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| **Scope** |
| This procedure applies to all personnel undertaking the movement of operated mobile plant or vehicles on all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| **Purpose** |
| The purpose of this procedure is to ensure the safety of people where there is an interface with mobile operated plant and vehicles.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

**Procedural Requirements**

|  |  |
| --- | --- |
|  | **HIERARCHY OF CONTROL** |
|  | People, vehicle and plant interface must be planned and controlled by application of the hierarchy below. A hierarchy means that you start at the top and only if it is not reasonably practicable to do so can the next lower level be used. The justification for progressing down the hierarchy must be detailed within the safe system of work. |
|  | Radio communications must be considered for the hierarchy of control levels 2, 3 and 4, unless the risk assessment shows that its introduction would introduce more risk or add no benefit. Director sign off for this agreement must be attained before implementation of the control measures on site. |

| **Level** | **Description** | **Risk Control Measures** | **Radio Communication Assessment** |
| --- | --- | --- | --- |
| **1**  **Eliminate** | People plant interface removed | Large fenced off area with people eliminated from the work area. Plant operates without marshalling. | N/A |
| **2**  **Minimise** | Full, physical segregation of people and plant | Erect physical barriers around a single operation outside the maximum reach of the machine. Marshall the Plant Safe Zones by physically restricting people from entering | Radio Communication required to control entry into the exclusion zone\* |
| **3**  **Minimise** | Partial segregation of people and plant | Use visual means (cones or spray marks) that denote the exclusion zone. Marshall the exclusion zone by physically restricting people from entering. This requires increased supervision and measures to prevent unauthorised access. | Radio communications must be adopted for all activities in this scenario in conjunction with hand signals.\* |
| **4**  **Mitigate** | No segregation of people and plant | Exceptional tasks that require essential personnel to enter the ‘amber’ Plant Safe Zone (for example, kerb laying, disconnecting attachments, slinging loads, off-loading materials from fork lift trucks or lorry beds). Must be mitigated through a robust site and task specific Safe System of Work.  **These tasks must only be conducted with:**   * clear communication between the plant operator or vehicle driver and essential personnel performing the task * a method of preventing non-authorised access * a full time Plant & Vehicle Marshal * increased supervision, and a strict discipline in executing the task exactly as written   Personnel must not enter the red zone unless the machine functions are fully isolated, engine switched off where reasonable and operator indicates the plant is isolated & safe to approach | Radio communications is imperative in ensuring that giving and receiving safety critical information and/or instructions are clear and concise and instant.\* |
| \* Only when the risk assessment identifies that the introduction of radio communications either introduces additional risk or adds no benefit can the requirement for radio communications be omitted from a safe system of work with Director authorisation. | | | |

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|  | **Zero Tolerance** | |
|  | Zero Tolerance rules apply to People, Vehicle and Plant Interface. See [Health and Safety Communications](https://home360.balfourbeatty.com/UKHealthandSafety/Communications/Pages/Default.aspx) for more details and examples of breaches. | |
|  | **GENERAL PRINCIPLES** | |
|  | As a minimum, all site based employees must receive ‘[The problem with Plant and Vehicles’](https://our360.balfourbeatty.com/teams/000045/_layouts/PowerPoint.aspx?PowerPointView=ReadingView&PresentationId=/teams/000045/HSE%20Course%20Folder/PPI%20Briefing%20-%20The%20Problem%20with%20Plant%20and%20Vehicles/2%20-%20The%20Problem%20with%20Plant%20and%20Vehicles%20-%20UK%20wide%20Staff%20version%20to%20include%20PVMs%20and%20Supervisors%20r2%20Oct16.pptx&Source=https%3A%2F%2Four360%2Ebalfourbeatty%2Ecom%2Fteams%2F000045%2FHSE%2520Course%2520Folder%2FForms%2FAllItems%2Easpx%3FRootFolder%3D%252Fteams%252F000045%252FHSE%2520Course%2520Folder%252FPPI%2520Briefing%2520%252D%2520The%2520Problem%2520with%2520Plant%2520and%2520Vehicles%26FolderCTID%3D0x01200016FFF0B47F1DA142A64F12DE92C6DA16%26View%3D%257b89B8688F%2DD72E%2D4409%2DA704%2D2B5ABCE92DCF%257d&DefaultItemOpen=1&DefaultItemOpen=1) training within one month of commencing employment and have an annual update. This must be booked and recorded via the Oracle R12 system. | |
|  | Where the hierarchy prescribes that a Plant and Vehicle Marshal (PVM) is needed their primary function will be to ensure segregation and they will also supervise the movement of vehicles/plant. When a vehicle/plant is undertaking a work activity (work mode) a person with a relevant competency for the work activity will be required.  Note: The individual with the relevant competency for the work activity can also act as the PVM only following a suitable and sufficient risk assessment where the situation allows the individual to carry out the PVM role and the relevant competency for the work activity; where this is not possible a separate PVM will be required supported by the individual with the relevant competency for the work activity. | |
|  | *NOTE: For clarity where there is a* ***potential for people, vehicle or plant interface*** *the following will apply:* | |
|  | 1. *Any item of plant or vehicle in travelling mode must be under the responsibility of a Plant and Vehicle Marshal and* | |
|  | 1. *Any item of plant or vehicle in working mode will be under the responsibility of the Excavator Banksman/Slinger/Signaller/Machine Controller (see definitions at end of document) unless the task involves lift and carry operations when the movement will be under the responsibility of a Plant and Vehicle Marshal* | |
