
5.0 Contractors Actions

BSA Manual Rev 01 2025



Section 5

- 5.1 Building Safety Act Overview
 - 5.1.1 Building Safety Act 2022
 - 5.1.2 BSA Manual Overview
 - 5.1.3 Building Safety Regulator
 - 5.1.4 Building Safety Regulator Main Duties for All Buildings
 - 5.1.5 Building Safety Regulator main duties for HRBs
 - 5.1.6 Definition of a Higher-Risk Building (HRB)
 - 5.1.7 HRB Gateway Process
- 5.2 Duty Holders BSA
 - 5.2.1 Duty Holders
 - 5.2.1 Duty Holders
 - 5.2.2 Transfer of Duty Holder
 - 5.2.3 Transfer of Duty Holder
- 5.3 Principal Contractor Arrangements
 - 5.3.1 Principal Contractor
 - 5.3.2 Principal Contractor, Organisational Principal Contractor (OPC) and Designated Individual Principal Contractor (DIPC)
 - 5.3.3 Summary of BSA Principal Contractor Responsibilities
 - 5.3.4 Behaviour and Ethics
 - 5.3.5 Additional Principal Contractors
 - 5.3.6 Additional Principal Contractors
- 5.4 Principal Contractor Site Manager Arrangements
 - 5.4.1 Principal Contractor Site Manager Arrangements
- 5.5 External Principal Contractor Arrangements
 - 5.5.1 External Principal Contractor
 - 5.5.1 External Principal Contractor
 - 5.6 Contractor & Designer Competency Arrangements
 - 5.6.1 Contractor & Designer Competency overview
 - 5.6.2 SMAS Requirements
 - 5.6.3 Invitation to Tender
 - 5.6.4 Pre-Qualification and Contractor Health and Safety Documentation Matrix
 - 5.6.5 Contractor Information and Engagement
 - 5.6.7 Pre-Start Meeting
 - 5.7 Award contracts and obtain documentation
 - 5.7.1 Award contracts and obtain documentation
 - 5.7.2 Principal Designer Responsibilities
 - 5.7.3 Principal Contractor Competencies & Responsibilities

- 5.8 Plot Specific Checklists and Information
 - 5.8.1 Plot Specific Checklists and Information
 - 5.8.2 Digital Build Quality Checklist
 - 5.8.3 Safety Critical Elements
- 5.9 Record Keeping - HRBs
 - 5.9.1 Digital record keeping for HRBs
 - 5.9.2 Digital record keeping for HRBs
 - 5.9.2 Digital record keeping for HRBs
 - 5.9.3 Digital record keeping for HRBs
 - 5.9.3 Digital record keeping for HRBs
- 5.10 Monitoring Arrangements
 - 5.10.1 Quality Manager Roles and Responsibilities
 - 5.10.2 Biannual BQR Categorised Site Inspection Visits
 - 5.10.3 Biannual BQR Site Inspection Visit Category System
 - 5.10.4 Quarterly Quality Meeting
 - 5.10.5 Independent Inspection (Supplier Engagement Programme) – Product Supplier
- 5.11 Infractions - Contractors
 - 5.11.1 Serious Infractions
 - 5.11.2 Serious Infractions
 - 5.11.3 Mandatory Occurrence Reporting (HRBs Only)
 - 5.11.4 Legislative Updates
 - 5.11.4 Legislative Updates



5.1 Building Safety Act Overview

BSA Manual Rev 01 2025



5.1.1 Building Safety Act 2022

The Building Safety Act 2022 (BSA), along with secondary legislation, introduces new obligations for individuals and organisations involved in the design, construction, and management of Higher Risk Buildings (HRBs). It also implements new Duty Holder and competence requirements for all buildings, not only HRB's. These new responsibilities are in addition to the existing duties outlined in the Construction (Design and Management) Regulations 2015 (CDM) even though the terminology is similar in places. It is anticipated that the new Duty Holders can be the same as those with the health and safety responsibilities under CDM, but they will be required to be competent and demonstrate the appropriate skills, knowledge, experience, and behaviours to undertake their roles under the BSA and Building Regulations.

The BSA also established the Building Safety Regulator (BSR) as the new regulatory body responsible for overseeing the safety and performance of buildings throughout their lifetime, with responsibilities commencing at the design stage and continuing during occupation.



5.1.2 BSA Manual Overview

This Manual provides a framework for managing risks. It ensures that the responsibility for day-to-day management is effectively communicated and cascaded from board level to all staff, including office and site-based employees and sub-contractors. This Manual is part of the HSE Management System and comprises a series of strategic and operational controls in the form of connected manuals and tools, supported by guidance, procedures, and checklists. These manuals and tools are linked to the Operating Framework throughout.

Regular monitoring, review, and updating of the HSE Management System is fundamental to achieving continuous improvement and is therefore supported by an internal audit process covering all aspects of activity. This helps ensure that all offices and sites are effectively managing their specific safety risks, building risks and environmental aspects.

Throughout this Manual, references to other **Sections** and **Documents** are highlighted in **bold/blue**, and **critical text is highlighted yellow**.

Note: This Manual cannot cover every eventuality or activity. Whenever a member of the team is faced with something outside their knowledge or experience, or if they have any doubts or concerns about any of the procedures or control measures, they must contact their Line Manager to obtain assistance in agreeing and confirming the necessary action to be taken.



5.1.3 Building Safety Regulator

The Building Safety Regulator (BSR) sits within the Health & Safety Executive (HSE), reporting to the Secretary of State. The BSR will take control of building regulations, approved documents, and building control if the building is an HRB. They are responsible for developing and implementing the regulatory regime and establishing and consulting with three advisory committees focused on building, industry competence, and resident representation.

5.1.4 Building Safety Regulator Main Duties for All Buildings

Overseeing the safety and standards of all buildings (additional HRB details are dealt with in the next pages) including:

- Ensuring compliance with Building Regulations and taking action against building owners and Duty Holders who do not meet their legal obligations.
- Overseeing Building Control Bodies and their inspectors. Local Authorities and registered building control approvers are responsible for the day-to-day building control functions for non-HRBs, but they must operate under the oversight and standards set by the BSR.
- Maintaining a register of Building Control Bodies and Building Control Inspectors (such as NHBC).
- Helping the built environment industry, Building Control Bodies, and Building Control Inspectors to improve their competence.

5.1.5 Building Safety Regulator main duties for HRBs

Ensuring compliance with the three gateways. These are stop/go points at which regulatory compliance will need to be demonstrated before an HRB is allowed to proceed (see next page for definition of an HRB):

- Gateway 1 – Planning/fire strategy approval;
- Gateway 2 - Design and build information and products including occupation strategy;
- Gateway 3 – Completion/final certificate phase as it moves into occupation.

Acting as a statutory consultee for planning applications.

Fulfilling the role of the Building Control Authority. The BSR can also nominate a suitable building control authority to undertake these duties.

- Ensuring that a Golden Thread of information is produced and provided to the Accountable Persons on completion.
- Maintaining a register of HRBs and their Accountable Persons.
- Ensuring compliance with the Building Regulations and acting against building owners, Duty Holders, and Accountable Persons who do not meet their legal obligations.

5.1.6 Definition of a Higher-Risk Building (HRB)

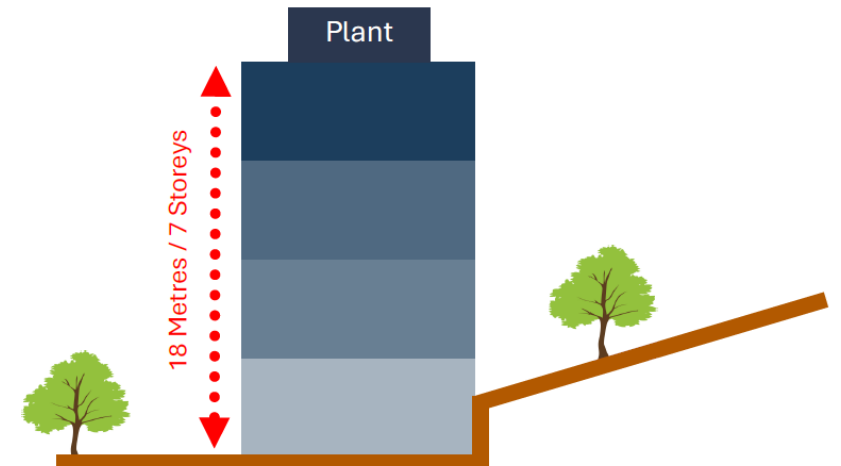
During construction and prior to occupation phase, an HRB is defined as a hospital, care home or building consisting of at least 2 residential units which also meets the height threshold of being at least 18 metres at least 7 storeys. Exclusions from the definition are prisons, hotels, military premises, MOD living accommodation, and armed forces living accommodation. Once occupied, care homes and hospitals are excluded from the definition as they are regulated by the CQC not BSR after occupation.

