

Evidence for: CAS v5 Q135 — how the company decides, checks, records and keeps current the skills, knowledge, experience and behaviours of its workforce and key subcontractor roles. Build UK's statement of 23 July 2026 requires Q135, Q136 and Q138 of every supplier going through certification until the updated question set is published (due 1 November 2026). This document is built against Version 5; Version 6 is not published and its content is not guessed here.

Building Regulations 2010 reg 11F(1) and (2): anyone carrying out building work or design work must have — as an individual, the skills, knowledge, experience and behaviours necessary; as an organisation, the organisational capability — to carry out the work in accordance with all relevant requirements and to fulfil their duties as a contractor or designer. Regs 11G(1) and 11H(1) require the same for the principal designer and principal contractor duties. Reg 11Q(3) makes organisational capability a matter of management policies, procedures, systems and resources that make sure the individuals under the organisation's control meet those requirements and that trainees are appropriately supervised; reg 11Q(4) names the behaviours. For health and safety, CDM 2015 reg 8(1) asks for the skills, knowledge and experience to fulfil the role, reg 15(7) bars putting anyone to work on site without the skills, knowledge, training and experience for their tasks (or being in the process of obtaining them), MHSWR 1999 reg 13 requires capabilities to be considered and training to be given and repeated, and HSWA 1974 s.2(2)(c) covers information, instruction, training and supervision. This procedure is how the company does all of that. Written for England and Wales. Part 2A of the Building Regulations 2010 applies in England. In Wales the same duties are in Building Regulations 2010 Part 2B (Wales), as inserted by the Building etc. (Amendment) (No. 2) (Wales) Regulations 2025 (SI 2025/1320 (W. 215)), in force from 1 July 2026: read reg 11F as 11W, 11G as 11X, 11H as 11Y, 11I as 11Z and 11Q(3) and (4) as 11Z8(3) and (4). Scotland and Northern Ireland have their own building regulations.

Framework: the procedure is arranged to be used with BS 8670-1:2024, the British Standard code of practice setting core criteria for building safety competence frameworks. Hold the standard itself and use its framework for the criteria in sections 3 and 4; nothing here reproduces or replaces it.

Boundaries: the card and ticket matrix for a site is KD-SITE-TC-004 and the health and safety training arrangement is KD-HSA-TC-004 — this procedure sits above them and adds the building safety, role, behaviours and TNA layers; a business holding KD-HSA-TC-004 need not write its content twice (sections 7 to 9 say how). The company's statement of organisational capability is KD-PQ-BS-007; a declaration for one project is KD-BR-CS-002; the check of a subcontractor or designer before appointment is KD-CDM-SK-008 with KD-SUB-PQ-001. Supervision levels are set on KD-CAS-SV-007. The assessor looks for records made by real work — a training needs analysis with names and dates, training records, CPD logs, toolbox talk registers — dated within the last twelve months. A blank procedure is not that evidence.

1 THE COMPANY AND THIS PROCEDURE

COMPANY NAME		COMPANY NO.		COMPANY LOGO print or paste it here
COMPETENCE LEAD (KEEPS THIS PROCEDURE AND THE TNA)	YOUR VERSION	VERSION DATE		

The work this procedure covers — tick every one that applies:

- ☐ Building work or design work within the Building Regulations (CAS v5 Q22 answered yes)
- ☐ Higher-risk building work (CAS v5 Q23 answered yes)
- ☐ The company takes principal contractor or principal designer roles (CDM 2015 or Part 2A)
- ☐ None of the above — the procedure still covers general competence, and Q135 is still answered until the updated question set

TRADES AND ACTIVITIES THE WORKFORCE CARRIES OUT	WORKFORCE

2 WHO IS RESPONSIBLE — NAME THE PERSON, NOT THE JOB TITLE

ROLE	NAME	WHAT THEY DO UNDER THIS PROCEDURE

Every worker: tells their supervisor before starting a task they are not competent to do, and asks for help — the behaviour Building Regulations 2010 reg 11Q(4)(c) describes.

One line per role, including key subcontractor roles (for example a fire-stopping installer or a scaffold designer engaged by the company). Write the minimum the role needs before working unsupervised. Mark the roles that carry out building safety-critical work (section 4) and what is extra for higher-risk building work.

4 BUILDING SAFETY-CRITICAL WORK AND HIGHER-RISK BUILDING WORK

REASON, IF NOT APPLICABLE

WHERE THIS BUSINESS DOES IT DIFFERENTIALLY — WRITE IN YOUR OWN STEPS

Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.
 TEMPLATE ONLY. Write in what this business actually does and keep the records it names. Not legal advice. Check the current revision at kubitdocs.com.
 Basis: Building Regulations 2010 regs 11F, 11G, 11H and 11Q; Building Regulations 2010 Part 2B (Wales) regs 11W to 11Z8, as inserted by the Building etc.
 (Amendment) (No. 2) (Wales) Regulations 2025; CDM 2015 regs 8 and 15(7); MHSWR 1999 reg 13; HSWA 1974 s.2(2)(c); BS 8670-1:2024.
 Built against the Common Assessment Standard question set, Version 5 (Build UK, July 2025). Independent — not affiliated with or endorsed by Build UK,
 Constructionline or any assessment body.

