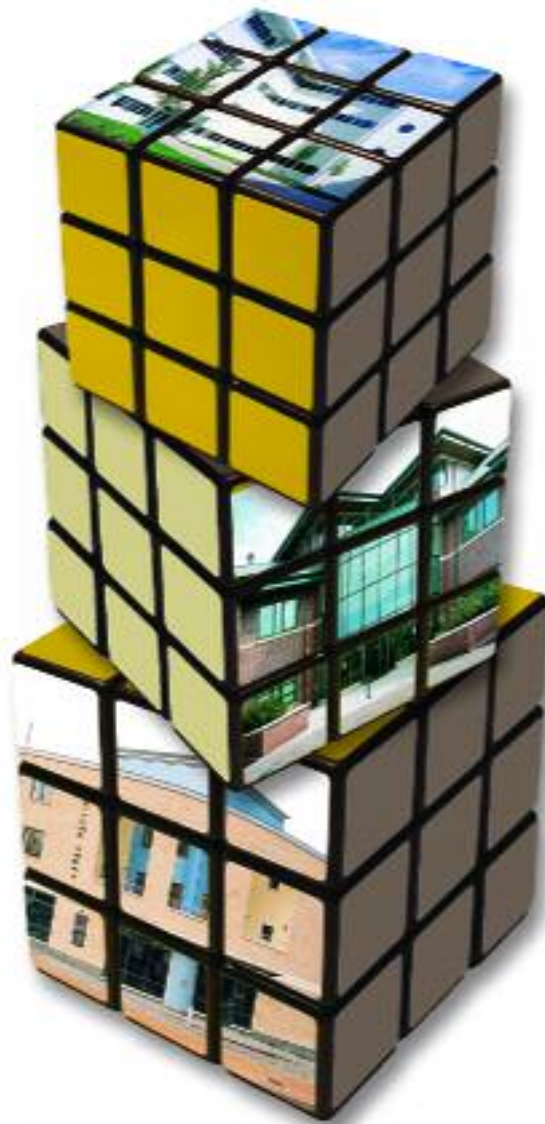


# CAPS

construction accredited partner scheme

The three-tiers of  
the CAPS register –  
your sign of quality  
in supply-chain  
construction



National  
Federation of  
Builders

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**BJP**  
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construction accredited partner scheme

# CAPS Registered (first tier)

>> The Construction Accredited Partnering Scheme (CAPS as it is now known), is the first industry-designed accreditation scheme and register that is designed around the needs of both clients and contractors.

One important aspect is that it recognises that different participants in the supply chain need different levels of verification and accreditation, but that all levels require the utmost integrity and care. After all, one weak link can prove detrimental to any supply chain.

For those involved in a supply chain as a subcontractor or supplier, there is CAPS Registered. This first level attainment is based around the organisation having all the appropriate business structures, policies, and insurances. It is a check on the business worthiness of a company. See the table at right for details of the audit process.

For those who play an active role dealing with clients and other participants in the supply chain the second level of CAPS Accredited may be more appropriate. In addition to the audits of the first level, there are further more detailed requirements resulting in an independent audit by a UKAS registered audit company.

Finally, the ultimate level of attainment on the CAPS register is CAPS Endorsed. This full registration involves all the checks in the previous two levels but also includes Supply Chain Management training, Benchmarking and Continuous Improvement. This is for companies who want to take their place in Partnering arrangements and/or roles as prime contractors in larger projects.

For further information or to register your interest in becoming registered with CAPS at any one of the three levels, contact our CAPS Office on 01772 693102.

## FINANCIAL PROBITY

*Evidenced by:*

- One of
  - CIS Registered
  - VAT Registered
  - Company accounts lodged at Companies House
- Plus
  - Capita or other approved Financial Probity

DETAIL:

- Exempt from probity if ConstructionLine registered
- Must have a fixed business address
- Validated statement of tax status (inc CIS Certificate)

## HEALTH & SAFETY

*Evidenced by:*

- Health & Safety Policy
- Environmental Policy
- Prosecutions Statement

- Disclosure of any HSE and/or Trading Standards prosecutions or prohibition notices within the past three years, or any pending

## LIABILITY INSURANCE

*Evidenced by:*

- Insurance Certificates

- Provision of public liability insurance to a minimum level of £2m
- Compliance with statutory requirements for employers liability insurance

## MANAGEMENT PROCEDURES

*Evidenced by:*

- Management Competency Questionnaire

- Demonstrate a commitment to continuous improvement in all aspects of the business
- Formal Management Structure
- Follow sound building business practice using required skill and care in the building process
  - Written job specifications; changes to specifications; jobs appropriately planned; operatives appropriately briefed; check work in progress
- Proper management of contracts, purchase of materials and responsibility for sub-contractors
  - Sub-contractor performance/status inclusive of their purchase orders; accounts; qualifications/skills; health & safety statements and training records; tax status; insurance details; access to and understand of the requirements of British Standards, including BS8000 series
  - Use of material; plant and purchase orders/contracts
  - Management Procedures