The top storey of the building being 18 metres or more in height should be determined ignoring any storey which is a roof-top machinery or plant area or consists exclusively of machinery or plant rooms, and should be measured from the ground level on the lowest side of a building to the top storey upper floor surface

The building containing 7 or more storeys should be determined ignoring any storey which is below ground level (a storey is treated as below ground level if any part of the finished surface of the ceiling of the storey is below the ground level immediately adjacent to that part of the building) and counted from the ground level on the lowest side of the building

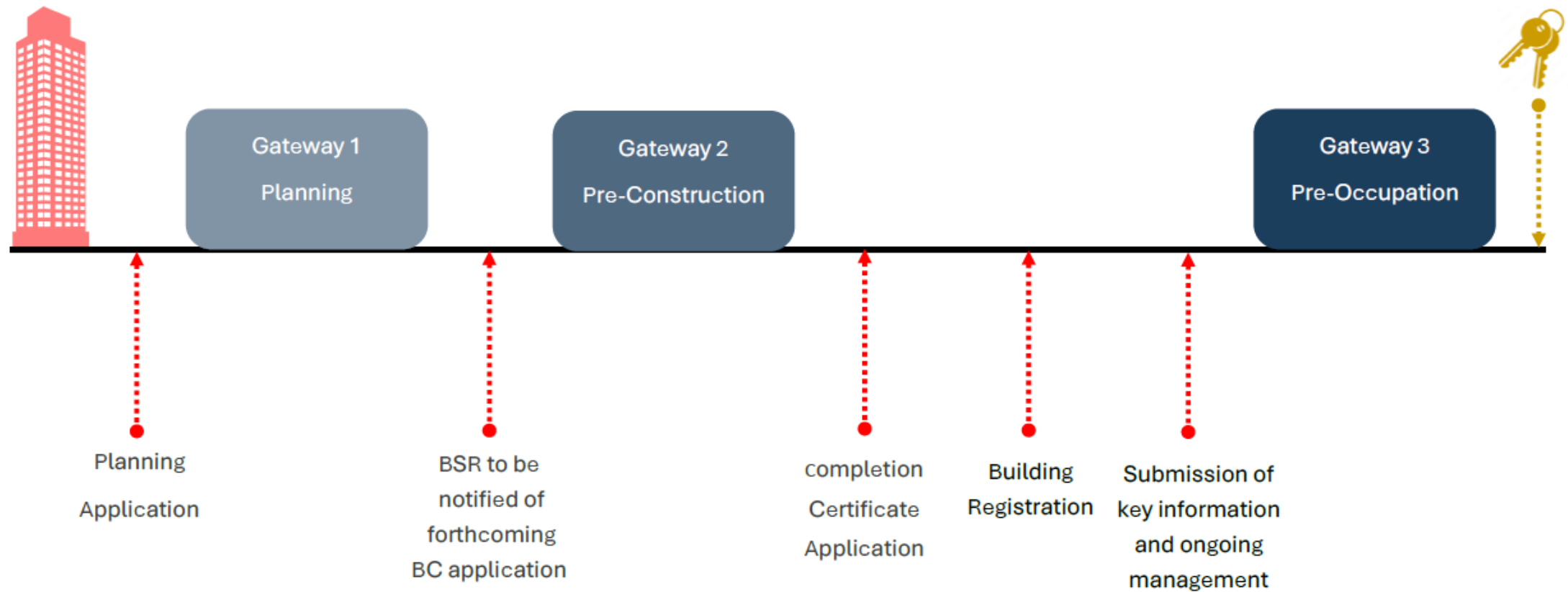
A mezzanine counts as a separate storey if its internal floor area is at least 50% of the internal floor area of the largest storey in the building which is not below ground level.

Height of top storey measured from the upper floor surface to ground level on the lowest side of the building



5.1.7 HRB Gateway Process

Below illustrates the HRB 'Hard Stop' process.



5.2 Duty Holders BSA

BSA Manual Rev.01 2025



5.2.1 Duty Holders

Duty Holders under the BSA must work together to plan, manage, co-ordinate, and monitor the design, construction, and any refurbishment work to ensure that the buildings comply with all relevant Building Regulations and are safe to occupy once completed. Key Duty Holder roles reflect the existing CDM hierarchy.

Duty Holder	Responsibility
Client	<p>The Client is the organisation or individual for whom a construction project is carried out. Where there are more than one Client, the Clients can agree in writing which will be the named Client holding this BSA role for the project.</p> <p>They are ultimately responsible for ensuring that the requirements of the BSA are satisfied and the Client's duties cannot be subcontracted to a third party.</p>
Principal Designer (PD)	<p>Plan, manage and monitor design work during the design stage of the project.</p> <p>Take all reasonable steps so that the design work carried out by the PD and those under its control is planned, managed and monitored to ensure, if built, the design complies with the relevant building regulations.</p> <p>TW will be the Principal Designer (PD) known as Organisational Principal Designer as it is an organisation, unless an External PD is appointed.</p> <p>The regional Technical Director will have the role of managing TW functions as PD.</p>
Designated Individual Principal Designer (DIPD)	<p>Where TW is the PD, an individual must be designated with the task of managing the company's functions as PD.</p> <p>The DIPD will be the Technical Director.</p>
Designer	<p>This includes any individual that carries out any design work (the design of any building work) or arranges for or instructs any person to do so under their control. This means that external designers, such as architects, engineers, or consultants, who are involved in the design process, fall under the Duty Holder obligations.</p> <p>Any individual who is involved in the design and/or specification change may be considered a Designer and have Duty Holder responsibilities.</p>

5.2.1 Duty Holders

Duty Holder	Responsibilities
Principal Contractor (PC)	Plan, manage and monitor building work during the construction phase of the project. Cooperate with the Client, PD and others involved in the design work and building work to ensure it complies with the relevant building regulations, as well as ensuring that these parties cooperate, coordinate, and communicate between themselves.
Organisational Principal Contractor (OPC)	Where TW is PC, the Production Director will be appointed the Organisational Principal Contractor (OPC) and be designated with the task of managing TW functions as PC organisationally.
Designated Individual Principal Contractor (DIPC)	Where TW is PC on site, an individual must be designated who has the task of managing TW functions at site level. This person is known as the Designated Individual Principal Contractor (DIPC). The Site Manager will be the individual holding this role, working under the control of the OPC.
Contractor	Must have the skills, knowledge, experience and behaviours necessary to carry out the building work compliant with all relevant requirements. Cooperate with the Client, PD/PC, Designers and other Contractors to ensure the build work is compliant with all relevant regulations.
Accountable Person (AP)	Responsible for an HRB once it is occupied. The AP is the entity responsible for meeting the statutory obligations under Part 4 BSA.
Principal Accountable Person (PAP)	Responsible for an HRB once it is occupied. The PAP has primary responsibility for statutory obligations if there is more than one AP.

5.2.2 Transfer of Duty Holder

Under the BSA, the transfer of the Duty Holder role involves several key steps and responsibilities. The main points to consider are:

Appointment and Competence: The new Duty Holder must be appointed in writing (where it is a change to the PD/PC) or through the TW handover for the Site Manager DIPC process. The new Duty Holder must have the necessary skills, knowledge, experience, and behaviours to fulfil the role (**section 1.2.1**).

If the new Duty Holder does not satisfy the competence requirements, they must not be allowed to act.

Handover Process: When a Duty Holder, such as a PD or PC, is replaced, the outgoing Duty Holder must provide a document to TW MD explaining the arrangements they have put in place to fulfil their duties. The new Duty Holder must review these arrangements to ensure compliance with the relevant requirements, completing document **BSA-FO-3-V1: BSA Change of Principal Contractor Notification**.

Responsibilities: The new Duty Holder must ensure that their work is planned, managed, and monitored to comply with building regulations. This includes cooperating with other Duty Holders, sharing information, and supporting each other to ensure compliance.

5.2.3 Transfer of Duty Holder

Notification: If the new Duty Holder ceases to satisfy the competence requirements, the Client must be notified. By no later than 28 days after the end of an appointment, the new Duty Holder must give to the Client a document confirming what arrangements are in place to ensure the duties will be fulfilled.

If a change of Duty Holder occurs after an application for building control approval is made or a building notice is given, notice must also be given to the Relevant Authority with the details of the change in Duty Holder.

Compliance: The new Duty Holder must provide a signed compliance declaration within **5** days of completing the work, confirming they have fulfilled their responsibilities.

For projects involving HRBs, additional responsibilities include identifying and sharing information about the nature of the project and working together to provide the necessary information to the BSR.

Note: If any changes are made to Duty Holders' appointments, the Organogram must be updated.



5.3 Principal Contractor Arrangements

BSA Manual Rev.01 2025



5.3.1 Principal Contractor

There is a clear difference between the duties of a PC under CDM and the BSA. While both roles share the same title, their core responsibilities differ significantly.

CDM PC

Primary role: to ensure, as far as reasonably practicable, the **safety and health** of those affected by the project.

BSA PC

Primary role: to take reasonable steps to ensure **compliance with building regulations**.

TW will often be the PC under both CDM and BSA, however, in certain circumstances, external PC's will be used e.g. Groundworkers and Civil Engineers at the start of a project.

This document outlines the competence and management arrangements required for TW when acting as PC under the BSA **only**. Our arrangements for PC's under CDM are dealt with separately and are detailed in the Taylor Wimpey HSE Manual and CDMEMS Manual, currently located in our HSE Management system.

The PC Duty Holder role for the purpose of CDM is the TW Production Management Team for the BU, comprising of the Production Director, Production Manager, Project Manager, and Site Manager.

The BSA and secondary legislation requires the **C**ontractor with control over the building to be appointed as the PC. The PC Duty Holder for the purpose of BSA is covered on the next page.



5.3.2 Principal Contractor, Organisational Principal Contractor (OPC) and Designated Individual Principal Contractor (DIPC)

Where the PC is an organisation e.g. TW, there is a requirement for the organisation to designate an individual under its control who has the task of managing its functions as the PC.

TW will be the Principal Contractor in most situations. When TW is PC the Production Director will be the Organisational Principal Contractor (OPC) and will appoint the Site Manager as the Designated Individual Principal Contractor (DIPC) working under the control of the OPC. The Site Manager will be supported in meeting the requirements of this role by the Business Unit Management Team (BUMT).

The BUMT will ensure appointment of the DIPC in the planning stage of the development so that there is sufficient time to plan and prepare, and liaise with the Designers, product manufacturers and suppliers, Contractors, and the Site Management Team.

To ensure clarity for the different roles and responsibilities for each site and prevent confusion in the terminology 'Principal Contractor' under BSA and CDM, a **project directory and organogram** must be created, detailing Duty Holders under both the **CDM and BSA**.

The **project directory & organogram** must include details of the production, technical and commercial department project team members to ensure clear lines of communication within the organisation and other stakeholders involved with the project.