|  | *For example:* | |
|  | * *A wheeled excavator carrying a length of pipe hanging on a strap – would be classed as work mode (lifting operation therefore Slinger/Signaller/ Lift Supervisor) and unless the hierarchy has been implemented at level 1 (Green) a PVM will also be required* | |
|  | * *An excavator breaking ground would require an Excavator Banksman and unless the hierarchy has been implemented at level 1 (Green) travelling between work locations would require a PVM* | |
|  | * *An item of plant/vehicle moving through the site to access/egress their work location would require a PVM unless the hierarchy has been implemented at level 1 (Green)* | |
|  | When an item of plant is in travelling mode the operator must ensure that it is set up to ensure maximum visibility at all times (such as the boom configuration of an excavator). | |
|  | All plant must have 360 degree vision/detection e.g. multiple mirrors, cameras or other means to eliminate potential blind spots. In the case of excavators dual mirror upper/lower positions to be advocated to ensure visibility when the dipper arm is in the raised or lowered position. | |
|  | Any hazards associated with plant or vehicle movements and the inherent risks they present must to be identified and assessed at the planning stage of the activity. These hazards and risks may include: | |
|  | * any item of plant or vehicles when in travelling mode coming into contact with any person | |
|  | * any item of plant or vehicles when in travelling mode coming into contact with overhead utilities, obstructions or structures | |
|  | * any item of plant or vehicles when in travelling mode overturning | |
|  | * people being struck by something falling from mobile plant or vehicles | |
|  | * carrying loads whilst travelling (in conjunction with the Lifting Procedure [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085)) | |
|  | This list is not exhaustive. | |
|  | Hazards arising from separate activities which may be occurring in the same or adjacent space and / or at the same time (by separate work groups or multiple contractors) must be given adequate consideration and the risk assessment must provide adequate control measures for every activity and their effect on each other. The hazards and controls arising from these interface issues will be included in the safe system of work. | |
|  | Where appropriate coordination meetings must be held collectively with our own teams and sub-contractors (where appropriate) both at the planning stage and at intervals throughout the work. | |
|  | The management and supervision of people, vehicle and plant interface MUST ALWAYS be planned, the safe system of work communicated to all involved and its implementation monitored by a nominated competent supervisor(s). | |
|  | Supervision must be fully briefed on the approved safe system of work, Method Statement/Work Package Plan and PVPMP and have a copy available on site. | |
|  | All relevant personnel to whom this procedure is relevant must have a recorded briefing on the relevant sections in addition to the safe system of work. | |
|  | All relevant contractors/subcontractors must be provided with a copy of this procedure. | |
|  | **RADIO COMMUNICATIONS** | |
|  | Personal communications or other media devices of any kind must not be used when operating or marshalling plant or vehicles. | |
|  | In cases where radio equipment is required between the operator and the PVM, only approved communication systems or other approved radio devices will be used ([HSF-RM-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7805)). This must be documented within the PVPMP. The Radio Communications tool box talk ([HSF-TB-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7814)) is also available for briefing purposes. | |
|  | Radio communications do not replace hand signals; they are to be used as well as hand signals. People must still always signal from a place of safety. | |
|  | Using open channel communications requires discipline and there are some simple rules to know when safety critical information/instructions are being transmitted. These are covered in the Radio Communications Protocols reference material ([HSF-RM-0047d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7807)). | |
|  | **PEOPLE, VEHICLE AND PLANT MANAGEMENT PLAN (PVPMP)** | |
|  | The People, Vehicle and Plant Management Plan ([HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809)) or People, Vehicle and Plant Management Plan for Short Duration Transient Sites ([HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810)) – see below for explanation of terms of use - will be used except in the case of a specific client / partner requirement, as long as those requirements meet the minimum standards of this procedure. | |
|  | The PVPMP must include the following details: | |
|  | * The People, Vehicle and Plant Hierarchy of Control including a justification of the reasons for progressing down through the hierarchy | |
|  | * Areas where exclusion zones will be marked out | |
|  | * Areas for loading, unloading, storage and refuelling (if applicable) | |
|  | * Marked places of safety or safe refuges from which marshalling may be undertaken | |
|  | * Pedestrian or vehicle only areas | |
|  | * Safe pedestrian routes including crossing points | |
|  | * Safe vehicle routes around the site including direction of travel (See [HSF-RM-0047c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7806) for further guidance) | |
|  | * Speed limits | |
|  | * Access and egress points (See [HSF-RM-0047c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7806) for further guidance) | |
|  | * Manoeuvring areas | |
|  | * Suitable signage and lighting | |
|  | * Emergency vehicle routes and exclusion zones | |
|  | * Name and contact details of the People, Vehicle and Plant Coordinator and nominated deputy | |
|  | * Number(s) of nominated Plant and Vehicle Marshalls | |
