

	Training & Information	Individual Qualification & Experience*	Monitoring, Auditing & Review	Workforce Involvement
CDM Requirement	Sufficient training arrangements in place, & being implemented, to ensure all employees have the skills and knowledge necessary to enable them to discharge their individual H&S related duties.	Personnel being assigned tasks are either (i) qualified & experienced to undertake that task; OR (ii) working under the supervision of someone competent to supervise that task.	Procedure in place for (i) monitoring compliance with procedures; AND (ii) auditing compliance with procedures; AND (iii) reviewing procedures.	Have, and implement, an established means of consulting with the workforce on H&S matters.
MCL Standard (Compliance) SCORE 2	(i) Core Skills matrix or equivalent detailing H&S roles and corresponding training requirements - including periods for refresher training; AND (ii) Headline training records - to include (a) Company H&S Induction; and (b) 5 Day CITB SMSTS passes (core site supervisory personnel); and (c) Fully Qualified Workforce card-holding &/or registration numbers with relevant schemes; AND (iii) 3 sample toolbox talks - with accompanying evidence of attendance.	(i) FQW requirements are met. AND (ii) Core site managers / supervisors have passed 5 Day CITB SMSTS; AND (iii) Secondary site supervisors have passed 2 Day CITB Site Supervisors Course.	(i) Procedures in place for (a) Conducting workplace inspections; and (b) Conducting HSMS compliance audits; AND (c) Review of performance. AND (ii) 3 recent 'Inspection' records provided - including details of close-out action taken. AND (iii) Last audit report provided - including details of close-out action taken.	(i) Procedure detailing requirements for formal consultation with the workforce. (e.g. H&S committees); AND (ii) Evidence of those meetings taking place (e.g. Minutes of meetings - including close out of action points)
MCL Standard (Substantial Compliance) SCORE 1	(i) Core Skills matrix, or equivalent, incomplete or otherwise inadequate; OR (ii) Headline training records incomplete or otherwise inadequate; OR (iii) Sample toolbox talks, or records of attendance, incomplete or otherwise inadequate.	(i) FQW requirements are substantially met & full compliance being worked towards; AND (ii) Core site managers / supervisors have passed 5 Day CITB SMSTS; AND (iii) Secondary site supervisors have passed 2 Day CITB Site Supervisors Course.	(i) Procedures in place in accordance with (a), (b) & (c) above. BUT (ii) Either (a) inadequate or incomplete 'Inspection' records provided; OR (b) inadequate or incomplete records of close-out action taken; OR (iii) Either (a) inadequate or incomplete audit report provided; OR (b) inadequate or incomplete records of close-out action taken.	Evidence of consultation meetings taking place (e.g. Minutes of meetings)
MCL Standard (Non Compliance) SCORE 0	(i) No Core Skills matrix or equivalent; OR (ii) Core Skills matrix, or equivalent, substantially inadequate; OR (iii) No evidence of a systematic training programme; OR (iv) No training records / training records substantially incomplete; OR (v) No sample toolbox talks or records of attendance.	(i) Little compliance with FQW requirements; OR (ii) Core site managers / supervisors have NOT passed 5 Day CITB SMSTS; OR (iii) Secondary site supervisors have NOT passed 2 Day CITB Site Supervisors Course.	(i) Procedures NOT in place to address (a), (b) & (c) above; OR (ii) Limited or no evidence of 'Inspection' records provided or of close-out; OR (iii) Limited or no evidence of system audits provided or of close-out.	No written evidence of consultation meetings taking place. <i>Note: Toolbox talks & Method Statement briefings do not constitute consultation.</i>