The BUMT is required to provide adequate support and commitment to the DIPC Site Manager, including mentoring, professional development and time for reflection necessary to fulfil the role. The BUMT is responsible for ensuring that the Site Manager has the relevant skills, knowledge, experience, and behaviours to act as DIPC.

5.3.3 Summary of BSA Principal Contractor Responsibilities

The full list of responsibilities required are listed in the **BSA-FO-2-V1**, but generally, the Site Manager must:



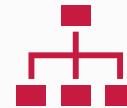
Plan, manage, and monitor the building work during the construction phase



Cooperate, coordinate, and communicate effectively with other Duty Holders to ensure it complies with building regulations



Have the skills, knowledge, experience, and behaviours in managing and constructing buildings



Have sufficient technical expertise to ensure building safety, compliance with building regulations, and the quality of work by others under their responsibility



Manage the information flow from the Client and Designer through to the building's end-users - this is critical for compliance with building regulations so that all buildings are safe and perform throughout their lifetime



Meet the additional competencies required to comply with the duties for HRBs

The DIPC cannot be expected to possess the full range of competencies given the breadth and complexity of building works; however, they are expected to have sufficient technical expertise for ensuring building safety, compliance with building regulations, and the quality of work by others under their responsibility. This is reflected in the Site Manager job description. With support from the BUMT, the DIPC is expected to possess managerial expertise that enables them to effectively liaise with all others undertaking or supplying building work, materials/products, or services for buildings. To enable the DIPC to fulfil this role, significant input and support from functions within the BU such as Commercial and Technical teams will be required.

5.3.4 Behaviour and Ethics

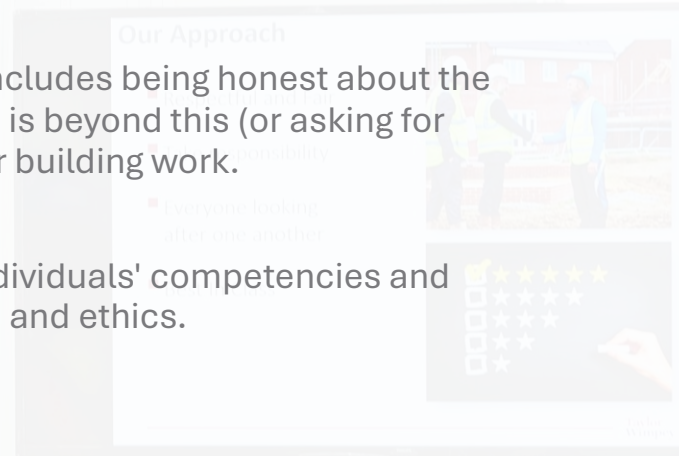
PCs are required to have high levels of personal integrity. This includes being honest about the limits of their competence and refusing to carry out work which is beyond this (or asking for assistance). They should never accept non-compliant design or building work.

Our established HR processes provide opportunity to review individuals' competencies and development needs on a regular basis, this ensures behaviours and ethics.

HR processes include the following:

- Line Manager quarterly performance reviews
- Code of Conduct
- Whistleblowing policy, and safe call process
- Contractor non-conformity process
- BSA quarterly quality meeting (section 1.3.4)

Link to HR inhouse page: [HR - Home](#)



5.3.5 Additional Principal Contractors

A whole-building approach and integrated overview of the lifecycle of a building, as well as an increased risk awareness relating to fire spread, structural failure and other prescribed regulatory hazards relating to HRBs, is paramount. As set out in paragraph 1.3, the BSA and associated legislation introduced three Gateways. These are stop/go points at which regulatory compliance will need to be demonstrated to the BSR before an HRB is allowed to proceed.

Gateway 1 is fulfilled by those applying for planning permission.

Gateway 2 is before construction when the full design is deposited with the BSR (construction cannot begin until the BSR is satisfied with the design intention).

Gateway 3 occurs at final certificate/completion in readiness for occupation.

During the design and construction of the HRB, the digital Golden Thread holds the data needed to demonstrate compliance with building regulations (including fire and structural safety building information). In occupation, the digital Golden Thread holds the data needed to manage fire and structural safety in an occupied building. The digital Golden Thread is a live repository of information that must always be kept up to date.



5.3.6 Additional Principal Contractors

The PC must meet the following additional responsibilities for HRBs:



Contribute to the planning and development of the Construction Control Plan and Change of Control Plan and thereafter maintain it



Ensure no individuals, including themselves have any serious sanctions or have been involved in any misconduct within 5 years ending on the date of appointment



Liaise with other Duty Holders to sign-off 'Key Building Information'



Submit declarations to the BSR (including the application for building control approval)



Establish an obligatory system for Mandatory Occurrence Reporting on structural and fire safety and other regulatory-prescribed hazards



Report any Safety Occurrences that need to be recorded **in** a Mandatory Occurrence Report



Contribute to the Fire & Emergency File



Contribute to the handover of information to the Accountable Person

NB: This is not an exhaustive list of PC duties for HRBs.

5.4 Principal Contractor Site Manager Arrangements

BSA Manual Rev.01. 2025



5.4.1 Principal Contractor Site Manager Arrangements

Where TW is the BSA PC on a 'live' site, a TW-trained Site Manager (or Assistant Site Manager) must always be on-site to ensure implementation and monitoring of TW Standards and Procedures.

In addition to the minimum TW Core HSE training requirements for a TW Manager (or Assistant Site Manager) to be left in charge of a TW site are:

All Site Management Teams MUST complete the relevant TW BSA training for the specific development category, defined as:

Higher-Risk Building - The Building Safety Act came into force in April 2022 and amongst other things sets out safety requirements for owners, landlords, and managers of HRBs. HRBs are defined as being more than 18 metres tall, or 7 storeys high, with 2 or more residential units.

Non-Higher-Risk Building – All other developments.

Training records must be recorded on the Business Unit training matrix.



5.5 External Principal Contractor Arrangements

BSA Manual Rev.01 2025



5.5.1 External Principal Contractor

An external PC under the BSA is only acceptable if:

- TW is not operating on-site; and
- The PC is assessed as competent, adequately resourced, and suitable with the organisational capability for the nature of the work to be carried out.

If clarification is required, the Site Manager should discuss it with their Technical & Production Director.

When appointing an external PC under the BSA, TW can only nominate-sub-contractors if:

- The work of the nominated sub-contractor is fully within the scope of works of the external PC.
- The appointment is made in writing, see **BSA-FO-7-V1: BSA Standard letter - Principal Contractor** appointment letter.
- The external PC has confirmed their agreement to the arrangement in writing. The external PC has accepted responsibility to plan, manage, and monitor the building work, and understand the requirements of building regulations and other relevant legislation.

Taylor Wimpey

Appointment of Building Regulations Principal Contractor Template Letter

[Internal TW Guidance Note (delete after reading): Pursuant to the Building Regulations, as Client Taylor Wimpey UK Limited must appoint in writing a Principal Contractor and Principal Designer in respect of all building projects. This letter is intended to document the appointment of a Principal Contractor and therefore ensure we meet the requirements of the relevant building regulations. Sections in yellow require you to select the appropriate option, insert the relevant information and delete the square brackets.]

Date: **xxx**

Dear **[INSERT NAME OF RELEVANT BU PRODUCTION DIRECTOR] OR [DIRECTOR OF EXTERNAL PRINCIPAL CONTRACTOR IF APPLICABLE]**,

Appointment of Principal Contractor relating to [DEVELOPMENT DESCRIPTION AND ADDRESS] (the "Project")

I am writing to you on behalf of Taylor Wimpey UK Limited in its capacity as Client, as defined in the Building Regulations 2010 (as amended) (the "**Building Regulations**").

The Client hereby appoints **[Taylor Wimpey UK Limited] OR [FULL LEGAL NAME OF EXTERNAL PC IF APPLICABLE]** (the "**PC**") to perform the functions of principal designer under the Building Regulations in respect of the Project, with immediate effect.

We draw your attention to the Regulations 11F(1) and (2) and 11H(1) with regard to the necessary competency requirements of a principal contractor in relation to building work under the Regulations.

Yours sincerely,

[SIGNATURE]


Managing Director, **[NAME OF BU]**

For and on behalf of Taylor Wimpey UK Limited

5.5.1 External Principal Contractor

A pre-handover/start meeting is held with the external PC, TW, external OPC and DIPC to ensure full clarity regarding the responsibilities to plan, manage, and monitor the building work, and understand the requirements of building regulations and other relevant legislation.

Potential contracting scenarios might lead to PCs also taking responsibility for design and therefore possibly the dual role of PD and PC, in which case they would also require the competence for the PD role as defined in PAS 8671 and comply with the additional Duty Holder responsibilities set out in the updated Building Regulations 2010.



Appointment of Building Regulations Principal Contractor Template Letter

[Internal TW Guidance Note (delete after reading): Pursuant to the Building Regulations, as Client Taylor Wimpey UK Limited must appoint in writing a Principal Contractor and Principal Designer in respect of all building projects. This letter is intended to document the appointment of a Principal Contractor and therefore ensure we meet the requirements of the relevant building regulations. Sections in yellow require you to select the appropriate option, insert the relevant information and delete the square brackets.]

Date: **xxx**

Dear **[INSERT NAME OF RELEVANT BU PRODUCTION DIRECTOR] OR [DIRECTOR OF EXTERNAL PRINCIPAL CONTRACTOR IF APPLICABLE]**,

Appointment of Principal Contractor relating to [DEVELOPMENT DESCRIPTION AND ADDRESS] (the "Project")

I am writing to you on behalf of Taylor Wimpey UK Limited in its capacity as Client, as defined in the Building Regulations 2010 (as amended) (the "Building Regulations").

The Client hereby appoints **[Taylor Wimpey UK Limited] OR [FULL LEGAL NAME OF EXTERNAL PC IF APPLICABLE]** (the "PC") to perform the functions of principal designer under the Building Regulations in respect of the Project, with immediate effect.