|  | * Plant or vehicle recovery procedures | |
|  | * For Rail - Any Line Open requirements (as defined in [M&EE COP0032](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx)) when working in proximity to the railway | |
|  | The PVPMP will be supported by a detailed, clear, annotated site drawing(s) for each depot, office location, section of the works or construction site. | |
|  | *NB: For smaller non-permanent sites and short duration transient sites (e.g. Repair, Maintenance, Faults, and Services or other short cycle works with restricted space), arrangements must be clearly agreed and documented as part of the site documentation to show how plant and vehicle movements will be managed to remove the risk of contact with people and property in accordance with the principles within this procedure. A model PVPMP can be produced to cover these areas providing it is applicable to the layout and configuration of the site / activity. If the model PVPMP is not applicable it must be reviewed and amended to suit the site conditions. Chapter 8 drawings can be utilised for this purpose.* | |
|  | The PVPMP and all relevant control measures must be briefed to people entering or working on site. A record of this briefing must be documented and maintained on site. | |
|  | The People, Vehicle and Plant Co-ordinator (PVPC) must ensure the PVPMP is updated following any significant changes or reviewed at least on a monthly basis throughout the lifecycle of the works or activity. Static sites (e.g. depots, offices, and factories) must be reviewed annually unless there is significant change.  Any changes must be communicated to those requiring access and those working on site via a relevant briefing and a record of the briefing maintained ([HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848) Briefing Attendance Record). | |
|  | Projects/Sites/Depots/Facilities where there are pedestrian or public crossing points need to follow the minimum requirements in the People Segregation and Crossing Points section below. | |
|  | **PEOPLE, VEHICLE AND PLANT CO-ORDINATOR (PVPC)** | |
|  | The Site Lead responsible for the day to day running of the contract/project must appoint an individual to act as a People, Vehicle and Plant Co-ordinator (PVPC). | |
|  | On large, complicated or geographically spread contracts, it may be desirable to have a suitable and sufficient number of deputy People Vehicle and Plant Coordinators. In this case, one PVPC must coordinate all activities, and that PVPC must be clearly identified and recorded within the PVPMP when the appointments are made. | |
|  | The PVPC must be a person with sufficient skills, knowledge, experience and training to identify effective controls in order to manage the risks associated with the interfaces between people and plant on a project of similar scale and complexity.Also the PVPC must have a level of seniority which allows them to carry out their role without compromise and be given sufficient time to achieve this | |
|  | The PVPC must hold, as a minimum, the CITB Site Management Safety Training Scheme (SMSTS) or Company accepted equivalent and have a level of seniority which allows them to carry out their role without compromise and be given sufficient time to achieve this. | |
|  | The PVPC must: | |
|  | * Have the responsibility for the development, maintenance, review and updating of the PVPMP | |
|  | * Ensure that effective controls associated with the interface between People, Vehicle and Plant movements have been developed | |
|  | * Consult with operational staff when deciding what arrangements are required | |
|  | * In conjunction with operational management ensure there are a suitable number of trained Plant and Vehicle Marshalls (PVM) | |
|  | * Ensure where more than one PVM is required or nominated, clear arrangements and handover of plant and vehicle control between PVMs is agreed and communicated. This may require radio contact between PVMs | |
|  | * Ensure that the requirements of the PVPMP are communicated to all stakeholders | |
|  | * Ensure that any model PVPMP is suitable and sufficient for the activity they are intended for | |
|  | * Identify and co-ordinate the people, vehicle and plant routes on site and should ensure these are established at the start of the activity | |
|  | The PVPC must also have responsibility to ensure that effective controls associated with the interface between people, vehicle and plant movements have been developed and communicated to all relevant parties. | |
|  | **PLANT AND VEHICLE MARSHALS (PVM)** | |
|  | Competence necessary for Plant and Vehicle Marshals is an established requirement for any of the company’s operations. Competence is an amalgam of skills, knowledge, attributes or, training and experience (SKATE) and some established personal values, behaviours and corporate culture in all four elements should be demonstrated. In having the right skill sets alone there are three mandatory principles that need to be accounted for: non-technical, technical and functional skills. There are 3 skill sets that should be considered when selecting individuals to undertake the role of PVM: | |
|  | http://www.rssb.co.uk/PublishingImages/2012-image-non-techncial-skills.png | * Non-technical skills - this describes the skills that underpin the technical skills required to carry out a role – See Plant and Vehicle Marshal Non-Technical Skills ([HSF-RM-0047e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7808)) |
|  | * Technical skills – this describes the skills required to carry out the role including underpinning knowledge |
|  | * Functional skills - describe the other skills required such as literacy, numeracy and IT skills |
|  | Technical Skills | |
|  | A PVM must have attended a Balfour Beatty recognised PVM courses which is either a   1. CPCS Plant and Vehicle Marshal 2. NPORS (CSCS)/NPORS\* Plant and Vehicle Marshal, or 3. Internal Balfour Beatty Plant and Vehicle Marshal training course.   Any other Subcontractor or external PVM courses will only become recognised by Balfour Beatty through attendance / vetting by a Balfour Beatty approved PVM Trainer | |