Reporting a mistake, a defect or a concern straight away, including in someone else's work · stopping work that is unsafe or will not meet the specification · recording checks honestly — never signing for a check not made · following the installation instructions, not a remembered method · respect for other trades, the public and occupants.

HOW BEHAVIOURS ARE BRIEFED, OBSERVED AND RECORDED

7 INDUCTION IN ACCESSIBLE FORMATS

Sections 7 to 9: a business that holds KD-HSA-TC-004 writes "as KD-HSA-TC-004" for the health and safety induction, refreshers and records, and completes here only what that arrangement does not cover — the building safety and quality training, the accessible formats and the training needs analysis.

Induction to the company covers this procedure, the roles and behaviours, how to raise a concern and what to do when a task is beyond competence. Site induction is separate (KD-CDM-IN-009). Tick the formats used so that everyone can follow it:

☐ Spoken, face to face	☐ Drawings, pictures and marked-up photographs	☐ Translated, or with an interpreter
☐ Written, in plain English	☐ Digital or video, with the content kept	☐ Understanding checked (questions, demonstration)
DELIVERED BY	LANGUAGES AND READING SUPPORT NEEDED NOW	WHERE THE INDUCTION RECORD IS KEPT

8 KEEPING COMPETENCE CURRENT

REFRESHERS, CPD AND TOOLBOX TALKS

Building safety and quality training — tick what the company gives, and put each on the TNA for every role that does building work. The site matrix KD-SITE-TC-004 holds site tickets; carry these in its "Other" column or on the TNA itself.

- ☐ Training on the company quality procedure and its inspection checks
- ☐ Building Regulations and Approved Documents training for the work the role does
- ☐ Building fire safety — how the work affects fire safety once the building is in use
- ☐ Building Safety Act awareness — dutyholders, competence and how to raise a concern
- ☐ Behavioural safety — speaking up, stopping work, reporting mistakes

Competence is looked at again, and the TNA updated, when: a new type of work or product is taken on · higher-risk building work is won · a non-conformance, defect or incident points to a competence gap · the law or guidance changes (KD-CAS-LU-008) · someone returns after a long absence · a card or ticket lapses · every twelve months in any case.

If the company stops meeting the competence it needs for work in hand — the designated individual leaves, or the only person signed off for a building safety-critical activity goes — it notifies as Building Regulations 2010 reg 11I requires (reg 11Z in Wales): as principal contractor or principal designer it tells the client; as a contractor or designer it tells whoever engaged it and the principal contractor or principal designer. The declaration KD-BR-CS-002 carries the route.

9 RECORDS KEPT

- ☐ Training needs analysis — section 13 of this document
- ☐ Site ticket matrix with expiry dates — KD-SITE-TC-004
- ☐ Copies of cards and certificates, checked against the person
- ☐ Company and site induction records — KD-CDM-IN-009
- ☐ Toolbox talk content and signed attendance — the KD-TBT range
- ☐ CPD logs for managers, designers and supervisors
- ☐ Supervision structure and matrix — KD-CAS-SV-007
- ☐ Subcontractor checks — KD-SUB-PQ-001 and KD-CDM-SK-008
- ☐ Organisational capability statement — KD-PQ-BS-007
- ☐ Training booked but not yet taken — booking confirmations

WHERE THE RECORDS ARE KEPT, AND FOR HOW LONG

10 SMALL BUSINESSES

The Version 5 question set gives no separate small-business route for Q135. A small business may keep this procedure short — a line in each area of sections 5 to 8 is enough if it is what happens — but the training needs analysis in section 13 still needs every person named, with evidence and dates.

This procedure is explained at induction to the company and briefed to supervisors and the competence lead whenever a new version is signed. An assessor asks for evidence that people were told, not only that the document exists: the signed briefing record is KD-CAS-PB-005 Policy Briefing and Acknowledgement Record.

- | LAST BRIEFED | KD-CAS-PB-005 REFERENCE | NEXT BRIEFING DUE | FORMATS AND LANGUAGES USED |
|--------------|-------------------------|-------------------|----------------------------|
| | | | |

I adopt this procedure for the company named in section 1. It describes what the company does. It will be updated when anything in it changes, and at least every twelve months.

- | DIRECTOR — PRINTED NAME | POSITION | SIGNATURE | DATE SIGNED | NEXT REVIEW DUE |
|-------------------------|----------|-----------|-------------|-----------------|
| | | | | |

Dated working record. For each person, compare what the role needs (section 3, and section 4 for building safety-critical and higher-risk building work) with the evidence held. Every gap gets an action, an owner and a date. Close the line when the evidence is in the file, and start a fresh sheet each year.

- | TNA KEPT BY | PERIOD FROM | PERIOD TO | LAST UPDATED |
|-------------|-------------|-----------|--------------|
| | | | |

PERSON	COMPETENCE	EVIDENCE	GAP	ACTION	DUE	ASSESSED	SIGNED OFF	CLOSED
SAMPLE NOT FOR USE ON SITE - kubitdocs.com								

- | TNA CHECKED AND SIGNED OFF BY (DIRECTOR) | SIGNATURE | DATE SIGNED |
|--|-----------|-------------|
| | | |

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.