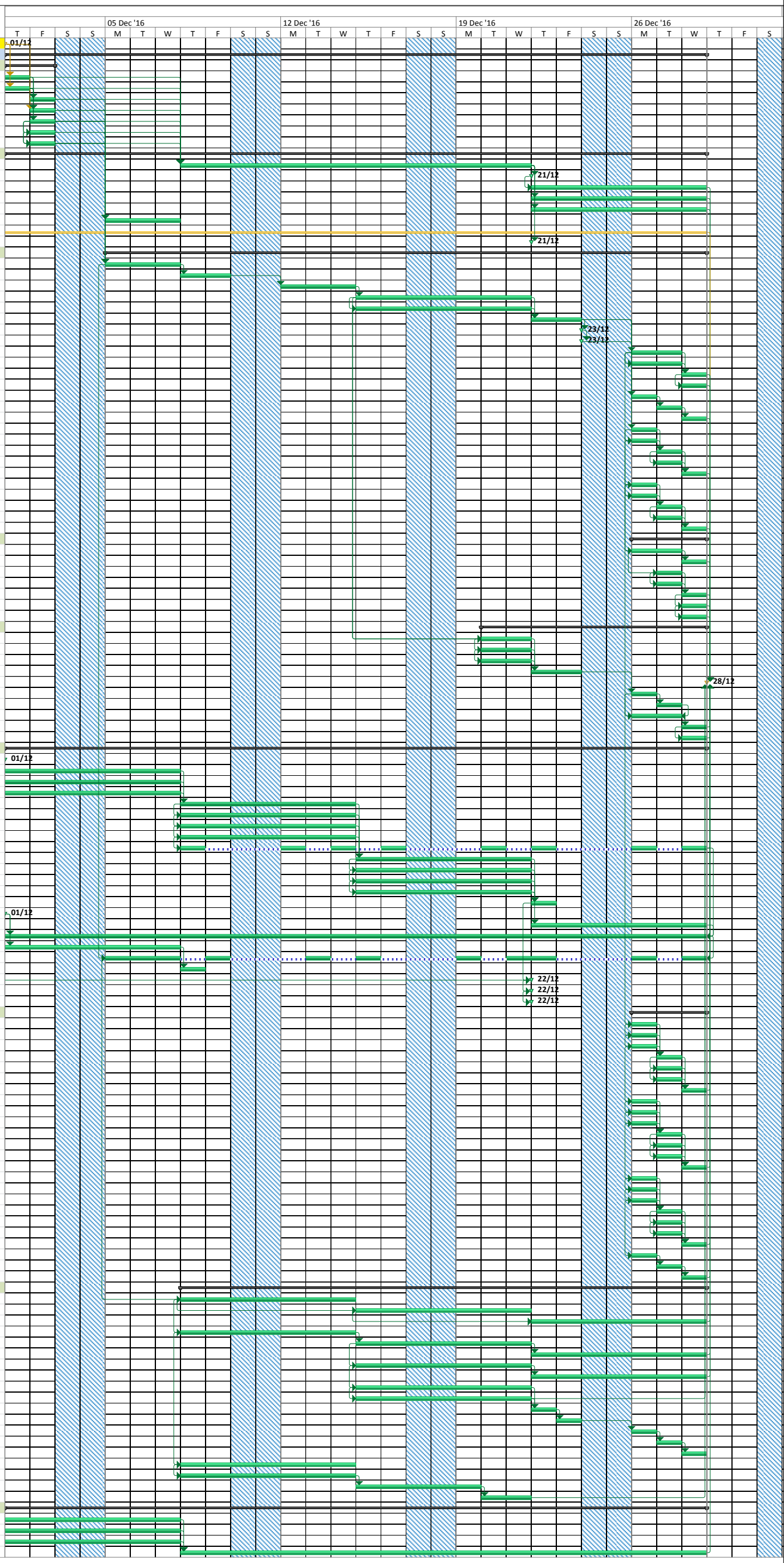
The Association Of Controls Management

Standard Site Set-Up Schedule

30th-November-2016

ID	Task Name	Related Site Management Manual References	Durati	Start	Finish	Hyperlink	Notes
1	CLIENT AWARDS CONTRACT/s		0 days	Thu 01/12/16	Thu 01/12/16		
2	**Set-Up Site (Checklist - Programme)**		**20 days**	**Thu 01/12/16**	**Wed 28/12/16**		
3	**Ownership and access**		**2 days**	**Thu 01/12/16**	**Fri 02/12/16**		
4	Client owns the site ?		1 day	Thu 01/12/16	Thu 01/12/16		
5	Writen notification of access acceptation		1 day	Thu 01/12/16	Thu 01/12/16		
6	Notify our insurers		1 day	Fri 02/12/16	Fri 02/12/16		
7	Access limitation		1 day	Fri 02/12/16	Fri 02/12/16		
8	CDM Drawing		1 day	Fri 02/12/16	Fri 02/12/16		
9	Laydown area		1 day	Fri 02/12/16	Fri 02/12/16		
10	Interfaces		1 day	Fri 02/12/16	Fri 02/12/16		
11	**Security of Site**		20 days	Thu 01/12/16	Wed 28/12/16		
12	Fencing/Barriers/Gates		10 days	Thu 08/12/16	Wed 21/12/16		
13	Security guard		0 days	Wed 21/12/16	Wed 21/12/16		
14	CCTV		5 days	Thu 22/12/16	Wed 28/12/16		
15	Statutary Signage		5 days	Thu 22/12/16	Wed 28/12/16		
16	Inductions		5 days	Thu 22/12/16	Wed 28/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
17	Authorisations(Safety Passport etc)		3 days	Mon 05/12/16	Wed 07/12/16		
18	Reporting		20 days	Thu 01/12/16	Wed 28/12/16		
19	Padlock		0 days	Wed 21/12/16	Wed 21/12/16		
20	**Site Office**		**18 days**	**Mon 05/12/16**	**Wed 28/12/16**		
21	Temporary Works Design		3 days	Mon 05/12/16	Wed 07/12/16		
22	Drainage		2 days	Thu 08/12/16	Fri 09/12/16		
23	Foundations		3 days	Mon 12/12/16	Wed 14/12/16		
24	Cabins		5 days	Thu 15/12/16	Wed 21/12/16		
25	Stairs		5 days	Thu 15/12/16	Wed 21/12/16		
26	Electricity		2 days	Thu 22/12/16	Fri 23/12/16		
27	Electrical test of cabins		0 days	Fri 23/12/16	Fri 23/12/16		
28	Electrical equipment PAT tested		0 days	Fri 23/12/16	Fri 23/12/16		
29	Furniture		2 days	Mon 26/12/16	Tue 27/12/16		
30	Office equipment(laptop, printer)		2 days	Mon 26/12/16	Tue 27/12/16		
31	General Stationary		1 day	Wed 28/12/16	Wed 28/12/16		
32	Digital camera (4GB)		1 day	Wed 28/12/16	Wed 28/12/16		
