MODULE GUIDANCE:

CORPORATE SOCIAL RESPONSIBILITY: QUALITY

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The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more client buyers The Quality module forms part of a wider set of Corporate Social Responsibility (CSR) modules which you need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme certification.

This guidance explains the topics covered in the Quality assessment, the requirements and standards to which we assess in line with the client requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All companies who work for certain client buyers are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Question 1

If your company has ISO 9001 with a UKAS*-accredited company please answer 'yes' and upload a copy of your certificate. You only have to complete one other question in this module.

Please note: It is essential that the legal entity being assessed are detailed on this certificate; group certificates which do not detail the correct legal company name of the company being assessed will not be accepted.

* UKAS or an organisation mutually recognised by UKAS, i.e. other accreditation bodies who are signatories of mutual recognition arrangements via European Cooperation for Accreditation (EA), International Laboratory Accreditation Cooperation (ILAC) or International Accreditation Forum (IAF).
See https://www.ukas.com/customer-area/international-recognition-and-the-global-accreditation-network/

If you do not have ISO 9001 certification or have been certificated by a non-UKAS* accredited organisation, please answer 'No' and complete the remainder of the questions in this module.

Question 2

Please confirm if your company has a Quality Policy in place, and if so upload a copy. The Quality Policy must be signed and dated by a senior person within the last 12 months.

This is a mandatory requirement for this module, so if you don't already have a Quality Policy you can download a template to then amend accordingly and tailor to your company's arrangements from the 'Resources' tab and upload.

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Question 3
Please describe your company arrangements for providing your workforce with training and information on quality-related information. This field must be completed to explain how you do this, e.g. during induction training, in-house mentoring, etc.

We cannot accept a reference to your Quality Policy such as 'see policy'.

Question 4
Please describe your company arrangements for checking, reviewing and improving your quality management performance. This field must be completed to explain how you do this, e.g. annual review of performance by Director in conjunction with results of ongoing quality monitoring.

We cannot accept a reference to your Quality Policy such as 'see policy'.

Question 5
Please describe your arrangements for ensuring that any subcontractors or suppliers you use adhere to quality requirements during their works. This field must be completed to explain how you do this, e.g. ongoing supervision on site by your supervisor, unannounced spot check inspections, etc.

We cannot accept a reference to your Quality Policy such as 'see policy'.

Question 6
Please describe your arrangements for ensuring your quality procedures are effective in preventing or reducing incidents of substandard delivery. This field must be completed to explain how you do this, e.g. post-completion checks by supervisor prior to handover to the Client, completion of handover checklist, etc.

We cannot accept a reference to your Quality Policy such as 'see policy'.

Question 7
Please confirm who is ultimately responsible for quality within your company. This should be a senior person such as a Director. Please provide their name, position and contact details (email address or telephone number).

Question 8
This question applies to all companies who manufacture and place products* on the UK market. If your company does not manufacture and place products on the market, please select 'N/A' (i.e. if you only purchase, or only fit).

If your company does place products on the UK market, please confirm that you comply with the requirements of the UK Conformity Assessed (UKCA) Marking requirements which require products to be marked with a 'UKCA' logo (formerly CE mark). Please refer to https://www.gov.uk/guidance/using-the-ukca-marking   and   https://www.gov.uk/guidance/construction-products-regulation-in-great-britain for guidance.

You are required to upload suitable evidence to show that you are complying with your legal requirements, e.g. a certificate provided by a Notified Body detailing your correct legal company name and products covered.

* products covered by the Construction Product Regulation include:
Cement, building lime, admixtures and aggregates
Pipes
Manhole and inspection covers
Fire protection products
Glass
Windows and doors
Precast concrete
Gas and electrical appliances
Traffic furniture
Masonry, etc.

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Validity & Renewal:

The expiry date of the Quality module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process.

If the Quality module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes.

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