|  | \* Please refer to procedure ‘HSES Training and Competence ([HSES-PR-0026](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11802)) regarding non CSCS NPORS cards | |
|  | Training for the role of Plant and Vehicle Marshal must consist of a minimum of 4 hours tuition and include: | |
|  | * A pre and post course questionnaire | |
|  | * The principles of people, vehicle and plant separation, segregation and control | |
|  | * Information relating to the restricted visibility of certain items of plant or vehicles | |
|  | * Types of aids that improve visibility | |
|  | * Communication protocols and approved devices including the HSE recommended hand signals | |
|  | * A practical demonstration by each delegate that can: communicate effectively, position themselves in a place of safety, maintain a clear line of sight with their drivers and correctly use the approved hand signals | |
|  | NB: When working on the NRMI or London Underground, the training must include duplex communication for Road/Rail Vehicles. | |
|  | Where PVM duties involve Lifting Operations additional competencies are required. Refer to [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) Lifting Operations. | |
|  | Functional Skills | |
|  | PVMs must be over the age of 18, have demonstrated a strong mature personality and be physically fit. | |
|  | Whilst carrying out the role of PVM no other duties such as cleaning or daily maintenance to plant or vehicles, opening / closing tail gates, changing attachments or working with any materials including loading / unloading must be permitted. However whilst not engaged in PVM duties other tasks may be undertaken. | |
|  | The PVM must: | |
|  | * Always position themselves in a place of safety outside the direct line of travel and remain visible to the operator or driver at all times | |
|  | * Be easily identified by means of unique PPE in line with the PPE Procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)) | |
|  | * Instruct the vehicle driver on the relevant controls and methods of communication Driver Site Rules ([HSF-TF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7812)), the Driver Flash Card for Highways Lane Closures ([HSF-TF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7813)) or the PVPMP for the project ([HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809) or [HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810)) | |
|  | * Instruct the plant operators on the relevant PVM controls, People, Vehicle and Plant Interface Zone for the specific item of plant ([HSF-RM-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7804)) and method of communication relevant to the movement they are about to undertake | |
|  | * Stipulate in all cases that the plant operator/vehicle driver MUST stop if eye contact is lost | |
|  | * Assist plant operators and vehicle drivers to safely manoeuvre and reverse to prevent injury to people, damage to property or materials, and to stop operations if necessary | |
|  | * Prevent people from putting themselves at risk whilst plant or vehicles are being manoeuvred or reversed on site | |
|  | * Check that mirrors, CCTV, flashing beacons and reversing sounders are in place (where fitted), turned on and fully operational prior to reversing operations being undertaken. All defects must be immediately reported to their Supervisor who will agree on the Safe System of Work or rejection of the load | |
|  | PVM’s are not authorised to direct traffic on a public highway. | |
|  | Fitness for the role should be assessed in line with the requirements of [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) Occupational Health Surveillance/Assessments. | |
|  | **PLANT OPERATORS AND VEHICLE DRIVERS (PVD)** | |
|  | Operators of any item of plant or vehicle drivers must: | |
|  | * Comply with the requirements detailed in the briefing given by the PVM for the project/site/ location | |
|  | * Stop work immediately if any person enters the plant/vehicle interface zone | |
|  | * Only carry out refuelling operations in designated locations and in accordance with the specific refuelling procedures. See Plant procedure ([HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786)) for full refuelling details | |
|  | * Check that mirrors, CCTV, flashing beacons and reversing sounders are in place (where fitted), turned on and fully operational prior to reversing operations being undertaken. All defects must be immediately reported to their Supervisor who will agree on the Safety System of Work or rejection of the load | |
|  | Plant operators must be reminded during daily briefings that they become a pedestrian worker when they step out of plant. | |
|  | **SUPERVISING THE WORK** | |
|  | Supervisors must ensure that they have received a briefing into, and a copy of, the approved Safe System of Work, Method Statement (Work Package Plan) and PVPMP (direct or subcontractor), as applicable, for the works they are to oversee. | |
|  | Supervisors will ensure that works are executed in accordance with the approved Safe System of Work, Method Statement (Work Package Plan) and PVPMP (direct or subcontractor), as applicable. Where the need arises to alter or depart from the plan for the work the Supervisor must place the affected part of the work on hold (in accordance with the Golden Rules) while the safety of the change is reviewed and approved by line management with the authority to approve plans. | |
|  | Supervisors must ensure that the workforce have received a briefing at the start of the shift and the relevant task briefing for the work to be undertaken before it starts. | |
|  | Supervisors must ensure that clear information is communicated and briefed to specifically include the information that reversing cameras / CCTV on plant & vehicles are an aid to reversing in the same way as mirrors. Neither of which are a reliable means of adequately controlling plant and / or vehicle movements where the potential for pedestrian worker interface exists. | |