33	Phones		1 day	Mon 26/12/16	Mon 26/12/16		
34	Internet communication		1 day	Tue 27/12/16	Tue 27/12/16		
35	Bins		1 day	Wed 28/12/16	Wed 28/12/16		
36	Air horn		1 day	Mon 26/12/16	Mon 26/12/16		
37	Firefighting equipment		1 day	Mon 26/12/16	Mon 26/12/16		
38	First Aid Equipment		1 day	Tue 27/12/16	Tue 27/12/16		
39	Eye wash station		1 day	Tue 27/12/16	Tue 27/12/16		
40	Glasses cleaning station		1 day	Wed 28/12/16	Wed 28/12/16		
41	Mounted notice board		1 day	Mon 26/12/16	Mon 26/12/16		
42	Mounted dry wipe board		1 day	Mon 26/12/16	Mon 26/12/16		
43	Serviced water dispenser		1 day	Tue 27/12/16	Tue 27/12/16		
44	PPE and PPE for visitors		1 day	Tue 27/12/16	Tue 27/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
45	Smoke detector		1 day	Wed 28/12/16	Wed 28/12/16		
46	**Site Conference / Meeting Room**		**3 days**	**Mon 26/12/16**	**Wed 28/12/16**		
47	Furniture		2 days	Mon 26/12/16	Tue 27/12/16		
48	Mounted dry wipe board		1 day	Wed 28/12/16	Wed 28/12/16		
49	Serviced water dispenser		1 day	Tue 27/12/16	Tue 27/12/16		
50	Firefighting equipment		1 day	Tue 27/12/16	Tue 27/12/16		
51	Projector		1 day	Wed 28/12/16	Wed 28/12/16		
52	Screen		1 day	Wed 28/12/16	Wed 28/12/16		
53	Smoke detector		1 day	Wed 28/12/16	Wed 28/12/16		
54	**Site Welfare facilities**		**7 days**	**Tue 20/12/16**	**Wed 28/12/16**		
55	Adequate drying room		2 days	Tue 20/12/16	Wed 21/12/16		
56	Adequate toilets		2 days	Tue 20/12/16	Wed 21/12/16		
57	Kitchen area		2 days	Tue 20/12/16	Wed 21/12/16		
58	Kitchen equipment		2 days	Thu 22/12/16	Fri 23/12/16		
59	Daily cleaning of all accommodation		0 days	Wed 28/12/16	Wed 28/12/16		
60	Firefighting equipment		1 day	Mon 26/12/16	Mon 26/12/16		
61	Serviced water dispenser		1 day	Tue 27/12/16	Tue 27/12/16		
62	Storage facilities		2 days	Mon 26/12/16	Tue 27/12/16		
63	Smoke detector		1 day	Wed 28/12/16	Wed 28/12/16		
64	Eye wash station		1 day	Wed 28/12/16	Wed 28/12/16		
65	**Documentation**		**20 days**	**Thu 01/12/16**	**Wed 28/12/16**		
66	Contract		0 days	Thu 01/12/16	Thu 01/12/16		
67	BoQ		5 days	Thu 01/12/16	Wed 07/12/16		
68	Scope of Work		5 days	Thu 01/12/16	Wed 07/12/16		
69	Technical Information		5 days	Thu 01/12/16	Wed 07/12/16		