We draw your attention to the Regulations 11F(1) and (2) and 11H(1) with regard to the necessary competency requirements of a principal contractor in relation to building work under the Regulations.

Yours sincerely,

[SIGNATURE]

Managing Director, **[NAME OF BU]**

For and on behalf of Taylor Wimpey UK Limited

5.6 Contractor & Designer Competency Arrangements

BSA Manual Rev.01 2025



5.6.1 Contractor & Designer Competency overview

All Contractors and Designers (whether TW employees or external companies and individuals) are required to demonstrate their competence under the BSA and the Building Regulations, in addition to the CDM Regulations. Therefore, during the appointment of a Duty Holder in relation to design or building work, several key steps must be taken to ensure compliance and safety:

- **Competence Requirements:** Contractors must demonstrate they have the necessary skills, knowledge, experience, and behaviours to carry out their work safely and effectively. This includes having relevant professional qualifications, accredited training, and appropriate work experience for their specific activities.
- **Organisational Capability:** Contractors and Designers which are organisations (as opposed to individuals e.g. sole traders/professionals) must demonstrate their organisational capability to manage and execute building work and design work in accordance with all relevant safety requirements and building regulations, including BSA & CDM.
- **Evidence of Competence:** The BSR requires Duty Holders to provide evidence of how they establish and maintain competence. This evidence can include records of training, qualifications, and previous work experience.
- **Transparency in Procurement:** The procurement process should be transparent and fair, ensuring that all potential contractors are assessed proportionately based on their competence.
- **Ongoing Compliance:** Contractors must continuously demonstrate that they meet the competence requirements throughout the duration of their work on a project, with effective systems in place. If they cease to satisfy the competence requirements the PC or PD must be notified. Where the person ceasing to be competent is the PC or PD, the Client must be notified. Notice must also be given to the Relevant Authority if a change of Duty Holder occurs any time after an application for building control approval is made or a building notice is given, and the Golden Thread must be updated.

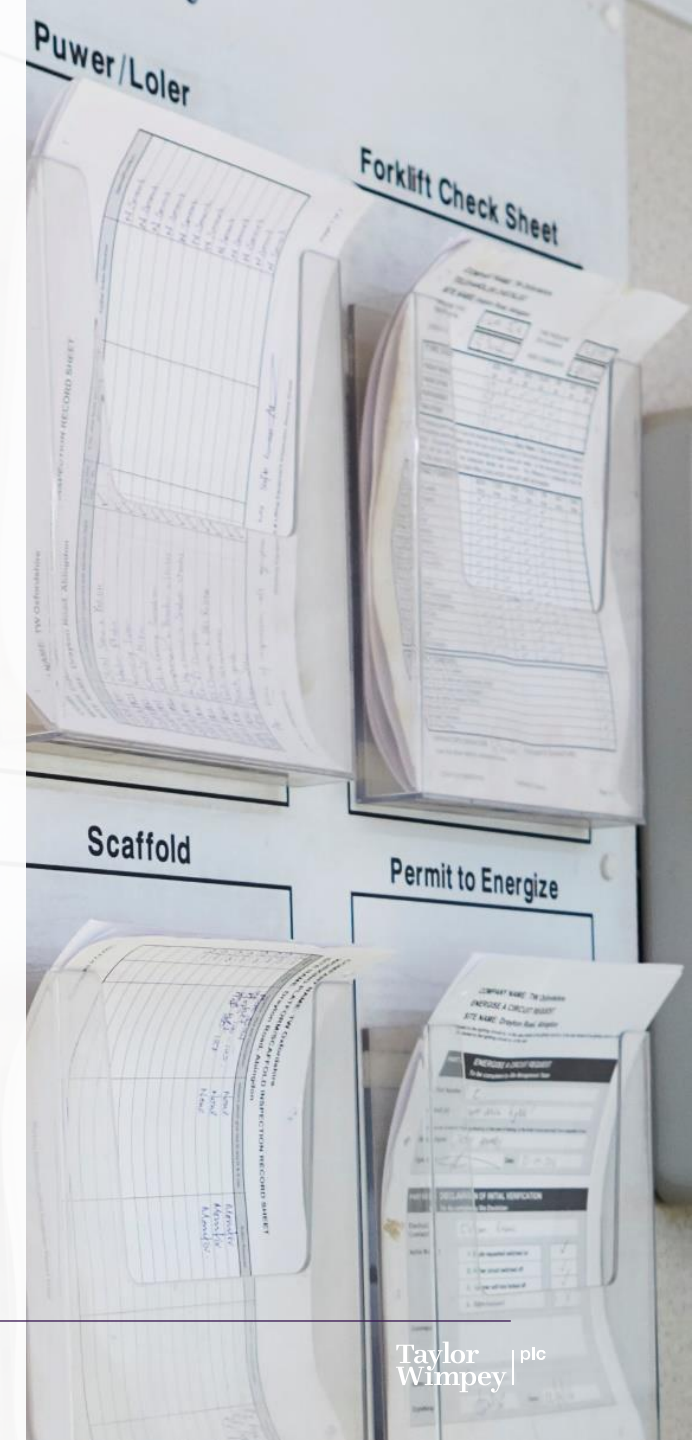
If the PC or PD appointment ends before the end of the project, the Client must appoint a new PC or PD as soon as reasonably practicable. If the Client fails to appoint a PD or PC the Client must fulfil the duties of PD or PC until they appoint a person for that role.

5.6.2 SMAS Requirements

All Contractors and Designers undertaking work for TW must demonstrate they have the necessary competence and resources required to effectively manage BSA Duty Holder requirements and Health and Safety related to their activities. This requirement varies depending on the nature of the works (often referred to as a Stage 1 assessment). No Contractor or Designer is allowed to tender for work unless they have completed the necessary SMAS assessment, including the additional Taylor Wimpey BSA Module. Contractors and Designers must demonstrate their competence by:

- Completing the necessary SMAS accreditation for the type of works and Duty Holder role, including the additional TW BSA SMAS competency module, which is an extra module beyond the standard SMAS requirements.
- Updating their SMAS accreditation annually.

In addition to SMAS, Contractors and Designers performance will also be taken into consideration before the tender process begins e.g. Health and Safety performance, and records of non-conformity notices issued.



5.6.3 Invitation to Tender

Once a Contractor or Designer has completed the necessary pre-tender approval process, they are approved to tender for future works and deemed competent by the Commercial Team.

The Commercial Team must consider the complexity of each development and the suitability of the Contractor or Designer.

Once satisfied with the selected Contractors or Designer, the Contractor/Designer specific invitation to tender letter is to be submitted, along with the necessary pre-construction information. This will include detailed design drawings, identifying critical elements of the design, and product specific materials that must be used.

Invitation to tender letter reference

Standard Invitation to Tender Letters			
SL1.1	Groundworker	SL1.1 3	House Cleaner
SL1.2	Scaffolder	SL1.1 4	Maintenance and Customer Service
SL1.3	Bricklayer	SL1.1 5	Glazier/Mastic Worker
SL1.4	Carpenter/Joiner	SL1.1 6	Metal Worker
SL1.5	Roof Tiler	SL1.1 7	General Contractor/Operative
SL1.6	Plumber	SL1.1 9	Utilities
SL1.7	Electrician	SL1.2 0	Brick/Stone Chemical Cleaner
SL1.8	Plasterer/Dry Renderer	Liner/Ext SL1.2 6	Sole Contractor (see section 2.2.4)
SL1.9	Painter	SL1.2 7	Demolition Contractor
SL1.1 0	Wall Tiler	SL1.2 8	Ground Remediation / Mitigation Contractor
SL1.1 1	Fencer	SL1.2 9	Piling Contractor
SL1.1 2	Landscaper	SL1.3 0	Principal Contractor

5.6.4 Pre-Qualification and Contractor Health and Safety Documentation Matrix

Once a Contractor or Designer has undertaken their pre-qualification (SMAS) the record of this pre-qualification will be recorded into the Commercial department's master copy of the Contractor Health and Safety Documentation Matrix, [Document BSA-FO-28-V1](#).

- The register will be kept up to date by the Commercial Manager.
- After the tender process for a new site is complete and all necessary site-specific information has been provided (e.g. Risk Assessments, training records, Health, Safety & Quality Policy) has been provided, the Production Management Team will review this information during the Contractor Pre-start meeting.
- Once the Production Management Team is satisfied with the information received, they will complete the Production Section. A copy will be stored on Doc Hosting.

5.6.5 Contractor Information and Engagement

Once Contractors have been appointed, the Contractor is required to attend a Pre-Start Meeting with the Production Management team. The Commercial Team will provide the Site Management Team with a completed Contractor Health and Safety Documentation Matrix, [Document BSA-FO-28-V1](#).

The Matrix provides details of the Contractors' SMAS accreditation and receipt of the Contractors documentation. This is to include CDM and BSA information.

Contractors will provide the Site Manager with the following information:

CDM information

- Health and Safety Policy document
- Risk Assessments and Method Statements
- Training Matrix (e.g. face fit testing, manual handling, etc)

BSA Information

- Quality Policy document
- Training Matrix (Product specific quality and installation training, Building Regulations briefings or training records)

5.6.7 Pre-Start Meeting



The Pre-Start Meeting, arranged by the Production Director and chaired by the Managing Director, ensures that all necessary arrangements for a site start are in place. As part of the arrangements, Production will notify the external CDM Support Advisor, BSA Support (if applicable), Technical, Commercial, Sales and the Regional HSE Advisor to ensure their attendance and distribute copies of relevant documents in advance of the meeting.



During the meeting, all elements of the BSA Checklist will be thoroughly reviewed to ensure completion in preparation for site start.



