracts that involve construction site operations and delivering to or servicing a site. It is up to the 'client' based on their assessment of risk to determine within their own contracts the exact scope and specific requirements for CLOCS implementation in terms of the vehicles and type of delivery activities covered, and this shall be cascaded down the supply chain through procurement.



## Section 2

# How CLOCS benefits your organisation and supply chain

## 2.1 Cost of inaction

Major procurers of goods and services for maintenance and construction projects, property developers, construction sector clients and public sector bodies are in a powerful position to bring about a step change in improving the safety of the communities in which we operate.

There may be implementation costs for your organisation and/or your supply chain, but there are far greater benefits from taking preventative action:

### Cost of inaction:

- Fatality or serious Injury of a Vulnerable Road User (VRU)
- Driver and witness trauma
- Police investigation
- Project disruption and delays
- Legal action
- Increased insurance premiums
- Reputational damage
- Community resentment

### Benefits of action:

- Prevents death or serious injury of a pedestrian, cyclist or other VRU
- Social responsibility - demonstrate fulfilment of your duty of care to staff, customers/visitors, suppliers and community
- Reduce costs of insurance premiums with reduced collisions, project delays and road closures
- Demonstrate ethical integrity
- Protect reputation

## 2.2 Protecting your reputation

By specifying compliance with the **CLOCS Standard**, you are taking positive action and clearly demonstrating your corporate social responsibility.

Introducing the **CLOCS Standard** as a common approach bridges the gap between core activity and road risk. This is important as there is significant reputational risk where an organisation is connected with a commercial vehicle involved in a collision with a VRU, particularly where it cannot be demonstrated that all reasonable steps have been taken to ensure that construction work is carried out without risks to the health and safety of any person affected by the project.

The **CLOCS Standard** sets out a series of community safety requirements, enabling those operating construction sites and commercial vehicles to demonstrate that they meet best practice.

With the public becoming more aware of the wider community safety agenda, organisations embedding (and seen to be embedding) road safety sends a significant and positive public relations message.

## 2.3 Benefits for suppliers

Many construction clients and principal contractors are already adopting the **CLOCS Standard** and their contractors, fleet operators and wider stakeholders are reacting positively to this consistent approach.

Promoting a culture of road safety that includes a programme of targeted supplier engagement and driver training can also have significant benefits in terms of vehicle running costs and, importantly, benefits for driver health, well-being and staff retention.

For many operators there is little connection made between the quality of transport provision and the costs of damage and insurance. All insurers will consider an operator’s claim history when setting premiums and many are prepared to offer discounts for operators that have invested time and effort into Quality Management schemes such as FORS.

Fitting blind-spot minimisation equipment to vehicles improves safety, but also helps minimise small scale damage that can occur when large vehicles manoeuvre in small spaces and informs driver training. Camera data can also be used to give an operator vital evidence that helps to prove or disprove insurance claims and can also be key to police forensic investigations in more serious incidents.





## Section 3

# How does the CLOCS Standard interact with public policy and legislation?

Many UK authorities are already introducing policies to dramatically increase the number of non-vehicle journeys to address poor air-quality, traffic congestion and population obesity. These policies include planning conditions designed to improve construction logistics that protect VRUs from collisions with HGVs.

**Under Regulation 4 of the 2015 Construction, Design & Management (CDM) Regulations** the client has a duty to make suitable arrangements for managing a construction project, including the allocation of sufficient time and other resources. Arrangements are suitable if they ensure that the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project. As all HGV journeys only exist because of the instructions by/for the client to service the site, the duty of care includes protecting VRUs at risk from vehicular traffic on or off site.

**Under sections 2, 3 and 4 of the Health and Safety at Work Act 1974**, employers and people in control of work premises have a duty to ensure the health, safety and welfare of employees and non-employees. This extends to the transport of articles and substances and the means of access and egress.

**Under the Corporate Manslaughter and Corporate Homicide Act 2007**, if an organisation is found to be grossly negligent with regard to a road safety incident then the company or organisation can be found guilty of corporate manslaughter (or corporate homicide in Scotland) where there has been a gross breach of duty of care and management failures that result in a person's death. The penalty is usually a significant fine.