70	Construction Phase H&S Plan		5 days	Thu 08/12/16	Wed 14/12/16		
71	Quality Management Plan		5 days	Thu 08/12/16	Wed 14/12/16		
72	Environmental Management Plan		5 days	Thu 08/12/16	Wed 14/12/16		
73	Traffic Management Plan		5 days	Thu 08/12/16	Wed 14/12/16		
74	RAMs		8 days	Thu 08/12/16	Wed 28/12/16		
75	ITPs		5 days	Thu 15/12/16	Wed 21/12/16		
76	Site Waste Management Plan		5 days	Thu 15/12/16	Wed 21/12/16		
77	Pollution Incident Response Plan		5 days	Thu 15/12/16	Wed 21/12/16		
78	Fire / Evacuation Plan		5 days	Thu 15/12/16	Wed 21/12/16		
79	Accident book		1 day	Thu 22/12/16	Thu 22/12/16		
80	Contract Drawings		0 days	Thu 01/12/16	Thu 01/12/16		
81	Site folder and filling system set up		5 days	Thu 22/12/16	Wed 28/12/16		
82	Programme		20 days	Thu 01/12/16	Wed 28/12/16		
83	CDM site layout drawing		5 days	Thu 01/12/16	Wed 07/12/16		
84	Temporary Works Design		11 days	Mon 05/12/16	Wed 28/12/16		
85	Training Certificates		1 day	Thu 08/12/16	Thu 08/12/16		
86	Asbestos Register		0 days	Thu 22/12/16	Thu 22/12/16		
87	COSHH Register		0 days	Thu 22/12/16	Thu 22/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
88	Daily Site Register		0 days	Thu 22/12/16	Thu 22/12/16		
89	**Documentation to be displayed**		**3 days**	**Mon 26/12/16**	**Wed 28/12/16**		
90	Five days weather forcast		1 day	Mon 26/12/16	Mon 26/12/16		
91	Training Matrix (Site office)		1 day	Mon 26/12/16	Mon 26/12/16		
92	HS0002 H&S Law Poster		1 day	Mon 26/12/16	Mon 26/12/16		
93	The Electricity at work Act Poster		1 day	Tue 27/12/16	Tue 27/12/16		
94	CDM signage displayed at site entrance		1 day	Tue 27/12/16	Tue 27/12/16		
95	Daily Hazards White board		1 day	Tue 27/12/16	Tue 27/12/16		
96	PPE signs		1 day	Wed 28/12/16	Wed 28/12/16		
97	Assembly point		1 day	Mon 26/12/16	Mon 26/12/16		
98	Waste skips labelled		1 day	Mon 26/12/16	Mon 26/12/16		
99	Quality Policy		1 day	Mon 26/12/16	Mon 26/12/16		
100	9001 Certification		1 day	Tue 27/12/16	Tue 27/12/16		
101	Environmental Policy		1 day	Tue 27/12/16	Tue 27/12/16		
102	14001 Certification		1 day	Tue 27/12/16	Tue 27/12/16		
103	Waste carriers license		1 day	Wed 28/12/16	Wed 28/12/16		