5.7 Award contracts and obtain documentation

BSA Manual Rev.01.2025



5.7.1 Award contacts and obtain documentation

Once a Contractor has been successful through the tender process, the Commercial department is to ensure the Contractor receives the necessary standard appointment letter, which are [available on In House – Forms-Standard Letters](#) covering:

- Principal Contractor
- Sole Contractor
- Contractor
- Where a groundworker, acting as a PC, hand over to TW as PC but continues as the Groundworker
- Supplier

Notes:

Both the PC and Contractor awards are conditional on the Contractor providing suitable site-specific HSE information as requested. No Contractor should be permitted to start work on site until the Site-Specific Risk Assessments and, where appropriate, Safety Method Statements have been provided and reviewed, along with competency assessments, controls, and monitoring arrangements. This review is undertaken by the Production Director / Manager, assisted by the Site Manager and, where necessary, the RHSEA [Regional Health and Safety Advisor]. To facilitate this process, the Commercial Team should make every effort to obtain the material as soon as possible, chasing it up as necessary.

Once the Contractor's information has been reviewed, and the Production Management Team has undertaken a pre-start meeting, the Production Team must update the Pre-Qualification and Contractor Health and Safety Documentation Matrix.



5.7.2 Principal Designer Responsibilities

Under the BSA, the responsibilities required of a PD are outlined in the PAS 8671:2022 framework.

Key competencies include:

- **Legislative and Regulatory Knowledge:** Understanding the Building Regulations and other relevant laws to ensure compliance.
- **Planning and Management:** Ability to plan, manage, and monitor design work to ensure it meets safety standards.
- **Coordination and Communication:** Effective communication and coordination with other Designers and Contractors to ensure all design elements comply with regulations.
- **Risk Management:** Identifying and managing compliance risks throughout the design process.
- **Technical Competence:** Having the necessary technical skills and knowledge relevant to the specific design work being undertaken.
- **Ethical Behaviour:** Demonstrating high levels of personal integrity, including honesty about the limits of one's competence and refusing to carry out non-compliant work.

PAS 8671:2022 sets out additional competencies for PD's working on HRB's.

5.7.3 Principal Contractor Competencies & Responsibilities

Under the BSA, the competencies required for a PC are outlined in the PAS 8672:2022 framework.

Key competencies include:

- **Skills and Knowledge:** PCs must have a thorough understanding of building regulations, construction processes, and safety protocols.
- **Experience:** They should have substantial experience in managing construction projects, particularly those involving HRBs.
- **Behaviours and Ethics:** High levels of personal integrity, ethical conduct, and the ability to lead and communicate effectively are essential.
- **Organisational Capability:** The organisation must have the capability to support the PC in fulfilling their duties, providing them with adequate resources and systems for managing safety and compliance.

PAS 8672:2022 sets out additional competencies for PC's for those working on HRB's.



5.8 Plot Specific Checklists and Information



5.8.1 Plot Specific Checklists and Information

Site Management Teams must record works that have been completed to building regulations. In addition, they must perform and record enhanced checks on safety-critical elements.

Completion of the **Digital Build Quality Checklist** will secure Contractor confirmation that the work meets the required standard of the Building Regulations.

5.8.2 Digital Build Quality Checklist

Each build stage should be completed consistently to the agreed standard by a trained and competent tradesperson. The Contractor is responsible for ensuring that the work meets relevant quality standards and specific building regulations through periodic checks. Each Contractor will provide their Quality procedure at site to start to understand their monitoring regime.

Following this, the Site Management Team is responsible for checking and approving mandatory and periodic items as detailed within the Build Quality Checklist to ensure they are completed in compliance with relevant building regulations and manufacturers instructions.

Monitoring the quality at all stages will reduce potential defects, minimise remedial works, and ensure all works conform to Building Regulations.

The Checklist covers masonry traditional build, timber frame, and masonry apartments for all house types within the TW Standard House Type Range.

MORE BQC INFORMATION REQUIRED ON NEW BQC

5.8.3 Safety Critical Elements

Records of Safety Critical Elements of the work must be recorded, which includes:



FIRE BARRIERS
SPECIFICATION
CHECKLIST



GAS INSTALLATION AND
TESTING CERTIFICATES



ELECTRIC TESTING
CERTIFICATES



FIRE DOOR INSTALLATION
CERTIFICATES

Taylor Wimpey - Training Zone
corina.barnes@taylorwimpey.com

Search... Try New Design (Beta)

Mail 1 Project Menu Dashboard Support Projects Logout

ZUTEC Fire Safety Evidence Reporting Dashboard

24 September 2022 14:29

Division > BU > Site

Search

- ☐ Select all
- ☐ Training Zone
- ☐ Buckton Fields Ph1
- ☐ Buckton Fields Ph2

Evidence by Plot, Element Type and Location

Site Name

	1s	1t	1u	1v	1x	1y	1z	2a	2b	2c	2d	2e	2f	2g	2h	3a	3b	3c	3d	3e	4a	4b
Buckton Fields Ph1																						
Plot #001	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #002	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #003	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #004	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #005	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #006	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #007	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #008	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #009	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #010	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #011	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #012	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #013	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #014	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #015	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #016	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #017	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #018	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #019	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #020	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #021	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #022	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #023	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA
Plot #024	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA	DRA

The Production 'Fire Barrier Specification checklist' details all Safety Critical Fire elements that must be inspected by the Site Management Team and a digital record of the installation made on the 'Zutec' platform'.

5.9 Record Keeping - HRBs

BSA Manual Rev.01 2025



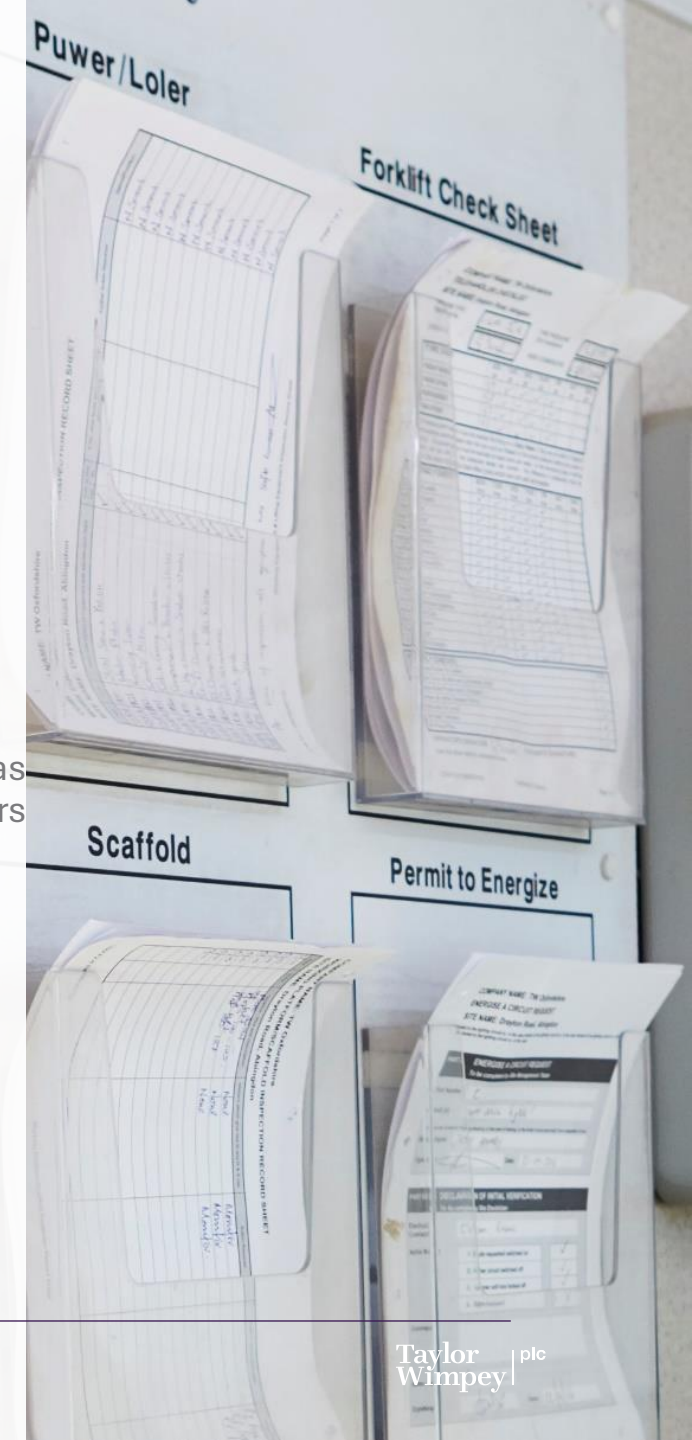
5.9.1 Digital record keeping for HRBs 'The Golden Thread'

Digital record keeping (the “Golden Thread”) involves maintaining a digital record of safety information throughout a building’s lifecycle. This includes all critical safety information, such as design plans, Completion Certificates, inspection findings, and records of any changes made during occupation. The information must be consistently updated, accurate and accessible to those who need it.

Digital record-keeping is essential for managing building safety for HRBs. It ensures that safety critical information is maintained and available to Duty Holders and APs, allowing everyone involved in the building’s lifecycle to access critical safety data and manage building safety effectively.

All information must be stored on Doc Hosting, stored with other relevant development information such as CDM Pre-construction information, to ensure access and availability to other Duty Holders and Contractors which must be maintained throughout the lifecycle of the development.

Please follow **Taylor Wimpey Group Technical CDM/EMS BSR** standard filing structure.