# Embedding the CLOCS Standard in your procurement strategy

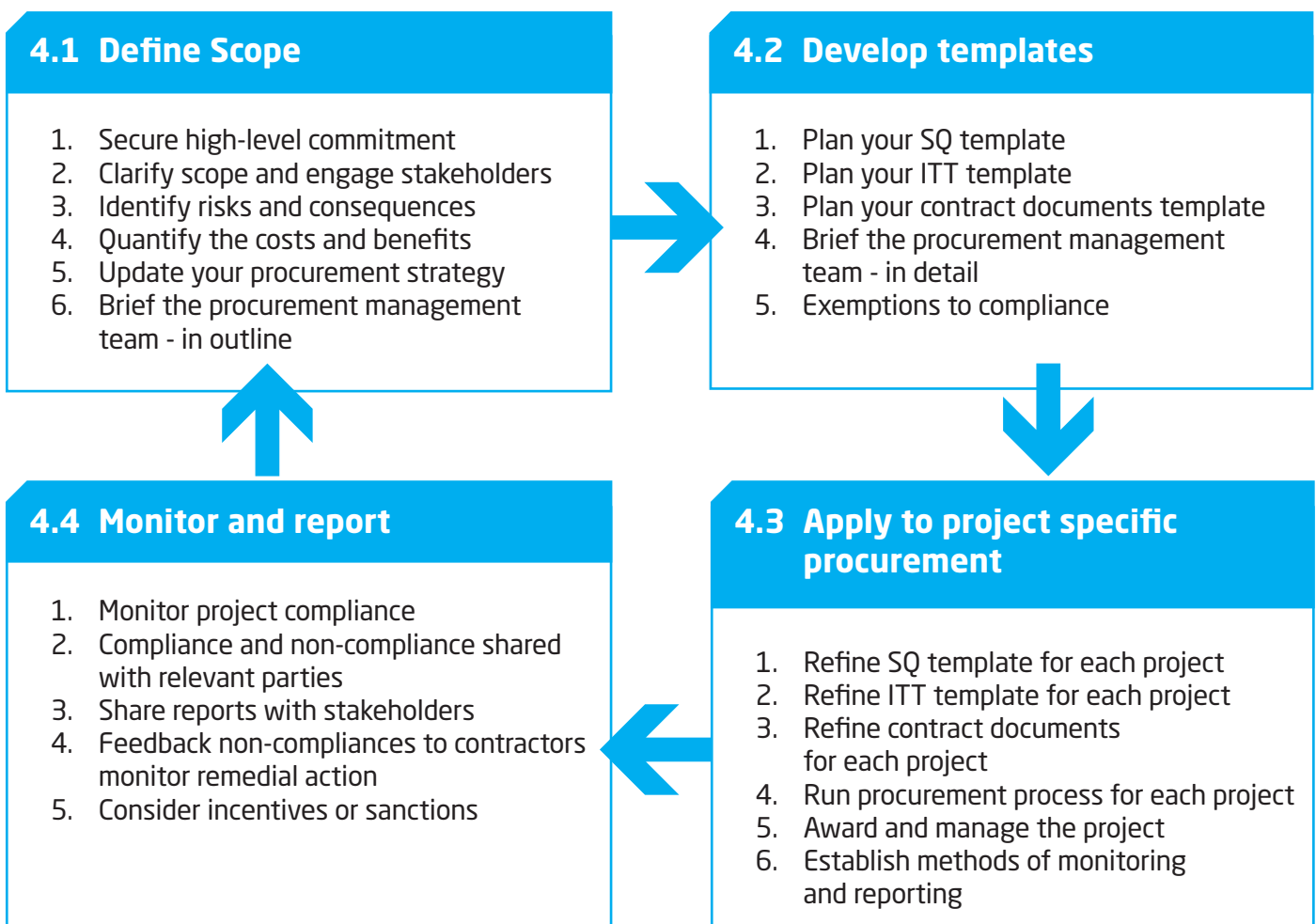
This section explains the process of embedding the **CLOCS Standard** in your procurement strategy and considerations for applying the strategy in both new and existing contracts.