|  | Where plant and vehicles are directed to secondary waiting locations, Supervisors must impose clear requirements via the PVM(s) to ensure that **NO** movement is permissible unless under express instruction from the PVM. | |
|  | **PEOPLE SEGREGATION AND CROSSING POINTS** | |
|  | People must be protected and segregated from plant and vehicles by providing separate access and egress to work areas. This may be provided by the use of suitable barriers, signage, crossing points, bridges or other appropriate means. | |
|  | Pedestrian routes must be safe underfoot, well-lit and adequately signed. | |
|  | Project/site crossing points must be easily identifiable to people and plant/vehicle operators, be robust enough to withstand day to day construction activities, should ideally be situated at 90 degrees to the site plant and vehicle routes and be relocated when circumstances change. | |
|  | Where items of plant or vehicles are required to cross public rights of way, measures must be taken to protect people and to control their movement. Where physical barriers cannot be installed, then traffic lights or signs must be used, crossing points must be controlled and should be situated at 90 degrees to site traffic routes. | |
|  | **PEOPLE, VEHICLE AND PLANT INTERFACE ZONES** | |
|  | The Yellow, Amber and Red Zones detailed in the People, Vehicle and Plant Interface Zones reference material ([HSF-RM-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7804)) must be observed wherever practicable. | |
|  | Details of the People, Vehicle and Plant Interface Zones must be identified in the Safe System of Work and all of the work teams must be briefed on exclusion zones and the safe system of entry into the zones. | |
|  | **SPEED LIMITS** | |
|  | Project/Site speed limits must be set at 5 mph adjacent to pedestrian work areas, whilst travelling through a work area and when travelling over trackway/matting. A speed limit of 10 mph must be imposed elsewhere unless otherwise determined as a result of risk assessment and approved by the PVPC. | |
|  | **DELIVERY VEHICLES** | |
|  | **Planning the Delivery** | |
|  | The Site Lead must ensure that the requirements for deliveries and collections are communicated to suppliers in advance of all deliveries and collections taking place. Also, see the Plant Procedure ([HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786)) for more details on collection or delivery of items of plant or equipment. | |
|  | Driver Site Rules must be communicated to suppliers in advance of all deliveries and collections [(HSF-TF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7812)). | |
|  | For smaller non-permanent sites and short duration transient sites (e.g. Repair, Maintenance, Faults, and Services or other short cycle works with restricted space) hauliers and suppliers must be informed of the defined plant and vehicle routes to the site, holding area, loading and unloading areas or facilities. All other projects must use the Detailed Delivery Requirements document ([HSF-SF-0047c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7811)) to inform hauliers and suppliers of delivery requirements. Hauliers and suppliers must be encouraged to designate ‘regular drivers’ and the project must induct them. | |
|  | A safe means of un/loading must be established and agreed prior to dispatch | |
|  | Any deliveries will be restricted to off peak times, local hazards such as school opening and closing times should be avoided and any client specific requirements adhered to as far as reasonably practicable. The PVPMP should highlight any control measures to be implemented, and these should be briefed to all relevant parties. | |
|  | **Delivery arriving on site** | |
|  | The Site Lead must ensure a suitable Loading/Unloading Area is provided and Loading/unloading must only take place in designated areas. | |
|  | Relevant signage, instructing drivers to report to the site office, must be displayed at site entrance(s). | |
|  | Where reasonably practicable drivers / operators working in highway lane closures must receive the Project Induction (or relevant part of) prior to being allocated project operations / tasks / deliveries. This means that there is a strong preference to providing delivery drivers with a relevant induction before they are dispatched to a lane closure. However, it is accepted that for one time deliveries due to arrive mid shift this will not always be possible. | |
|  | Drivers in **Highway Lane Closures** must be briefed on the requirements of the Driver Flash Card for Highway Lane Closures ([HSF-TF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7813)). This ‘flash card’ briefing MUST always be provided to all delivery drivers, at a physical barrier hold point in the closure, before they reach areas where there may be pedestrian workers and before it is necessary for them to reverse. | |
|  | The Site Lead must ensure that drivers understand any safety critical instructions communicated to them prior to allowing a delivery/collection to take place. | |
|  | Where a supplier turns up outside of any expected/agreed delivery times they must be turned away unless they can be accommodated within the controls contained within the PVPMP. | |
|  | **Un/loading the goods** | |
|  | Drivers must wear Personal Protective Equipment (PPE) detailed in the Site Induction (or delivery driver briefing) and the Risk Assessment and Method Statement/Work Package Plan. | |
|  | Deliveries or collections made with Lorry loaders must comply with the ‘*A Suppliers Guide to Lifting Procedures for Lorry Loaders*’ ([HSF-RM-0039d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8044)), which is available on the companies external website for suppliers. | |
|  | The vehicle driver must ensure that the load is stable prior to loosening any restraining straps upon arrival at the loading area. Any unusual loads will only be unloaded when a safe system of work has been agreed between the Company and the supplier. | |