5.9.2 Digital record keeping for HRBs 'The Golden Thread'

Examples of critical information that must be recorded:

Design and Construction Phase

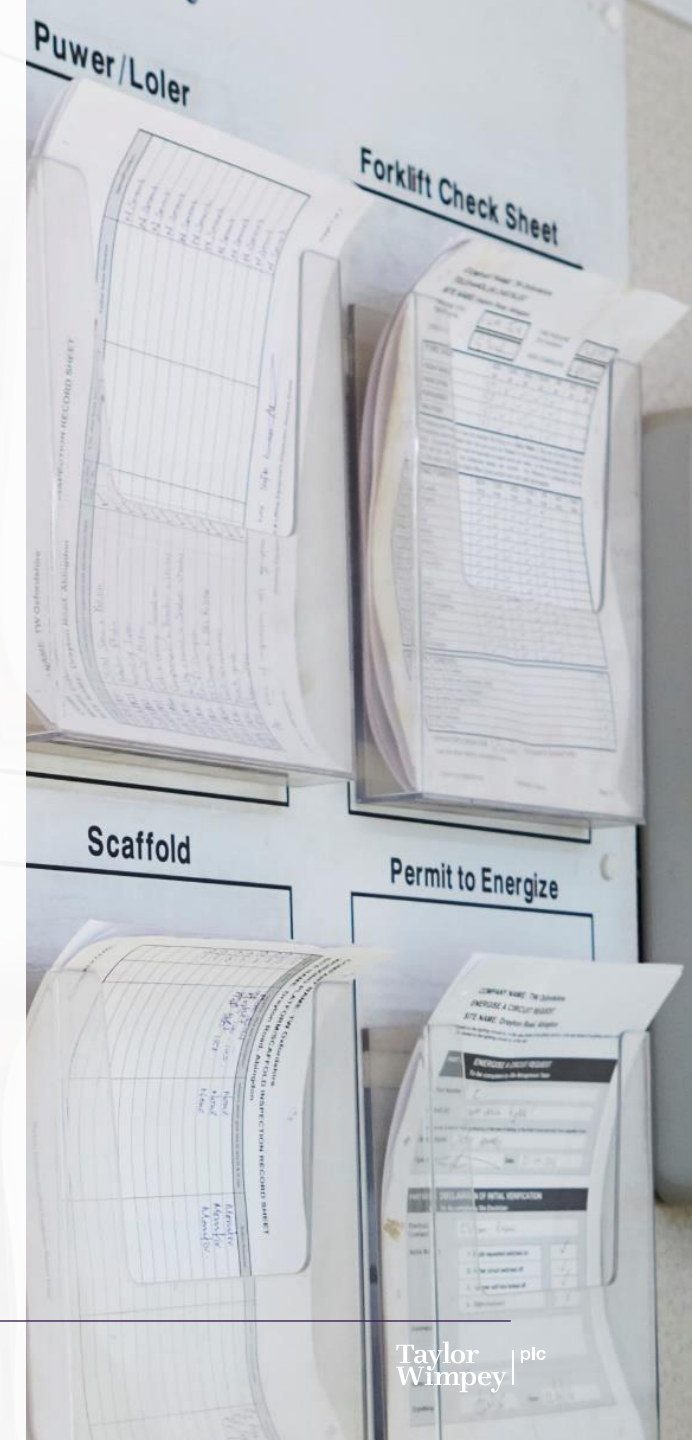
- **Architectural drawings and plans:** Detailed design documents.
- **Specifications and material data sheets:** Information on materials used.
- **Fire safety plans:** Including fire strategy and evacuation plans.
- **Key Building Information:** Detailed information about an HRBs structure, fire safety, and other relevant details.
- **Compliance documents:** Statements and evidence showing adherence to building regulations.
- **Change control logs:** Records of any changes made during construction.
- **Photographs of the Installation.**

Completion Phase:

- **Completion certificates:** Proof that the building meets all regulatory requirements.
- **Inspection reports:** Findings from various safety inspections.
- **Handover documents:** Information transferred to the building owner or manager.
- **Building Registration:** Application to register an HRB with the BSR.

Occupation Phase:

- **Health and safety file:** Comprehensive safety information for the building.
- **Safety case report:** Detailed analysis of the building's safety measures.
- **Residents' Engagement Strategy:** Plans for involving residents in safety matters.
- **Mandatory reporting requirements:** Details of any Safety Occurrence reported.
- **Maintenance records:** Documentation of ongoing maintenance and inspections.



5.9.3 Digital record keeping for HRBs 'The Golden Thread'

Each BSA file will be structured in the same way to ensure consistency of information. At the start of the development, the PD will be responsible for the implementation of the filing structure, and ensure information is updated when required.

Regular audits will be undertaken by:

- BUMT
- Quality Managers
- Safer Sphere (External BSA Support)

To ensure the quality and availability of the information.

No development can proceed unless all necessary checks have been completed within the process, and a **Site Start Confirmation BSA-FO-9-V1** completed by Duty Holders.

Technical Director

Commercial Director

Production Director

Quality Manager

Managing Director

5.10 Monitoring Arrangements

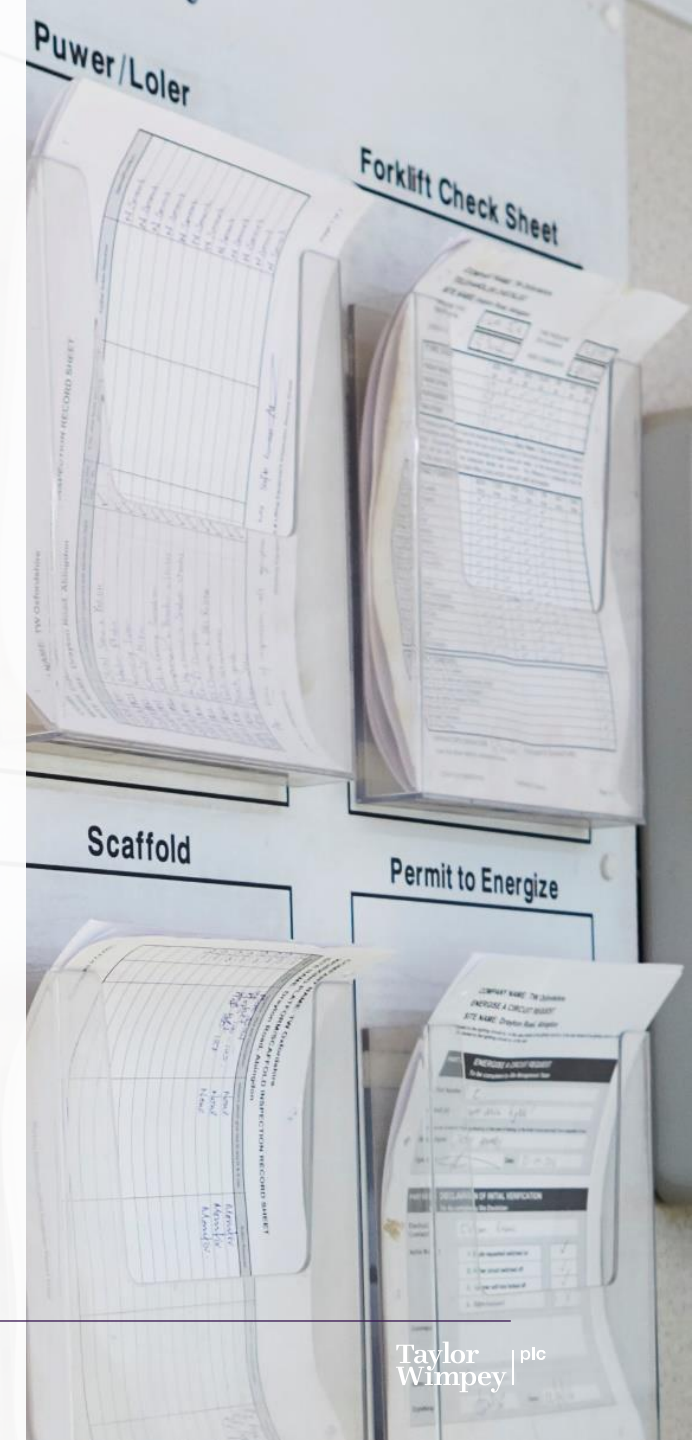


5.10.1 Quality Manager Roles and Responsibilities

To ensure consistency with our BSA Manual arrangements and ongoing Site Management Team support, the Quality Manager or Production Manager will undertake the following activities:

- Biannually Build Quality Reviews (**BQR**) on every live site
- Prioritise BSA compliance within their role
- Review all build stages available
- Review in a similar format as the NHBC CQR's
- Each item is to be marked with a marking key and pictures with comments taken of root causation
- New App to undertake inspection
- Distribution - Site Team, Production Manager, Production Director, Commercial Director, Technical Director, Managing Director and Group Production. Quality Manager to keep on file
- Only send the relevant section to the Affected Direct Trade, Affected Contractor and Affected Supplier

Note: This is not a list for the Site Manager, it is for the Quality Manager to action, closeout, and give support.



5.10.2 Biannual BQR Categorised Site Inspection Visits

To help ensure the consistency of BSA arrangements across all TW sites, monthly BQR categorised Site Inspections are carried out by the Business Unit Quality Manager, or Production Manager (in the absence of the Quality Manager). These Site Inspections are mandatory and are carried out bi-annually (as a minimum) for all active sites where TW is the PC.

Reports are to be distributed to the BUMT.

Responsibility: Quality Manager, (or Production Manager in the absence of the Quality Manager)

When: Minimum of twice each year.

Purpose: To support the Site Manager in compliance with BSA and Building Safety.

Outcomes: To identify areas of improvement, and appropriate immediate action taken.



The image shows a template for a 'Site Inspection' form. At the top right is the Taylor Wimpey logo. Below it, the title 'Site Inspection' is centered between two horizontal lines. Further down is a table with six rows, each with a label on the left and a value on the right. The labels are: Site, Audit Date, Auditor's Name, Description, Business Unit, and Time Spent. The values are: 20208 Aldon Lock, Sandbach; 29/05/2021; Lauren Campbell; Site Inspection Report; Manchester; and 2hrs.