## Key steps to embed CLOCS in your procurement

Clients should ensure that all activity related to construction projects is assessed for risk of collisions between HGVs and VRUs (see Appendix 1). All sites that present an identified risk should implement and comply with the **CLOCS Standard**.

Clients should also procure for CLOCS-approved independent assessments of site operators and fleet operations to ensure compliance.

The following summarises key steps to embed CLOCS in your procurement:



Organisations with less sophisticated procurement systems should at the very least ensure that all orders to their supply chain should include the requirement to comply with the **CLOCS Standard**.



## 4.1 Define scope

### 1. Secure high-level commitment

It is important to secure high level commitment from within your organisation in the form of a project sponsor. To secure support it is likely that you will need to identify the scale and cost of the work to be undertaken, the potential benefit to the organisation and the risks involved in taking action and of inaction.

The CDM Regulations 2015 require the client to make suitable arrangements for managing the project, including the allocation of sufficient time and other resources. Whereas operations on a construction site are the direct responsibility of the principal contractor or contractor, such arrangements include ensuring that the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project. It is the clients duty to ensure that this is undertaken.

### 2. Clarify scope and engage stakeholders

#### i. Clarify existing approach

Your organisation's wider safety strategy should be reviewed to identify how WRRR and VRU considerations are addressed. For example, WRRR may be addressed in the way your organisation selects its contractors and suppliers and included in any health and safety review meetings.

If necessary, and once your WRRR plans have been identified, your safety strategy or policy should be updated to explicitly state your organisation's approach to WRRR and to include the requirements to comply with the **CLOCS Standard**.

#### ii. Clarify contract type

It is important to know the number and types of contract that will be affected. This should include all contracts directly or indirectly using commercial vehicles. It is recommended that you hold a central register of contracts including contract values and start and end dates.

#### iii. Understand contractual requirements

It is important to understand the requirements which are to be introduced. The **CLOCS Standard** sets out reasonable and practical requirements that can be taken to manage WRRR. The requirements are set out to cover regulators, clients principal contractors, fleet operators, vehicles and drivers.

#### iv. Identify key people

You should identify early on who will need to be involved in the project. This will help to identify who the sponsor will need to be in order to elicit cross-department support. The procurement team may have a number of contract managers and commercial specialists, each with specific responsibilities for new and existing contracts and there may be a legal team specifically, responsible for making changes to the forms of contract.

#### v. Stakeholder engagement

Before updating the strategy or implementing and rolling out any new or changed procurement procedures, it is important to firstly communicate effectively to stakeholders to get their buy-in and support. This should include what changes will be, how the changes will be implemented, what part they must play, and how the changes will affect them.

The earlier you can engage those who will be affected, the better, and it is important to consider internal personnel as well as the more obvious external suppliers. Ensuring that any interested or affected parties within your organisation are on board from the early stages will avoid further issues later when they may be more difficult to resolve.

The sooner you engage with your existing or potential suppliers, the more time they must adjust their operations, procure and fit safety equipment and train their drivers. Their feedback at this stage may play a key part in shaping your procurement strategy.

#### vi. Legal support

When identifying key people, it will become clear when a legal team should be involved in drafting changes to standard clauses, works instructions or contract variations. The legal team may also wish to review any communications with contracted suppliers should changes to existing contracts be planned.

### 3. Identify risks and consequences

The risk of your action and inaction to best manage WRRR needs to be identified. For example, assess what the impact would be to your organisation if a fleet operator associated with one of your projects was involved in a fatal collision. This assessment should also include impacts on reputation, key stakeholders and contracts.

The risks that are envisaged as part of the process of implementing the **CLOCS Standard** through the procurement approach should be set out. These may include programme risk due to unforeseen delays in agreeing standard wording to be used. An appropriate risk mitigation plan should be identified.

Sites based on or close to cycle routes or schools, for example, may attract a high-risk score as there are likely to be a greater number of cyclists and vulnerable pedestrians in the proximity of the site.



Further info: see Appendix 1

### 4. Quantify the costs and benefits

#### i. Consider the costs and benefits

Where possible consider the costs and benefits of the changes you wish to include - how can the financial benefits of risk reduction be quantified and what are the other non-financial benefits to your organisation of managing WRRR? For example, how would this impact on your business insurance? Can you generate any positive PR based on your approach to WRRR?