104	H7S Policy		1 day	Mon 26/12/16	Mon 26/12/16		
105	Drug and Alcohol Policy		1 day	Mon 26/12/16	Mon 26/12/16		
106	18001 Certification		1 day	Mon 26/12/16	Mon 26/12/16		
107	CHAS Certification		1 day	Tue 27/12/16	Tue 27/12/16		
108	RoSPA Award Certificate		1 day	Tue 27/12/16	Tue 27/12/16		
109	F10 Notice		1 day	Tue 27/12/16	Tue 27/12/16		
110	Site Safety Rules		1 day	Wed 28/12/16	Wed 28/12/16		
111	Nominated First Aider/Fire Warden Notice		1 day	Mon 26/12/16	Mon 26/12/16		
112	Details of route to local A&E hospital		1 day	Tue 27/12/16	Tue 27/12/16		
113	Emergency contact number		1 day	Wed 28/12/16	Wed 28/12/16		
114	**Site logistics**		**15 days**	**Thu 08/12/16**	**Wed 28/12/16**		
115	Temporary Road		5 days	Thu 08/12/16	Wed 14/12/16		
116	Car park		5 days	Thu 15/12/16	Wed 21/12/16		
117	Footpath		5 days	Thu 22/12/16	Wed 28/12/16		
118	Septic tank		5 days	Thu 08/12/16	Wed 14/12/16		
119	Generator		5 days	Thu 15/12/16	Wed 21/12/16		
120	Compound and car park lighting		5 days	Thu 22/12/16	Wed 28/12/16		
121	Fuel bowser (lockable)		5 days	Thu 15/12/16	Wed 21/12/16		
122	Barriers		5 days	Thu 22/12/16	Wed 28/12/16		
123	Storage		5 days	Thu 15/12/16	Wed 21/12/16		
124	Skips		5 days	Thu 15/12/16	Wed 21/12/16		
125	Bins		1 day	Thu 22/12/16	Thu 22/12/16		
126	Spill kits		1 day	Fri 23/12/16	Fri 23/12/16		
127	Coshh cabinet		1 day	Mon 26/12/16	Mon 26/12/16		
128	Gas Cylinders		1 day	Tue 27/12/16	Tue 27/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
129	Small tools		1 day	Wed 28/12/16	Wed 28/12/16		
130	Water supply / Tank		5 days	Thu 08/12/16	Wed 14/12/16		
131	Distribution Board		5 days	Thu 08/12/16	Wed 14/12/16		
132	Cable for cabins connection		3 days	Thu 15/12/16	Mon 19/12/16		
133	trace heating / salt for winter		2 days	Tue 20/12/16	Wed 21/12/16		
134	**Construction Information**		**20 days**	**Thu 01/12/16**	**Wed 28/12/16**		
135	Materials		5 days	Thu 01/12/16	Wed 07/12/16		
136	Plant		5 days	Thu 01/12/16	Wed 07/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
137	Vehicles		5 days	Thu 01/12/16	Wed 07/12/16	W:\(001) High Blantyre Filing\A) Offsite Company Do	
138	Sub'contractors		15 days	Thu 08/12/16	Wed 28/12/16