Site	20208 Aldon Lock, Sandbach
Audit Date	29/05/2021
Auditor's Name	Lauren Campbell
Description	Site Inspection Report
Business Unit	Manchester
Time Spent	2hrs

5.10.3 Biannual BQR Site Inspection Visit Category System

During a BQR, each check will be categorised using the system detailed below, assigning a Red, Amber, or Green status to each BQR check performed.

Reports will be distributed to the BUMT. The findings of each report will be reviewed during the Quarterly Quality Meeting.

Category	Scoring Criteria	
1	Very Poor	Many significant non compliances or imminent danger to Health and safety
2	Poor	Many minor non compliances and/or some significant non compliances
3	Requires Improvement	Some minor non-compliance
4	Good	Meets NHBC Standards and Building Regulations
5	Very Good	In addition to 4 – some extra attention to detail
6	Outstanding	In addition to 5 – much of the work cannot be improved upon
Terms of Reference: Building Regulations/Scottish Technical Manual. TW Production Manual/TW Consistent Quality Assurance/TW Specification/NHBC Standards and Technical Guidance		

5.10.4 Quarterly Quality Meeting

Quarterly Quality Meetings are a critical part of our management system, ensuring the BUMT undertakes regular reviews of their quality performance in relation to BSA requirements. These meetings are specific to the BUs, and full participation from all department heads is mandatory.

The Quality Manager, in coordination with the BU Managing Director, will schedule these Quarterly Meetings at the start of the year to enable the full BUMT attendance.

The **Quarterly Quality Meeting** template will be used as the agenda and to record minutes and actions.

Actions are to be allocated to meeting attendees and reviewed at the start of the next meeting.

Responsibility: Chaired by the Managing Director and Quality Manager

When: Minimum of once per quarter

Purpose: To Identify non-compliance and areas for improvement

Outcomes: To identify areas of improvement, and action required.

Quality Manager
v1-1

Quarterly Quality Meeting

Business Unit	
Meeting Date & Time	
Chair Managing Director	
Minute Taker	

Attendees

Job title	Name	Initial
Managing Director		
Production Director		
Commercial Director		
Technical Director		
Sales & Marketing Director		
Land & Planning Director		
Finance Director		
Head of Customer Service		
Production Manager		
Production Manager		
Quality Manager		

Apologies

Job title	Name	Initial

QNTM distributed: BU/MT/PP/CS/GRP/ENR/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/1224/1225/1226/1227/1228/1229/1230/1231/1232/1233/1234/1235/1236/1237/1238/1239/1240/1241/1242/1243/1244/1245/1246/1247/1248/1249/1250/1251/1252/1253/1254/1255/1256/1257/1258/1259/1260/1261/1262/1263/1264/1265/1266/1267/1268/1269/1270/1271/1272/1273/1274/1275/1276/1277/1278/1279/1280/1281/1282/1283/1284/1285/1286/1287/1288/1289/1290/1291/1292/1293/1294/1295/1296/1297/1298/1299/1300/1301/1302/1303/1304/1305/1306/1307/1308/1309/1310/1311/1312/1313/1314/1315/1316/1317/1318/1319/1320/1321/1322/1323/1324/1325/1326/1327/1328/1329/1330/1331/1332/1333/1334/1335/1336/1337/1338/1339/1340/1341/1342/1343/1344/1345/1346/1347/1348/1349/1350/1351/1352/1353/1354/1355/1356/1357/1358/1359/1360/1361/1362/1363/1364/1365/1366/1367/1368/1369/1370/1371/1372/1373/1374/1375/1376/1377/1378/1379/1380/1381/1382/1383/1384/1385/1386/1387/1388/1389/1390/1391/1392/1393/1394/1395/1396/1397/1398/1399/1400/1401/1402/1403/1404/1405/1406/1407/1408/1409/1410/1411/1412/1413/1414/1415/1416/1417/1418/1419/1420/1421/1422/1423/1424/1425/1426/1427/1428/1429/1430/1431/1432/1433/1434/1435/1436/1437/1438/1439/1440/1441/1442/1443/1444/1445/1446/1447/1448/1449/1450/1451/1452/1453/1454/1455/1456/1457/1458/1459/1460/1461/1462/1463/1464/1465/1466/1467/1468/1469/1470/1471/1472/1473/1474/1475/1476/1477/1478/1479/1480/1481/1482/1483/1484/1485/1486/1487/1488/1489/1490/1491/1492/1493/1494/1495/1496/1497/1498/1499/1500/1501/1502/1503/1504/1505/1506/1507/1508/1509/1510/1511/1512/1513/1514/1515/1516/1517/1518/1519/1520/1521/1522/1523/1524/1525/1526/1527/1528/1529/1530/1531/1532/1533/1534/1535/1536/1537/1538/1539/1540/1541/1542/1543/1544/1545/1546/1547/1548/1549/1550/1551/1552/1553/1554/1555/1556/1557/1558/1559/1560/1561/1562/1563/1564/1565/1566/1567/1568/1569/1570/1571/1572/1573/1574/1575/1576/1577/1578/1579/1580/1581/1582/1583/1584/1585/1586/1587/1588/1589/1590/1591/1592/1593/1594/1595/1596/1597/1598/1599/1600/1601/1602/1603/1604/1605/1606/1607/1608/1609/1610/1611/1612/1613/1614/1615/1616/1617/1618/1619/1620/1621/1622/1623/1624/1625/1626/1627/1628/1629/1630/1631/1632/1633/1634/1635/1636/1637/1638/1639/1640/1641/1642/1643/1644/1645/1646/1647/1648/1649/1650/1651/1652/1653/1654/1655/1656/1657/1658/1659/1660/1661/1662/1663/1664/1665/1666/1667/1668/1669/1670/1671/1672/1673/1674/1675/1676/1677/1678/1679/1680/1681/1682/1683/1684/1685/1686/1687/1688/1689/1690/1691/1692/1693/1694/1695/1696/1697/1698/1699/1700/1701/1702/1703/1704/1705/1706/1707/1708/1709/1710/1711/1712/1713/1714/1715/1716/1717/1718/1719/1720/1721/1722/1723/1724/1725/1726/1727/1728/1729/1730/1731/1732/1733/1734/1735/1736/1737/1738/1739/1740/1741/1742/1743/1744/1745/1746/1747/1748/1749/1750/1751/1752/1753/1754/1755/1756/1757/1758/1759/1760/1761/1762/1763/1764/1765/1766/1767/1768/1769/1770/1771/1772/1773/1774/1775/1776/1777/1778/1779/1780/1781/1782/1783/1784/1785/1786/1787/1788/1789/1790/1791/1792/1793/1794/1795/1796/1797/1798/1799/1800/1801/1802/1803/1804/1805/1806/1807/1808/1809/1810/1811/1812/1813/1814/1815/1816/1817/1818/1819/1820/1821/1822/1823/1824/1825/1826/1827/1828/1829/1830/1831/1832/1833/1834/1835/1836/1837/1838/1839/1840/1841/1842/1843/1844/1845/1846/1847/1848/1849/1850/1851/1852/1853/1854/1855/1856/1857/1858/1859/1860/1861/1862/1863/1864/1865/1866/1867/1868/1869/1870/1871/1872/1873/1874/1875/1876/1877/1878/1879/1880/1881/1882/1883/1884/1885/1886/1887/1888/1889/1890/1891/1892/1893/1894/1895/1896/1897/1898/1899/1900/1901/1902/1903/1904/1905/1906/1907/1908/1909/1910/1911/1912/1913/1914/1915/1916/1917/1918/1919/1920/1921/1922/1923/1924/1925/1926/1927/1928/1929/1930/1931/1932/1933/1934/1935/1936/1937/1938/1939/1940/1941/1942/1943/1944/1945/1946/1947/1948/1949/1950/1951/1952/1953/1954/1955/1956/1957/1958/1959/1960/1961/1962/1963/1964/1965/1966/1967/1968/1969/1970/1971/1972/1973/1974/1975/1976/1977/1978/1979/1980/1981/1982/1983/1984/1985/1986/1987/1988/1989/1990/1991/1992/1993/1994/1995/1996/1997/1998/1999/2000/2001/2002/2003/2004/2005/2006/2007/2008/2009/2010/2011/2012/2013/2014/2015/2016/2017/2018/2019/2020/2021/2022/2023/2024/2025/2026/2027/2028/2029/2030/2031/2032/2033/2034/2035/2036/2037/2038/2039/2040/2041/2042/2043/2044/2045/2046/2047/2048/2049/2050/2051/2052/2053/2054/2055/2056/2057/2058/2059/2060/2061/2062/2063/2064/2065/2066/2067/2068/2069/2070/2071/2072/2073/2074/2075/2076/2077/2078/2079/2080/2081/2082/2083/2084/2085/2086/2087/2088/2089/2090/2091/2092/2093/2094/2095/2096/2097/2098/2099/2100/2101/2102/2103/2104/2105/2106/2107/2108/2109/2110/2111/2112/2113/2114/2115/2116/2117/2118/2119/2120/2121/2122/2123/2124/2125/2126/2127/2128/2129/2130/2131/2132/2133/2134/2135/2136/2137/2138/2139/2140/2141/2142/2143/2144/2145/2146/2147/2148/2149/2150/2151/2152/2153/2154/2155/2156/2157/2158/2159/2160/2161/2162/2163/2164/2165/2166/2167/2168/2169/2170/2171/2172/2173/2174/2175/2176/2177/2178/2179/2180/2181/2182/2183/2184/2185/2186/2187/2188/2189/2190/2191/2192/2193/2194/2195/2196/2197/2198/2199/2200/2201/2202/2203/2204/2205/2206/2207/2208/2209/2210/2211/2212/2213/2214/2215/2216/2217/2218/2219/2220/2221/2222/2223/2224/2225/2226/2227/2228/2229/2230/2231/2232/2233/2234/2235/2236/2237/2238/2239/2240/2241/2242/2243/2244/2245/2246/2247/2248/2249/2250/2251/2252/2253/2254/2255/2256/2257/2258/2259/2260/2261/2262/2263/2264/2265/2266/2267/2268/2269/2270/2271/2272/2273/2274/2275/2276/2277/2278/2279/2280/2281/2282/2283/2284/2285/2286/2287/2288/2289/2290/2291/2292/2293/2294/2295/2296/2297/2298/2299/2300/2301/2302/2303/2304/2305/2306/2307/2308/2309/2310/2311/2312/2313/2314/2315/2316/2317/2318/2319/2320/2321/2322/2323/2324/2325/2326/2327/2328/2329/2330/2331/2332/2333/2334/2335/2336/2337/2338/2339/2340/2341/2342/2343/2344/2345/2346/2347/2348/2349/2350/2351/2352/2353/2354/2355/2356/2357/2358/2359/2360/2361/2362/2363/2364/2365/2366/2367/2368/2369/2370/2371/2372/2373/2374/2375/2376/2377/2378/2379/2380/2381/2382/2383/2384/2385/2386/2387/2388/2389/2390/2391/2392/2393/2394/2395/2396/2397/2398/2399/2400/2401/2402/2403/2404/2405/2406/2407/2408/2409/2410/2411/2412/2413/2414/2415/2416/2417/2418/2419/2420/2421/2422/2423/2424/2425/2426/2427/2428/2429/2430/2431/2432/2433/2434/2435/2436/2437/2438/2439/2440/2441/2442/2443/2444/2445/2446/2447/2448/2449/2450/2451/2452/2453/2454/2455/2456/2457/2458/2459/2460/2461/2462/2463/2464/2465/2466/2467/2468/2469/2470/2471/2472/2473/2474/2475/2476/2477/2478/2479/2480