It may be helpful to find out what similar organisations are doing. There may be efficiencies to be gained through shared procurement of services; this may also be beneficial for the vehicle operator as they can reduce costs through larger vehicle fleets.

#### ii. Align with other priorities

Think about how these changes can be aligned with other priorities within your organisation such as carbon reduction or air quality. Speak to the relevant teams and try to quantify the benefits.



## 5. Update your procurement strategy

Using information obtained from stakeholders, update the objectives, goals and guiding principles of your procurement strategy to include consideration of WRRR and VRUs within your operating structure, supplier strategy, social responsibility strategy, supplier / contract management processes and performance reporting.

In particular, state that *'all contracts requiring delivery and servicing activity by road will include compliance with the requirements of the CLOCS Standard.'*

## 6. Brief the procurement management team - in outline

At the strategy stage, the person responsible for delivering the framework or project should brief the procurement management team on the context behind the **CLOCS Standard**, its benefits and its requirements and clearly communicate what the requirements are and what the impacts of implementing them will be on the contract.



## 4.2 Develop templates

The aim should be to embed the **CLOCS Standard** within your procurement process, ensure that this has been incorporated within your organisation's core Procurement Tender Documentation, Contracts and/or your Purchase Order Conditions of Contract or equivalent and ensure that suitable monitoring and reporting procedures are in place.

Having embedded the **CLOCS Standard** in your procurement strategy, your procurement processes and documentation templates should be amended to enable you to secure and manage contractors or suppliers that will be capable of delivering your requirements.

## 1. Plan your SQ (Selection Questionnaire) template

A number of standard SQs (including PAS91, the European Single Procurement Document and the UK Government's Standardised Questionnaire) include appropriate CDM questions and exemption criteria that cover Contractor Duty Holders' responsibilities.

However, in order to satisfy the client CDM duty to ensure that the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project, a set of pass/fail questions relating to the **CLOCS Standard** should be included. Pass/fail questions will ensure that potential bidders are aware of the requirements at an early stage and are able to demonstrate their capability. This stage does not involve qualitative evaluation.

**To ensure that tenderers are aware of your CLOCS requirements at the earliest stage, include a preamble in your SQ template such as:**

*'[ORGANISATION NAME] aims to promote safe and efficient site operations and associated fleet operations within our organisation's supply chain and in vehicle movements relating to our project and servicing our sites. We are committed to CLOCS and you are also required to comply with the CLOCS Standard as part of your contractual requirements on this project. This includes ensuring that all your own and third-party transport providers used to deliver this contract in all tiers of the supply chain also comply with the CLOCS Standard.'*

*'Explicitly, all transport providers shall present acceptable evidence that they meet the requirements described as Silver in the FORS Standard; they should also immediately notify their customer of all collisions (on associated journeys as defined by the client that involve personal injury or death) such that the principal contractor and/or client are also notified as soon as practicable.'*

**Specific questions should then be added to your SQ template. The aim of the questions should be to set out clearly what you expect of the candidates / tenderers and the evidence that is required to demonstrate their capability. For example:**

*'CLOCS site monitoring scores, CLOCS Champion status, evidence of their managerial and supervisory capability by way of a project record. Failing this, candidates should be required to confirm that they and their entire supply chain will fully comply with the CLOCS Standard within 90 days of contract commencement.'*

If a structured supply chain review demonstrates that your suppliers are not yet able to meet the requirements of the **CLOCS Standard**, then you must give notice that compliance will be required within 6 months of advising them to do so, and clearly communicate what needs to be achieved if they wish to continue to win your work.

You should refer to the section on principal contractor duties in the **CLOCS Standard**. This will provide details of the key requirements - use those descriptions to form the basis of your new procurement documentation.

Compliance with the **CLOCS Standard** should flow through procurement and involve the whole supply chain.



