

Question	Answer
What is CMS?	The Contractor Management System has been set-up as a tool for the collection of data from all of those on-site workers who are not directly employed by BMD (such as plant operators and other subcontractors). The system will allow us to hold copies of white cards, training certificates, tickets and VOCs; and, will be a portal for the worker to undertake BOLT training modules.
Who will be using it?	The Contractor Management System is for all Subcontractors who will be working for more than 5 days across the BMD Group. If a company is coming in for a short term, 5 days or less in a year (e.g. repairing plant or machinery, Delivery Drivers) they do not need to go into the system.
Who informs the Subcontractors about these new requirements?	The CMS should be set up at time of engaging the Subcontractor. This will allow the subcontractor to complete the CMS setup, ensure workers have compliant CMS profiles and complete any BOLT training well ahead of the time they are needed on site by the BMD project team.
What happens if a worker arrives onsite without having met the CMS requirements?	<p>It is a formal contractual condition that our systems must be complied with, and that extends to this system. Strictly speaking, Subcontractors could be seen to be in breach of contract if they fail to comply with our system.</p> <p>In practical terms, this information must be uploaded prior to coming to site. If the worker is not on the CMS system at all, they are not to start work. Please contact the Principle Contractor for the Company and ask them to set-up their worker.</p>
How can an Operator complete an OSA?	A BMD Foreman will complete the OSA with the Operator on site, prior to them commencing work.

<p>Does the CMS store SOPs or Work Method Statements?</p>	<p>No. The CMS is specifically for data relating to people. All SOPs and Work Method Statements must be stored on your Project's SharePoint Site.</p>
<p>What if the Subcontractor doesn't have access to a computer or is not computer literate?</p>	<p>In the vast majority of cases, each subcontractor organisation will have at least one employee who is entrusted to work with computers and who could walk the workers through the process. Alternatively, the Project Team can make some time available to sit at a computer with the Subcontractor and guide them through the process.</p>