|  | Vehicles used for deliveries where the operator is required to work at height to un/load must be suitable for this purpose, i.e. steps, hand rails or safety lines etc. As a minimum requirement, the principle of 3 points of contact must be adhered to along with suitable edge protection. In all cases the method of working must be covered in the Risk Assessment and Method Statement/Work Package Plan. | |
|  | Construction Logistics and Community Safety (CLOCS) | |
|  | The Site Lead must appoint one or more relevant individual(s) to undertake a CLOCS Compliance Check. | |
|  | Any non-compliance with the CLOCS Compliance Check form and Non Conformance Report must also be recorded on the [Driver Non Conformance Notification](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-627) – see reference material CLOCS Site Access Vehicle Checks ([HSF-RM-0047f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8987)) for further details. | |
|  | Where CLOCS is a client requirement, all vehicles over 3.5 tonnes must be compliant. | |
|  | For all sites where vehicles are accessing project sites on a regular basis (i.e. more than 3 times in any 3 month period), vehicles are required to be compliant in accordance with the Fleet operator duties in the CLOCS standard. | |
|  | A copy of all compliant and non-compliant records will be issued to the driver of the vehicle, who must be advised to pass the information to their employer. | |
|  | **REVERSING** | |
|  | The need for any item of plant or vehicle to undergo reversing manoeuvres on site must be avoided where reasonably practicable, by providing one-way systems, turning areas and drive-through loading and unloading areas**.** | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Hierarchy of Control (Reversing Vehicles)** | | | | |  |  | **Hierarchy** | **Considerations when Planning.** | | **Most safe - high on hierarchy**  **– low on hierarchy** |  | **Eliminate** | Where reasonably practicable the need to reverse must be planned out of the work. However, note section 14.6 below. | |  | **Minimise** | Where reversing cannot be avoided it should only take place in designated reversing areas (identified within the PVPMP) with the relevant controls in place (e.g. all people, operatives, including the PVMs are physically excluded by barriers and plant / vehicles have all-round visibility via mirrors and CCTV). | |  | **Mitigate** | Where all the above is not possible, reversing will only take place under the control of a PVM.  The PVMs must always be in a position of safety and the driver briefed that if he loses sight of the PVM (direct line or in mirrors – CCTV must NOT be relied upon) he / she must immediately stop moving and wait for the PVM to re-establish visual contact (by direct line or in mirrors). | | |
|  | Plant and Vehicles must not reverse out of a project/site onto the Public Highway unless a safe system of work can be established. PVM’s are not authorised to direct traffic on a public highway. | |
|  | Where the potential for pedestrian worker interface exists reversing manoeuvres must be carried out under the direction of a trained PVM. | |
|  | Plant or vehicle reversing areas must be designed to: | |
|  | * allow adequate space to manoeuvre safely | |
|  | * exclude people from entering | |
|  | * be clearly signed to warn those reversing that they have reached the limit of the safe reversing area, where applicable. | |
|  | Vehicle drivers must make sure any reversing aids (mirrors, CCTV, etc.) are working correctly and clear before operating the item of plant or vehicle. | |
|  | Vehicles reversing into designated parking bays in dedicated car parks do not require a PVM. | |
|  | The PVM must have an unobstructed walking route that is not in the direct route of the reversing vehicle. | |
|  | **HGV TRAILERS UN/COUPLING** | |
|  | Before a HGV trailer is allowed to park and un/couple on site, the Site Lead must ensure that the following control measures are in place:   * The un/coupling area is level and firm enough to support both the trailer landing legs * Sufficient lighting is available -additional lighting may be necessary if uncoupling and coupling operations are being carried out during hours of darkness * The vehicle drivers must be trained in the vehicle’s specific coupling and uncoupling process and simple monitoring systems must be set up to check that safe systems are followed at all times; * Coupling and uncoupling must only be conducted by the vehicle driver * Vehicle Marshals must ensure they and others remain in a position of safety during coupling/uncoupling operations. | |
|  | All HGV coupling and uncoupling operations on our sites are prohibited, unless: | |
|  | * An audible alarm is fitted to the tractor unit warning the driver that the parking brake has not been applied. Such an alarm must be activated by the driver’s door, must be clearly audible inside and outside the cab (preferably where the airlines are located). The alarm must also be distinctively different to the audible alarm warning for other matters – e.g. that the vehicle’s lights have been left on; **AND** | |
|  | * The semi-trailer is fitted with a device that prevents the trailer’s parking brakes being released when the airlines are reconnected, until the driver provides a positive input – e.g. through manually resetting the trailer’s park brake or depressing the brake pedal when he/she is back in his cab and in control of the vehicle. | |
|  | **DUTIES OF THE EXCAVATOR BANKSMAN OR SLINGER / SIGNALLER** | |
|  | These duties must include: | |
|  | * Receiving a briefing from the responsible person for the work activity on the relevant controls and method of communication prior to starting work | |
|  | * Assisting all plant operators and vehicle drivers to safely operate on site to prevent injury to people, damage to property or materials, and to stop operations if necessary, during any work mode | |
|  | * Preventing people from putting themselves at risk whilst plant or vehicles are being operated on site in working mode | |