**Sample SQ template: [see Appendix 2](#)**



## 2. Plan your ITT template

Ensure your ITT template includes reference to the **CLOCS Standard**, for example: *'Specific requirements relating to the CLOCS Standard: will be specified in the works information or as a condition of contract.'*

**A statement similar to the following should be included in the ITT:**

*'The CLOCS Standard has been developed with the aim of reducing the risk of a collision between commercial vehicles in the construction sector and vulnerable road users such as cyclists and pedestrians. On execution of this contract / appointment to this Framework Agreement, the successful bidder / supplier /service provider shall implement the requirements of the CLOCS Standard ensuring that compliance is achieved within 90 days of appointment or contract commencement, whichever is earliest. The successful bidder shall also ensure that all site operations comply with the CLOCS Standard and associated third party transport providers in all tiers of the supply chain used to deliver this contract (unless specifically exempted) present acceptable evidence that they meet the requirements described as Silver in the FORS Standard; they should also immediately notify their customer of all collisions (on associated journeys as defined by the client that involve personal injury or death) such that the principal contractor and/or client are also notified as soon as practicable.'*

*Specific requirements relating to road safety will be specified in the works information and/or as a condition of contract. The requirements are summarised here...*

*These could clarify scope, timescale, evidence etc. but must operate within the remit of the CLOCS Standard.'*

**Procurers are asked to actively encourage suppliers to become CLOCS Champions but should not mandate CLOCS membership as a contractual requirement. However, collective co-investment is fundamental to accelerate improvements in road safety for the benefit of society.**

## 3. Plan your contract documents template

A requirement to comply with the **CLOCS Standard** should be included in your contract documents template. For example, *'Incorporate the requirements of the CLOCS Standard as per the organisation's contract for services in the purchase order conditions of contract or equivalent'*.

You should refer to the section on principal contractor duties in the **CLOCS Standard**. This will provide details of the key requirements - use those descriptions to form the basis of your new procurement documentation.

## 4. Brief the procurement management team - in detail

To ensure effective implementation of your CLOCS requirements, your procurement management team, and any consultants engaged to manage any aspect of your project procurement must be fully briefed.

## 5. Exemptions to compliance

The **CLOCS Standard** sets out certain circumstances where special exemptions may be granted, for example temporary works or utility companies who are not part of the project but who have a statutory undertaking to access assets on site.

If special exemptions are granted, risks must be assessed, minimised and monitored. You must clearly set out the actions required of a contractor to demonstrate validity of exemption and what additional steps shall be taken to mitigate risk.



## 4.3 Apply to project specific procurement

Having embedded the **CLOCS Standard** in your procurement strategy and amended your procurement processes and templates, your documentation should be refined and applied to each project procurement. This will enable you to secure contractors or suppliers that will be capable of delivering your project specific requirements.

### 1. Refine the SQ (Selection Questionnaire) template for each project

Review and, where necessary, refine the templated SQ questions for each specific project. You may, for example, wish to remove irrelevant questions for exempted projects.

### 2. Refine the ITT (Invitation to Tender) template for each project

Review and, where necessary, refine the templated ITT statements for each specific project. You may, for example, wish to remove irrelevant questions for exempted elements or introduce specific clauses relating to project specific requirements.

### 3. Refine the contract documents for each project

Finalise the templated contract documents for each specific project, introducing specific clauses relating to project specific requirements and removing irrelevant clauses for exempted elements.

### 4. Run procurement process for each project

Using an open and transparent procedure, run your procurement process. In view of the relatively new **CLOCS Standard** requirements it may be appropriate to run a pre-tender workshop, to enable potential tenderers to fully engage with the requirements. This may be carried out by issuing a PIN (Prior Information Notice), to encourage market engagement and/or setting up a pre or mid tender workshop.

Ensure that your pre-tender engagement avoids potential conflict of interest by sharing all information gathered or imparted at the workshops with all potential tenderers.

### 5. Award and manage the project

Having evaluated your procurement tenders, award the contract or framework in accordance with your organisation's standing orders. If this is an above threshold public sector tender, you should comply with the award notice requirements of the Public Contracts Regulations 2015.

Manage your project in accordance with your organisation's standing orders, ensuring that you adhere to the requirements described in the CLOCS Standard..



## 6. Establish methods of monitoring and reporting

The introduction of the **CLOCS Standard** by itself will not address WRRR. You will also need to set out compliance monitoring methodologies in your contract documents to ensure that the **CLOCS Standard** has been implemented in all site operations managed by the principal contractor and that deliveries and collections are always made by fleet operators, drivers and vehicles meeting the requirements of the **CLOCS Standard**.

