



POLICY FOR AUDITING & CERTIFICATION TO CCF CODE

In addition to the General Policy which applies to all Standards, this policy describes interpretations of the requirements for auditing and certification of construction management systems to the CCF Code made by TQCSI's Certification Approval Panel. It complements TQCSI Work Instruction 64 (CCF Code) which should also be referred to by auditors when auditing clients' construction management systems.

A **Major nonconformance** is to be raised where:

- the agreed action plan to address a minor nonconformance has not been implemented
- a serious discrepancy or a number of like discrepancies indicate there is a total breakdown in the management system or there is a high risk of serious injury or pollution
- there is a very significant breach of legislation or a regulatory or key stakeholder requirement
- there is a very serious OHS or environmental hazard that is not controlled and could cause permanent disability or pollution.

Timeframe for major nonconformances

When a major nonconformance is raised, the respective Audit Team Leader is to consider the risk when deciding on the time frame for the client to satisfactorily address the nonconformance. The time frame is not to be greater than three months (unless initial certification is being sought) but is to be much shorter if there is a risk to public safety. As a guide:

- major NCR related to document control, management review, training etc - 3 months
- major NCR related to meeting safety objectives - 2 months
- major NCR related to workplace safety - 1 month
- major NCR posing an immediate or serious threat to workplace safety – 1 week.

A **Minor nonconformance** is to be raised where:

- a serious discrepancy or a number of like discrepancies indicate there is a breakdown in part of the management system or there is a risk of serious injury or pollution
- there is a significant breach of legislation or a regulatory or key stakeholder requirement
- there is a serious OHS or environmental hazard that is not controlled and could cause disability or pollution.

General:

- Risk assessments must be undertaken of:
 - sites (client's premises and all temporary sites)
 - significant equipment which could cause harm
 - significant work processes
- Controls must be implemented for all hazards identified in risk assessments, based on the level of risk identified.
- All work process hazards, their controls and risk assessment should be summarised on a register (often referred to as a Hazard/Risk Register or Job Safety Analysis (JSA) for site projects).

Approved: *original signed*

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