

Contractual compliance:

Name	Tools and guidance
<p>Stage: A</p> <p>Compliant contracts</p> <p>Relevant contracts include CLOCS work related road risk clauses</p> <p>Suppliers informed</p> <p>For new contracts use of pre-qualification questionnaire to ensure suppliers compliant prior to award</p>	<ul style="list-style-type: none"> • CLOCS.org.uk • CLOCS Guide: Managing work related road risk in contracts • Example CLOCS contractual clauses • Example letter to suppliers • CLOCS compliance check leaflet
<p>Stage: B</p> <p>Structured supply chain review</p> <p>There may be areas of the country where suppliers are not yet able to meet the requirements of the CLOCS Standard. You should complete a structured supply chain review to clearly demonstrate current capacity. 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.</p>	<ul style="list-style-type: none"> • Example letter to suppliers
<p>Stage: C</p> <p>Follow-up through contracts</p> <p>Check compliance against information held online</p> <p>Reminder to suppliers</p> <p>Make contact with supplier and agree remedial action</p> <p>Follow up on non-compliance reports received from on-site compliance checking</p> <p>Make contact with supplier and agree remedial action or take appropriate commercial action</p>	<ul style="list-style-type: none"> • FORS Online check: www.fors-online.org.uk/whos-on-board • CLOCS compliance check leaflet • Compliance check form • Non-compliance report template

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On-site compliance:

Name	Tools and assistance
<p>Level: 1</p> <p>Monitor compliance levels on-site</p> <p>Checks carried out using compliance check form</p>	<ul style="list-style-type: none"> • Compliance check form and non-compliance report template • CLOCS compliance check leaflet • Workplace poster
<p>Level: 2</p> <p>Warnings issued to non-compliant vehicles</p> <p>Checks carried out using compliance check form</p> <p>Compliance officer issues driver non-compliance notification</p>	<ul style="list-style-type: none"> • Compliance check form and non-compliance report template • Driver non-compliance notification • CLOCS compliance check leaflet • Workplace poster
<p>Level: 3</p> <p>Refuse access to non-compliant vehicles</p> <p>Checks carried out using compliance check form</p> <p>Vehicle and driver turned away as a material breach of contract has occurred.</p> <p>Recorded as a 'failed delivery'</p> <p>Driver issued with non-compliance notification</p> <p>Follow-up with operator through Stage C, Contractual Compliance</p>	<ul style="list-style-type: none"> • Compliance check form and non-compliance report template • Driver non-compliance letter • CLOCS compliance check leaflet • Workplace poster

Further information:

www.clocs.org.uk/resources.php

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