Contracts will also need to have a clause setting out the implications of non-compliance and how this will be enforced. Organisations found to be non compliant should be immediately advised and required to take adequate remedial action within a reasonable period.



## 4.4 Monitor and report

### 1. Monitor Project Compliance

Monitoring is important to improve performance and identify examples of good practice, with the aim of raising standards across the industry.

#### CLOCS site monitoring

There are 3 mechanisms available to support effective site monitoring:

1. **A formal site review visit\*** by the CLOCS team, together with submission of 'self-assessment' form.

This provides:

- a site score, and
- a detailed report capturing good practice and recommendations for improvement

2. **An advisory site review visit\*** by the CLOCS team + self-assessment checklist

This provides a detailed report capturing good practice and recommendations for improvement.

### 3. Self-assessment checklist

The self-assessment checklist reflects the requirements of the **CLOCS Standard**, as they apply to the site. The questions look to establish compliance and capture performance beyond minimum requirements as they seek detail on all elements described as mandatory (designated by 'shall' within the Standard), recommended and optional (designated by 'should' and 'may'). This checklist helps principal contractors to understand their level of compliance.



For a site to meet compliance with the **CLOCS Standard**, it should score at least '2' on all aspects of the checklist. Where non-compliances are identified, an action plan to address all key issues should be obtained and monitored.

### Collision Reporting

Collision reporting provides vital information to enable incidents to be investigated and actions taken to prevent recurrence. Collisions on associated journeys that involve personal injury or death should be reported so that the principal contractor and/or the client shall be notified as soon as practicable. A template for 'Collision reporting of client and principal contractor' can be found in the resources section on the CLOCS website.

### Fleet monitoring

Fleet operators can demonstrate their compliance to the **CLOCS Standard** by providing acceptable evidence that they meet the requirements described as Silver in the FORS Standard. As such an accreditation is based on annual assessments, evidence from gate checks by site operators is also important to assess CLOCS compliance of specific site deliveries or collections made by a fleet operator.



**Further info: 'Resources' on the CLOCS website**

## 2. Compliance and non-compliance shared with relevant parties

Examples of non-compliances, their remedial and preventative actions should be constructively shared with appropriate project to accelerate wider progress and compliance. Where vehicles/drivers are found to be non-compliant, you are encouraged to notify the relevant accrediting body directly, e.g. for FORS accredited operators, email [compliance@fors-online.org.uk](mailto:compliance@fors-online.org.uk)

## 3. Share reports with stakeholders

In the wider perspective, it is recommended that site monitoring reports are shared (anonymously if helpful) with appropriate stakeholders within a client body, local authority area or through CLOCS to identify industry trends and support continuous improvement.

## 4. Feedback non-compliances to contractors monitor remedial action

Where non-compliances are identified, the appropriate party should take immediate remedial action. The client should ensure that all non-compliances are recorded and actions to remedy monitored.

## 5. Consider incentives or sanctions

Without enforcement, contract compliance will not be achieved. It is recommended that appropriate incentives or sanctions should be included in contracts where sites fall short on compliance and deliveries made by non-compliant vehicles, drivers or fleet practices, are refused delivery or turned away from site.



**Further info: CLOCS compliance toolkit in 'Resources' on the CLOCS website**



## Section 5

# Frequently asked questions

## Where do I find a list of the key requirements to embed in procurement documentation?

Your documentation should specify compliance with the **CLOCS Standard**.

The duties of each stakeholder group are clearly listed in the related sections of the **CLOCS Standard**. These detailed descriptions shall be used to inform management, implementation and monitoring.

## Which sites and vehicles does CLOCS apply to?

The **CLOCS Standard** reasonably applies to all site operations and associated fleet operators delivering to, collecting from, or servicing a project, premises or property. Specifically, to all vehicles or vehicles over 3.5 tonnes gross vehicle weight.

However, the client may, based on its own assessment of risk, specify a wider scope for application of the **CLOCS Standard**.

## How do I verify that a company is CLOCS compliant?

Being a 'CLOCS Champion' indicates a company's public commitment for all elements to become CLOCS compliant within the next 12-18 months, but does not itself assert or verify current company-wide compliance.

