

MONITORING, INSPECTION AND AUDIT ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

Who checks that the arrangements are working, how often, and who sees the findings

KD-HSA-MA-007 Rev A0

MHSWR 1999 reg 5: monitoring and review are part of the arrangements, not an afterthought; CDM 2015 reg 13(1): the principal contractor monitors the construction phase; reg 15(2): every contractor monitors its own work. The assessor asks who inspects, how often, what happens to the findings and whether a director ever sees them. Active monitoring — inspections, spot checks and audits — is the evidence that the arrangements work; the accident record is what happens when they did not. The weekly inspection is KD-INS-WS-010, the start-of-shift check KD-SITE-DC-014, the observation card KD-SITE-SO-011, the action register KD-INS-AR-019, the permit and quality system audits KD-SYS-AU-021 and KD-QA-SYS-011.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT — ONE LINE PER CHECK

CHECK	BY WHOM	HOW OFTEN	RECORDED ON	FINDINGS GO TO

WHAT HAPPENS TO A FINDING

THE DIRECTOR'S OWN MONITORING

AUDIT — THE CHECK ON THE SYSTEM RATHER THAN THE SITE

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Start-of-shift checks — KD-SITE-DC-014
- ☐ Weekly site inspection records — KD-INS-WS-010, and the statutory registers in the KD-INS range
- ☐ Observation and RAMS spot-check cards — KD-SITE-SO-011
- ☐ Site inspection action register, with actions closed and dated — KD-INS-AR-019
- ☐ Audit reports — permit system KD-SYS-AU-021, quality system KD-QA-SYS-011, and the adviser's audits
- ☐ Director site-visit notes and the monthly review
- ☐ Site diaries — KD-SITE-SD-013

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	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.