

POLICY BRIEFING AND ACKNOWLEDGEMENT RECORD

Which policy, which revision, how it was briefed, who was there — and what they asked

RECORD — ASSESSMENT FILE

KD-CAS-PB-005 Rev A0

The record that a company policy reached the people it applies to. CAS v5 asks for evidence of communication at Q51 (anti-bribery and corruption), Q58 (whistleblowing), Q64 (the modern slavery statement, where the business must publish one) and Q156 (fairness, inclusion and respect), and every other policy is expected to show it is in use, not only signed. For the health and safety policy, HSWA 1974 s.2(3) requires the employer to bring the written statement, and any revision of it, to the notice of all its employees — an employer with fewer than five employees is exempted from that written-policy duty (Employers' Health and Safety Policy Statements (Exception) Regulations 1975 reg 2), though the other duties in section 2 still apply. One sheet per session or per issue; the summary at the end shows, policy by policy, when the current revision was last briefed. Assessors look for a toolbox talk's content and signed attendance list, and for an email or portal issue's content and read receipts or completion report. Site consultation on health and safety is KD-CDM-WC-011, a RAMS briefing KD-SITE-RB-008, and talk content the KD-TBT family.

1 THE SESSION

BUSINESS NAME	SESSION REF	DATE	COMPANY LOGO stamp, paste or print it here
WHERE	START / LENGTH	BRIEFED BY	

Method — tick every one used:

- | | | | |
|---------------------------------------|---|--|--|
| ☐ Induction | ☐ Team or site meeting | ☐ Noticeboard | ☐ Handbook issued |
| ☐ Toolbox talk | ☐ Email with read receipts | ☐ Portal or app acknowledgement | ☐ Training course |

Audience — tick every group included:

- | | | | |
|---|---|---|---------------------------------------|
| ☐ Direct employees | ☐ Agency and labour-only workers | ☐ Subcontractors' people | ☐ New starters |
|---|---|---|---------------------------------------|

NOT APPLICABLE — REASON

Constructionline accepts only "yes" at Q51 and Q58: a business whose only people are its directors records how each policy is given to anyone it engages, at their induction, rather than answering N/A.

2 POLICIES BRIEFED

POLICY — TITLE AND REF	REVISION	SIGNED OFF	CAS Q	MAIN POINTS COVERED

3 WHAT WAS SAID

THE CONTENT OF THE BRIEFING		
MATERIAL USED	CONTENT FILED WHERE	WHERE PEOPLE CAN READ THE POLICY

4 QUESTIONS RAISED — AND THE ANSWERS

The two-way half. Write "none raised" when nothing was — and ask why if that is the answer every time.

QUESTION OR COMMENT	RAISED BY	ANSWER GIVEN, OR ACTION AGREED	OWNER	CLOSED

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[illegible]

ISSUED / ACKNOWLEDGED

Briefed by — I gave this briefing, the content above is what was said, and the attendance list is as signed:

Record checked by (director or manager) — the policies briefed are the current signed revisions:

KD-CAS-PB-005 | Rev A0 | Issued 2026-09-13 | Effective 2026-09-13 | Next review 2027-09-13
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: HSWA 1974 s.2(3); Employers' Health and Safety Policy Statements (Exception) Regulations 1975 reg 2; Common Assessment Standard.
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.

POLICY BRIEFING AND ACKNOWLEDGEMENT RECORD

continued

RECORD — ASSESSMENT FILE

KD-CAS-PB-005 Rev A0

7 POLICY-BY-POLICY SUMMARY — WHEN THE CURRENT REVISION WAS LAST BRIEFED

One line per policy, updated after every session. A revised policy is briefed again: until it is, the line shows the old revision. Where a policy is not held, strike the line out and put the reason on KD-CAS-ND-010.

POLICY · CAS Q	CURRENT REV	SIGNED OFF	METHODS USED	LAST BRIEFED / REF	REACHED	BRIEF AGAIN BY
Anti-bribery and corruption Q50–51						
Whistleblowing Q57–58						
Modern slavery statement or policy Q63–64						
Fairness, inclusion and respect Q155–156						
Health and safety policy Q73						
Drugs and alcohol Q74						
Health, wellbeing and fatigue Q76						
Anti-bullying and harassment Q68–69						
Illegal working prevention Q55						
Tax evasion and fraud prevention Q52–53						
Environmental management Q112–113						
Quality management Q125						
Risk management Q126						
Complaints and non-conformance Q127						
Subcontractor selection Q38, Q130						
Data protection and privacy notice Q164						
Cyber security Q163						
ESG and carbon reduction Q62, Q120						
Competence management Q135						
Supervision structure Q136						
Other policy Write in the title and CAS question						

8 SIGNED OFF FOR THE BUSINESS

The summary above shows when the current revision of each policy was last briefed, from the session records filed with it.

DIRECTOR — PRINTED NAME	POSITION	SIGNATURE	DATE	NEXT REVIEW DUE
RESPONSIBLE DAY TO DAY	YOUR REVISION	WHAT CHANGED AT THIS REVISION		

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.