All current Champions are listed at [www.clocs.org.uk](http://www.clocs.org.uk). All Champions are required to provide an acceptable CLOCS Implementation Plan and review it annually with CLOCS to maintain good progress.

**Principal contractors** can demonstrate site-specific CLOCS compliance by being successfully assessed by the CLOCS site monitoring team. A contractor can also reasonably demonstrate its partial or company-wide CLOCS compliance by providing acceptable evidence that all/most of their site operations have passed assessments by the CLOCS site monitoring team: [www.clocs.org.uk/page/site\\_monitoring](http://www.clocs.org.uk/page/site_monitoring)

**Fleet operators** can demonstrate their compliance to the **CLOCS Standard** by providing acceptable evidence that they meet the requirements described as Silver in the FORS Standard. As such an accreditation is based on annual assessments, evidence from gate checks by site operators is also important to assess CLOCS compliance of specific site deliveries or collections made by a fleet operator.

## Who must pay?

If you are making changes to existing contracts, then the cost and liability of changes should be agreed during the variation process. If it is a new contract, then the supplier should properly consider the cost and benefits of complying with the **CLOCS Standard** and allow for that in their fees. If they fail to do so, they could reasonably be liable for all costs of complying with the requirements, provided they are unequivocally advised during the tender process.

## What do we do if a supplier does not agree to the new requirements?

If a supplier does not agree with the new requirements then you should explore what rights you have written into your contract with them. Most contracts include the ability to make variations through negotiation or arbitration if necessary.

If a supplier is unwilling to meet the requirements once a contract is signed and agreed, then they may be in breach of contract. Early termination is an option and it should be stressed to the supplier that their chances of securing repeat work will be affected.

## What contractual provisions would we want to include in the contract in the event the supplier breached the requirement?

The contract should include appropriate sanctions and break clauses in the event of a serious breach of contract.

## What if a supplier claims their vehicles should be exempt?

Ask all suppliers, including foreign vehicle operators, to provide a structured risk assessment and to propose mitigation methods to eliminate any risks. You should then decide whether exemption is appropriate.





# Site risk assessment

## Risk profiling your sites

Projects, premises or sites can be assessed as low, medium or high risk depending on the current volume of deliveries and a number of other risk-related criteria.

### Determining risk levels

Sites are allocated an overall 'risk level' (low, medium or high) according to the number of 'risk points' accumulated against each criterion. Points are allocated to each criterion based on the impact they have on WRRR.

For example, sites based on or close to cycle routes or schools may attract a high-risk score as there are likely to be a greater number of cyclists and pedestrians in the proximity of the site.

The risk levels may be determined by different criteria, for example:

- Location in busy urban area with high VRU flows
- New suppliers within the supply chain during 'muckaway' phase
- A project with known suppliers

The allocated risk level can change over the phasing of a specific project.

For example, a project with a significant 'muckaway' phase with high levels of tipper movements would move to level 3 'high risk' for the duration of that phase only.

Tables 1 and 2 show an example risk-based approach depending on the type of activity undertaken.

**Table 1: Example risk-based approach**

Example criteria for selection	Low 1 point	Medium 2 points	High 3 points
Vehicle profile (vans and trucks)	Mainly vans	Mixed	Mainly trucks
Location (distance from client specified location)	6 miles plus	3-6miles	Within 3 miles
Supplier profile (known/unknown)	Known	Mixed	Mainly unknown
Proximity to cycle routes / schools	Not on cycle route	Close to cycle route	On a cycle route
Incident rates related to that site	Low	Medium	High
Current incident trends linked to type of movements to site	No Trend	Some trend <sup>1</sup>	Significant trend <sup>2</sup>
Number of deliveries per 24hr cycle	0-5	6-15	16 plus

<sup>1</sup> Up to one incident linked to type of movement to site

<sup>2</sup> More than one incident linked to type of movement to site

**Table 2: Example risk levels**

Risk level	Points
1 - Low risk	Up to 7 points
2 - Medium risk	8-14 points
3 - High risk	15 points or more

The allocated risk level, which will be monitored and adjusted throughout the contract, will affect the number and type of compliance checks carried out.