|  | * Always positioning themselves in a place of safety away from the direction of travel or work activity and remain visible to the operator or driver at all times | |
|  | * Ensuring any item of plant or vehicle in working mode does not breach the safe system of work agreed to protect all people from injury | |
|  | **PEOPLE AND PLANT INTERFACES IN HIGHWAYS (MOTORWAYS AND HIGH SPEED DUAL CARRIAGEWAYS)** | |
|  | Whilst every project must have an overall People, Vehicle and Plant Management Plan covering all locations and activities, a separate plan is not required for every section of highways works. However the overall PVPMP must contain a detailed, clear, annotated and colour site drawing(s) or sketch, for each section of the works. | |
|  | Where response to foreseeable ‘emergencies’ forms part of the project activities (e.g. Incident Support Unit operations) a standard safe system of work will be developed as far as is reasonably practicable and training provided to operatives in location specific risk assessment in order to implement the safe system of work, as necessary, to each situation. | |
|  | Where response to larger scale foreseeable ‘emergencies’ forms part of the project activities (e.g. emergency resurfacing) a standard safe system of work will be developed as far as is reasonably practicable which must be updated to reflect specific site conditions, specifically covering people, vehicle and plant interface issues (e.g. PVPMP sketch of the interfaces). | |
|  | The PVPMP must include a scale drawing or sketch showing the extents of the work space within the closure, the location of delivery lorry / plant and vehicle access points and suitably sized holding areas (see best practice hold point arrangement below). A copy of the scale drawing must also be included within the Method Statement/Work Package Plan. | |
|  | |  | | --- | | **Best Practice Arrangement for ‘Hold Points’** | |  | | In order that drivers have advance notice that they are approaching a ‘hold point’, where other vehicles may be parked and drivers / PVMs may be on foot accessing the parked vehicles, where possible a chicane should be set up a suitable distance ahead of the hold point. The distance between the chicane and the hold point barriers must be sufficient to accommodate all concurrent expected deliveries parked up end to end on one side of the road. The drawing below is indicative only – the exact arrangement should be amended to suit the location and number of lanes in the closure accordingly. | | Example hold point for Full Road Closure – Dual Carriageway | | |
|  | The drawing must also include the locations of the mandatory signage as detailed below and the locations of task lighting sets where these are necessary. | |
|  | |  |  |  | | --- | --- | --- | | **Mandatory Standard Signage in Lane Closures (Available in the** [**Site and Safety Signage Catalogue**](https://home360.balfourbeatty.com/UKHealthandSafety/Pages/Posters-banners-and-ZH-collateral.aspx)**)** | | | | **Location** | **Specification** | **Wording and Appearance** | | **Every access point.** Situated at the first suitable and safe position inside a closure once past the access point.  Must be used in all closures where deliveries of equipment or materials are planned / expected. | Minimum sign size 1215mm x 870mm.  Metal sign on raised frame put out with the TM. |  | | **Every hold point.** Situated at a suitable and safe position at each designated plant and vehicle hold point.  Must be used in all closures where deliveries of equipment or materials are planned / expected. | Minimum sign size and sized 1215mm x 1070mm.  Metal sign on raised frame put out with the TM. |  | | |
|  | All drawings / sketches must be produced in sufficient time by a competent person to allow review in the context of proposed work activities and space requirements. | |
|  | Prepared drawings / sketches must be made available to all contractors required to work within the closure, to review suitability (ability to work safely) and comment back to the Principal Contractor (PC) before work is authorised to start. Contractors must be asked to demonstrate how the logistics of the activities (entry, exit and passing of plant / vehicles) will take place, by demonstrating this on the paper drawing, before work is approved to start on site. | |
|  | In situations where public safety requires that work must start at short notice, as a minimum, a pre-start discussion using a site sketch must be held between the PCs management / supervision and the contractors management / supervision to run through space restrictions, access points and the logistics of plant / vehicle movements and pedestrian worker segregation, including the stationing of PVMs and ‘hold points’ where reasonably practicable. Work may not proceed until both PC and Contractor have agreed how the measures required in this document for segregation, reversing and PVM control will be effectively implemented. | |
|  | Having regard to the People, Vehicle and Plant Interface hierarchy and The Hierarchy of Control for the Risk of Vehicle Reversing the PVPMP and Method Statement (Work Package Plan) must cover the nomination and deployment of dedicated and / or part time PVM(s) so that the following is achieved: | |
|  | * PVMs must be stationed at designated ‘hold points’ and / or access points to receive and manage plant and vehicle movements | |
|  | * PVMs must be stationed at locations where pedestrian workers and plant / vehicles may interface | |
|  | * PVMs must be stationed where there are pedestrian attendants to plant operations and physical segregation cannot be implemented or maintained due to existing process technology that cannot allow simple imposition of physical or distance segregation | |
|  | * PVMs must be stationed where delivery lorries will be required to reverse unless control measures from further up the control hierarchy are in place (see Reversing section above) | |