5.10.5 Independent Inspection (Supplier Engagement Programme) – Product Supplier

Product Suppliers will often undertake independent inspections of the storage, handling, and installation of their products to ensure necessary product-specific controls and installations are followed.

Product Supplier independent inspections will be periodically instructed by:

- Group Technical Director
- Group Production Director
- Group Procurement Director
- BUMT
- Quality Manager or appointed replacement in the absence of a Quality Manager, can be a Project Manager or Site Manager

All findings must be formally recorded in and distributed to Group Heads of Functions, Divisional Chairs and BUMTs where necessary.

Any finds considered **Red or Amber** must be recorded and distributed immediately to Group Heads of Functions, Divisional Chairs and BUMTs where necessary to ensure necessary action is taken.

Unannounced visits to check fire products. Reports with improvements when the BU will get a quality improvement plan



5.11 Infractions - Contractors

BSA Manual Rev.01 2025



5.11.1 Serious Infractions

In the interests of public safety, the Duty Holders must ensure that no one they appoint has a serious infraction. They must also consider whether previous conduct, particularly any serious infraction might call into question their competence in relation to work on HRBs.

A compliance notice in relation to a contravention of Part A (Structural Failure) or Part B (Fire Safety) of Schedule 1 to the Building Regulations.

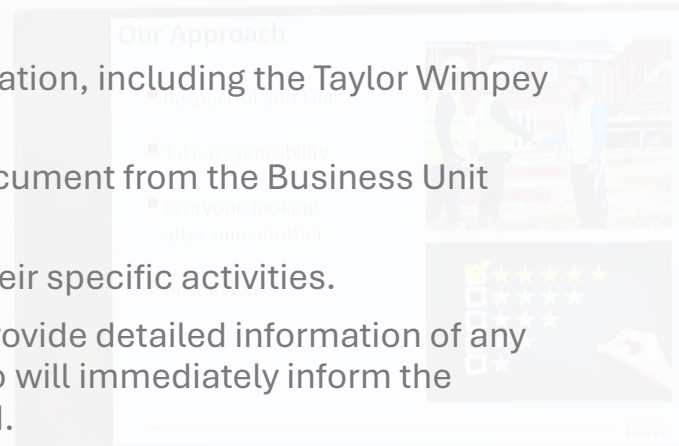
A stop notice in relation to a contravention of any requirement of, or imposed under, the Building Regulations.

A conviction of an offence under the Health and Safety at Work Act 1974 or the CDM Regulations.

A finding by a formal inquiry of behaviour that directly resulted in loss of life, the deliberate misleading of customers or a failure to meet regulatory requirements.

5.11.2 Serious Infractions

- Contractors and Designers must already hold SMAS accreditation, including the Taylor Wimpey BSA module.
- Contractors and Designers receive an invitation to tender document from the Business Unit Quantity Surveyor.
- The standard letter details the necessary requirements for their specific activities.
- The standard letter instructs Contractors and Designers to provide detailed information of any statutory, or serious infractions to the Quantity Surveyor, who will immediately inform the Commercial Director if serious concerns have been declared.
- The Commercial Director must liaise with other Business Unit Directors to review the serious infraction.



5.11.3 Mandatory Occurrence Reporting (HRBs Only)

The BSA introduced Mandatory Occurrence Reporting (MOR) requirements for HRBs. MOR is intended to ensure the prompt and accurate reporting of safety incidents to help identify and mitigate risks early. MOR applies to all phases of an HRB lifecycle, including design, construction, and occupation. It covers incidents that could affect the structural integrity or fire safety of an HRB.

The PC and PD appointed during the construction phase must be able to fully fulfil the MOR requirements and ensure an appropriate frequency of inspection throughout the construction phase.

The information provided in the case of a Safety Occurrence that requires an MOR notification to be made must include:

- A notice that a Safety Occurrence has taken place with a brief description of the nature of the occurrence and the address of the building where the occurrence has happened (this notice must be given as soon as reasonably practicable after the occurrence has taken place)
- A report containing:
 - The date, time and address of the Safety Occurrence and when it was first notified to the BSR
 - Date of submission of the report to the BSR
 - Details of the AP or Duty Holder making the report
 - A description of the measures taken to mitigate or remedy the Safety Occurrence
 - Details of any wider impact or other considerations

The BSR must be notified by the quickest practicable means without undue delay and be sent a written report of the occurrence within 10 days of the AP becoming aware of the Safety Occurrence.

5.11.4 Legislative Updates

Architects Act 1997

- The recent changes to the Architects Act 1997 have granted the Architects Registration Board enhanced authority in overseeing and evaluating the proficiency of architects over the course of their professional journey.
- Under these amendments, the Professional Conduct Committee now has the ability to administer reprimands, levy fines, and enact suspensions or exclusions of architects from the Architects Register. Furthermore, in a move toward greater openness, any disciplinary actions will be openly displayed on the Register for improved transparency.
- The title of "architect" is subject to legal limitations, and the Architects Registration Board operates as an autonomous professional overseer, established by legislative authority as an official statutory entity.
- Membership in the Architects Register and the right to engage in the architectural profession are exclusively granted to individuals who have successfully acquired accredited architectural qualifications and have been assessed for competence by the Architects Registration Board.

Building Act 1984

- The Building Safety Act 2022 brought Section 38 of the Building Act 1984 into force, which allows a claim for compensation to be brought for 'damage', including damage to a property or injury to a person, caused by a breach of building regulations.
- It applies to work undertaken on any building after 28 June 2022 and a claim for compensation can be made by the individual who has suffered injury or damage (for example someone living in a flat who develops a respiratory condition due to damp or damage caused by a fire in the property) against those whose breach of Building Regulations was responsible for the damage.

Building Liability Orders

The Building Safety Act 2022 grants powers to the High Court to make a Building Liability Order, which extends a company's liability under the Building Act 1984 or the Defective Premises Act 1972, or as a result of a building safety risk (a risk to the safety of people in or about the building arising from the spread of fire or structural failure).

In the event of a claim, it makes associated companies – such as the parent, a sister company and/or original developer – jointly and severally liable, even where the company that carried out the work has since been dissolved.

5.11.4 Legislative Updates

Defective Premises Act 1972

- The Defective Premises Act 1972 applies to all dwellings not just those in HRBs and requires those involved in constructing the dwelling to ensure that it is 'fit for habitation' when the work is completed. The Building Safety Act 2022 has amended the liability period and scope of the Defective Premises Act 1972 as follows:
 1. For dwellings constructed before 28 June 2022, claims for compensation can be made 30 years retrospectively of the work being completed, rather than six.
 2. For dwellings constructed after 28 June 2022, claims for compensation can be made
 - within 15 years of the work being completed
 - for all work on an existing dwelling, including refurbishment.
- Documents related to buildings should be retained for at least the relevant liability period. This may require a review of current records and policies for retaining and storing documents to align with the new requirements.

Fire safety

The Building Safety Act 2022 (BSA) introduced enhanced Fire Safety Regulations aimed at fortifying The Regulatory Reform (Fire Safety) Order 2005 (FSO 2005). These regulations apply to the non-residential sections of buildings of any height that contain two or more residential units.

- The individual designated as the Responsible Person (RP) is obligated to conduct, or delegate to a qualified individual, a fire risk assessment for individuals present on the premises or in its vicinity. This assessment must be conducted routinely and now requires written documentation, which must also be provided to occupants.
- For buildings deemed to have a higher fire risk, the RP must co-operate with the AP to fulfil responsibilities as mandated by the BSA.

The BSA also introduced the following:

- The Fire Safety Act 2021 - clarifies the scope of the FSO 2005 to ensure that the following parts of the building are also taken into consideration in any Fire Risk Assessment:
 - The structure, external walls (which includes doors and windows in those walls, and anything attached to the exterior of those walls, such as balconies) and any common parts
 - All doors between domestic premises and common parts
- The Fire Safety Regulations 2022 – introduced new obligations for High-Risk Residential Buildings (HRRB), a building over 18m in height or has 7 or more storeys and 2 or more residential units.
- The FSO 2005 was amended by Section 156 BSA 2022 which amended existing duties of the RP and also introduced new duties that the RP must adhere to.