**Table 3: Example of how weighting from Table 1 will be applied**

Table 3 provides a worked example of the system for the allocation of 'risk points' and the overall risk level. In this case 13 points are accumulated, resulting in a level 2 medium risk rating.

Example criteria for selection	Low 1 point	Medium 2 points	High 3 points
Vehicle profile: <i>Mixed</i>		2	
Location: <i>6 miles from agreed location</i>	1		
Supplier profile: <i>Known</i>	1		
Proximity to cycle routes / schools: <i>No</i>	1		
Incident rates related to that site: <i>Some trend (tippers)</i>			3
Current incident trends linked to type of movements to site: <i>Some trend (tippers)</i>		2	
Number of deliveries per 24hr cycle: <i>25</i>			3
<b>Total points</b>	<b>3</b>	<b>4</b>	<b>6</b>
<b>Overall total and risk level</b>	<b>13 points - Medium risk level</b>		



## Appendix 2

# Template question - SQ stage

Question: Construction logistics safety

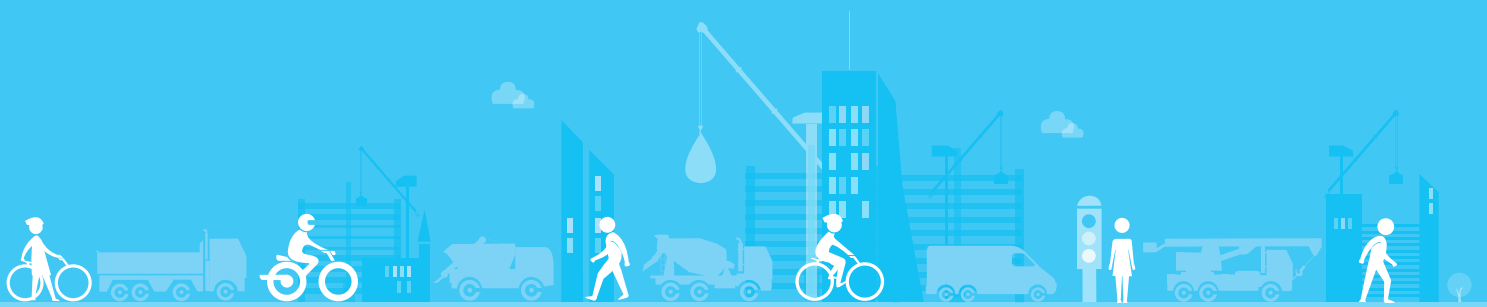
If selected at ITT stage you will be required to confirm compliance with the **CLOCS Standard**<sup>1</sup> as part of your contractual requirements on this project and to ensure that any third party transport providers used to deliver this contract also comply with the **CLOCS Standard**.

Ref	Question	Description of information in support of response, which will be considered in assessment	Yes	No	Unique reference to supporting information
1.	Do you and/or your company currently have the managerial and supervisory capability to fully comply with CLOCS Standard for the project/ series of call-off projects that are the subject of this questionnaire?	CLOCS site monitoring scores, CLOCS Champion status, evidence of their managerial and supervisory capability by way of a project record. Etc.	<input type="checkbox"/>	<input type="checkbox"/>	
1a.	If no, do you confirm that you will ensure that you will fully comply with the CLOCS Standard within 90 days of contract commencement?	Outline plans for achieving compliance	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> The **CLOCS Standard** has been developed as a common national standard for use by the construction logistics industry. Implemented by regulators through planning and policy and construction clients and contractors through procurement it enables the management of community safety in an efficient and consistent way. The CLOCS standard can be downloaded here: [www.clocs.org.uk/page/clocs-standard](http://www.clocs.org.uk/page/clocs-standard)

Responses can be evaluated with regard to provision of comprehensive information covering the following:

- Description of a project where the **CLOCS Standard** was successfully implemented, including project value and client details, or
- Description of a project where a CLP including compliance to the standard described as FORS Silver was successfully implemented, including project value and client details.
- Specific working methods for implementing, maintaining and monitoring construction logistics.
- Description of approach to awareness training of all relevant persons involved.



Construction  
Logistics and  
Community Safety