## CUSTOMER CARE & COMMITMENT TO THE CODE OF PRACTICE

*Evidenced by:*

- Commitment Statement
- Company Quality Policy
- Complaints Procedure/log

## HUMAN RESOURCES

*Evidenced by:*

- Equal Opportunities Policy
- Training Policy/plan
- Contracts of Employment

- Appropriately qualified staff, based on NVQ's or equivalent
- Company Training Plan, including initiatives to ensure that all employees are CSCS registered by the year 2010, with statement of percentage of CSCS qualified staff at current time
- Ethnic Mix Ratio

## TECHNICAL CAPABILITY

*Evidenced by:*

- Means of access to relevant Building Regulations and British Standards

- Copies of relevant Building Standards and related British Standards

## CAPS Accredited (second tier)

(as Registered, plus following additional criteria)

### FINANCIAL PROBITY

Evidenced by:

- Application Form
- Latest accounts

DETAIL:

- Exempt from probity if ConstructionLine registered
- Latest available full (not abbreviated) accounts required to assess the firms' financial stability
- Accounts should include an Audit Report if required by the Companies Act, or an Accountants report if exempt from audit

### HEALTH & SAFETY

Evidenced by:

- CHAS Certified H&S policy

- Clear, fair and transparent process to demonstrate compliance with current health and safety law and management of health and safety
- Compliance with statutory health & safety requirements
- Methods of work must take account of a risk assessment and identify the person responsible for safety in the work area identified.
- Compliance with statutory waste disposal requirements, together with the provision of a policy statement covering waste disposal, especially hazardous waste.

### CUSTOMER CARE & COMMITMENT TO THE CODE OF PRACTICE

- Demonstration of a commitment to customer care
- Adherence to a recognised Code of Conduct
- Customers Complaints Policy, understood by staff

### HUMAN RESOURCES

Company policy to comply with UK law

- Long Term Sickness Procedures
- Redundancy Procedures
- Stakeholder Pension or Equivalent

### WARRANTY

- Facility to offer warranty, essential for domestic clients, optional for others

### AUDIT

Evidenced by:

- Independently Audited to EN45011 by UKAS registered accredited body
- CHAS Assessment of Health & Safety Policy

- Pre-audit advisor visit (optional)
- Full audit of policies and procedures

## CAPS Endorsed (third tier)

(as Accredited, plus following additional criteria)

### SUPPLY CHAIN MANAGEMENT COMPETENCY

Proficiency In:

- Supplier Selection
- Establishing & managing an integrated design team
- Performance measurement & continuous Improvement
- Managing change

DETAIL:

- Knowledge of supply chain management within a structured practical framework.
- Training through:
  - Case studies
  - Group exercises and theory
  - Up to the minute information on best practice
- Ability to:
  - quantify the benefits of supply chain
  - change behaviour and build trust
  - carry out value based selection of partners
  - manage integrated design teams
  - understand value and cost and set target prices
  - set up collaborative contracts for partnering
  - constantly seek better ways of working

### BENCHMARKING

- Evaluation of the whole business through two streams:
  - Financial Management* Revenue, costs capital, customer satisfaction, innovation, suppliers, people management, people satisfaction
  - Business Excellence* Leadership, policy and strategy, resources, processes, results

DETAIL:

- Comprehensive, systematic and regular review of an organisation's activities and results against a model
- Snapshot of current business improvement opportunities
- Bespoke improvement plan
- Shared learning with other participants
- Support network
- Highlights strengths and weaknesses
- Helps focus the business
- Eliminates complacency with regards to competitors
- Compares actual performance against customer needs
- Highlights opportunities for growth and competitive advantage
- It is a facilitated process so companies have access to all stages

## About the programme

The value of a Supply Chain comes from its ability to deliver quality work to time and to agreed cost, along with a commitment to continuous improvement. Most contracting firms have systems and processes that enable this to be achieved but, there is little integration or commonality of standards to support Partnering.

Therefore, in order for Partnering to work, there needs to be a consistency of approach, methodology and culture by all Partnering firms at all levels.

The Construction Accredited Partner Scheme (CAPS) is the solution to 21st century Construction procurement because it provides a mechanism by which qualified and competent suppliers of all sizes will be able to meet the standards necessary to become a valuable Supply Chain Partner. Thereby Supply Chains will be truly comprehensive for the breadth and depth of contract they undertake.

This is the first programme of its kind that is industry-developed, and is by far the most comprehensive yet established. It is unique in that it has been developed by the industry for the industry.



**National  
Federation of  
Builders**

Corporate Affiliate  
of the Trading  
Standards Institute



National Office, Construction House,  
56-64 Leonard Street, London, EC2A 4JX.  
Tel 020 7608 5150 Fax 020 7608 5151  
[www.builders.org.uk](http://www.builders.org.uk) [info@builders.org.uk](mailto:info@builders.org.uk)

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