|  | * A dedicated PVM must be allocated to manage the interface and control approaching and passing plant and vehicles for every mobile pedestrian work location which does not have barrier segregation. This applies to pedestrian work whether there is one or several workers | |
|  | The provision of access / holding point location instructions must be provided to drivers at their despatch point. This will take the form of a map and clear written directions. | |
|  | All personnel working at night in road closures must use helmet lamps showing red to the rear and white to the front - see PPE Procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)) for details. Replacement supplies of lamps and batteries must be readily available on site. | |
|  | PVMs must instruct drivers to switch off flashing beacons when safely parked in the closure and to switch to sidelights rather than headlights. This will ensure that vehicles remain visible without causing glare. Drivers must switch beacons and headlights on before moving under the control of the PVM whilst in the site. | |
|  | See [HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786) Plant for requirements relating to mobile plant movement on public highways. | |

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| **Abbreviations / Definitions** | |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **PVPMP** | People, Vehicle and Plant Management Plan. See section 4 for full details. |
| **PVPC** | People, Vehicle and Plant Coordinator. See section 5 for competencies, training, definitions and requirements. |
| **PVM** | Plant and Vehicle Marshal. See section 6 for competencies, training, definitions and requirements. |
| **EXCLUSION ZONE** | An Exclusion Zone is a designated area where only authorised personnel can enter in line with the Safe System of Work. |
| **SLINGER** | Appointed within the Lift Plan with the responsibility for the correct identification and use of lifting accessories, attaching and detaching the load. |
| **SIGNALLER** | Appointed within the Lift Plan with the responsibility for directing the Operator to ensure safe movement of the lifting equipment and load. |
| **EXCAVATOR BANKSMAN** | Responsible for assisting plant operators and vehicle drivers to safely operate on site to prevent injury to people, damage to property or materials, and to stop operations if necessary, during any work mode. |
| **MACHINE CONTROLLER** | Network Rail Role only – responsible in ensuring the safe use/movement of specific On Track Plant (OTP) within a work site and this would include the provision of on/off tracking as well as managing suitable and sufficient exclusion zones during OTP operation. |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **PLANT INTERFACE ZONES** | For Plant Interfaces Zones see reference material [HSF-RM-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7804). |
| **RED TEXT** | Not yet available, use current BMS for relevant document. |

| **INPUTS** | | |
| --- | --- | --- |
| **Reference** | **Type** | **Title** |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [M&EE COP0032](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | External COP | Code of Practice for Any Line Open (ALO) Working |
| [HS(G)144](http://www.hse.gov.uk/pubns/priced/hsg144.pdf) | External guidance | (HSE) The Safe Use of Vehicles on Construction Sites |
| [HS(G)150](http://www.hse.gov.uk/pubns/priced/hsg150.pdf) | External guidance | (HSE) Health and Safety in Construction |
| <http://www.clocs.org.uk/> | Standard | CLOCS Standard for Construction Logistics |
| None | External form | [CLOCS Compliance Check Form and Non Conformance Report](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-626) |
| None | External form | [CLOCS Non Conformance Notification](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-627) |
| [HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786) | Procedure | Plant |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | PPE |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance/Assessments |
| [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | Procedure | Lifting Operations |
| [HSF-RM-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7804) | Reference Material | People, Vehicle and Plant Interface Zones |
| [HSF-RM-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7805) | Reference Material | Radio Communication Equipment and Guidance |
| [HSF-RM-0047c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7806) | Reference Material | Establishing Safe Site Vehicle and Pedestrian Routes |
| [HSF-RM-0047d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7807) | Reference Material | Radio Communications Protocol |
| [HSF-RM-0047e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7808) | Reference Material | Plant and Vehicle Marshal Non-Technical Skills |
| [HSF-RM-0047f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8987) | Reference Material | CLOCS Site Access Vehicle Checks |
| [HSF-RM-0047g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14760) | Reference Material | People and Plant Interface Video |
| [HSF-TB-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7814) | Tool Box Talk | Radio Communications Protocol Tool Box Talk |

| **OuTPUTS** | | | |
| --- | --- | --- | --- |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809) | People, Vehicle and Plant Management Plan | 3 years | Site Lead |
| [HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810) | People, Vehicle and Plant Management Plan (Short Duration Transient Sites) | 3 years | Site Lead |
| [HSF-SF-0047c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7811) | Detailed Delivery Requirements | Project Duration | Project Lead |
| [HSF-TF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7812) | Delivery Driver Site Rules | Project Duration | PVPC |
| [HSF-TF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7813) | Driver Flash Card for Highways Lane Closures | Project Duration | PVPC |
| N/A | CLOCS Compliance Checklist | Project Duration | PVPC |
| [HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848) | Briefing Attendance Sheet | 3 years | Project Lead |