



CROWTHORNE PROPRETY MAINTENANCE LTD

t/a CPM

SCOPE DOCUMENT

Products and/or services that we offer?

We carry out construction processes for Housing Associations and Main Contractors by means of supplying labour, plant and materials for numerous trade disciplines.

Internal and external factors that affect your company and your Management System?

We have a workforce of approximately 30 operatives working from 7.30am to 5.00pm managed by Site Foreman and a Contracts Manager. All external operatives are supported in the office by 6 staff working from 7.30am to 5pm sharing admin roles along with job specific tasks.

Our plant is hired in and therefore meets all required testing and certifying requirements.

Materials are purchased from mainstream distributors who hold ample stock as well as having access to regular deliveries from HQ.

We have a Waste Transfer Certificate for removing and disposing of surplus materials as well as agreements in place with our suppliers for the collection and recycling of surplus materials and containers.

Health and Safety is a paramount consideration due to the environment in which a majority of our work is carried out. We have an annual agreement with an external consultant that provides legislation updates as well as software to produce documents relevant for us to identify and control risks to enable completion of our works in a safe and organised manner. All our site operatives have to undergo a minimum of a CITB Health & Safety Awareness Test resulting in the issue of an identification card.

Needs and expectations of interested parties?

Our clients expect us to have minimum accreditations as well as being members certified under regulated schemes relevant to construction. Failure in achieving or maintaining these accreditations and memberships will result in removal from Approved Contractor Lists.

Our staff undertake a rigorous induction programme to ensure they are fully aware of their roles within the organisation and how their activities affect the rest of the production processes.

Our customers expect a quality product and as such all of our raw materials come supplied to a high standard as well as having our operatives trained and skilled in the application.

We employ the services of a third-party HS&E consultant to ensure that we comply to all Health, Safety and Environmental legislation and best practice guidelines.

Exclusions to the integrated management system

We do not design and develop any new products or services and therefore this clause is not applicable to our quality management system and is excluded as a result.

We do not utilise any measuring equipment that requires measurement traceability and therefore this clause is not applicable to our quality management system and is excluded as a result.