

## Standards

## Appendix E

	DETAILS	✓or ✗	REQUIREMENTS	COMMENTS
<b>1.</b>	<b>On Site Operation (medium / large sized sectional felling, or other works involving large branch/limb removal , <u>incorporating rigging operations</u>, MUST be observed)</b>			
1.1	Paper work: <ul style="list-style-type: none"> <li>• job sheet / work specification</li> <li>• risk assessment, site specific</li> <li>• method statement (if applicable)</li> <li>• CoSHH assessments</li> <li>• emergency contingencies (inc. aerial rescue)</li> <li>• wildlife / EPS impact assessments</li> </ul>		All relevant, comprehensive and correctly used. Evidence of staff site briefing of risk assessments / CoSHH assessments through signatures and reviewed daily on multi day sites. A clear 'emergency aerial rescue' plan is in place with nominated responsible persons. European Protected Species (EPS), in particular bats, and nesting birds etc. have been fully considered.	
1.2	Information and guidance: <ul style="list-style-type: none"> <li>• Generic risk assessments</li> <li>• AFAG leaflets / HSE info &amp; booklets</li> <li>• hospital A&amp;E lists and emergency contacts</li> <li>• Guide to Good Climbing Practice</li> <li>• Material Safety Data Sheets (MSDSs)</li> <li>• Accident / incident / 'near miss' forms</li> </ul>		Usually contained within 'vehicle packs' to demonstrate staff on site have adequate information / guidance available to operate safely and for reference if unsure or in event of emergency. Other forms, as necessary, to be available for eventualities which may occur.	
1.3	On site personnel suitably competent for tasks		As observed during on site working demonstrating good, efficient and safe working practices.	
1.4	PPE correct (Boots, trousers, gloves, helmets, eye/ear protection, hi-viz, personal first aid kits, knife and whistle)		As detailed in AFAG leaflets and HSE INDG's etc. and being used correctly.	
1.5	First Aid Provision to be 'suitable and sufficient'		Both crew and individual FA kits required and clean water. Ensure at least two trained first aiders (emergency 1 day course) on any site and ideally someone within the company with 4 day FA at Work.	
1.6	Fire fighting equipment suitable and accessible		In terms of type of extinguishers and evidence of servicing / checking by a competent person.	

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1.7	Tools and equipment, including chainsaws, comply with AFAG guidelines		These will be checked on site by the assessors for safety features, efficient operation and evidencing pre-use checks have been effective.	
1.8	Organisation <ul style="list-style-type: none"> <li>• General arrangement of worksite is appropriate, safe and effective</li> <li>• Signing, lighting and guarding effective and conforms to industry standards</li> <li>• Roles on site clearly understood</li> <li>• Effective communication</li> <li>• Arisings handled/converted appropriately</li> <li>• Aerial rescue provision planned, equipment available and personnel competent</li> </ul>		The assessors will expect to observe a well arranged worksite operating safely, efficiently and with minimal disruption possible to surroundings. Pedestrians in particular and traffic must be safe and well managed at the site.	
1.9	MEWPs (optional as necessary) <ul style="list-style-type: none"> <li>• Appropriate selection of MEWP for job in hand</li> <li>• Conforms to industry good practice (WAH Regs., LOLER Regs., AFAG 403 and Guide to Use of MEWPs in Arb. (GUMA))</li> <li>• Competent, safe and proficient techniques to be observed</li> </ul>		The assessors, where deemed necessary through WAH 'risk assessment' (or where used in preference to climbing) will expect to see safe and efficient operations of the MEWP demonstrated in line with GUMA.	
1.10	Climbing ( <b>MANDATORY</b> ) <ul style="list-style-type: none"> <li>• Conforms to industry good practice (WAH Regs., LOLER Regs., AFAG 401 &amp; 402, GGCP)</li> <li>• Equipment appropriate, correctly marked and used</li> <li>• Competent, safe and proficient climbing techniques to be observed</li> </ul>		The assessors will expect to see use of friction saving devices, where pruning is demonstrated as a secondary operation (where the MEWP has been used for the sectional dismantle) and modern climbing techniques.	

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1.11	<b>Rigging (MANDATORY)</b> <ul style="list-style-type: none"> <li>• Conforms to industry good practice (LOLER PUWER &amp; WAH Regs.)</li> <li>• Equipment appropriate, correctly marked, 'fit for purpose' and set up properly.</li> <li>• Staff 'competent' for work in hand.</li> <li>• 'Competent person' in charge of Operation.</li> </ul>		The assessors will expect to see modern rigging techniques and safe /efficient lowering operations.	
1.12	<b>Vehicles</b> <ul style="list-style-type: none"> <li>• Displaying correct licences if applicable</li> <li>• Vehicle weights legal for driver</li> <li>• In roadworthy condition (as far as possible to assess)</li> <li>• No Smoking signs in vehicles</li> </ul>		Will be checked to ensure legal and roadworthy (as far as possible)	

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2.	<b>COMPLETED WORKS</b> (The specification for the job must be available to compare to the finished operations which <u>MUST</u> be of a high standard; a minimum of 2 examples of each operation must be available for inspection and reasonable sized trees used, i.e. min. 14m high. Ideally photo's of the job before commencement should also be available.)			
2.1	<p>Tree planting (<b>MANDATORY</b>)</p> <ul style="list-style-type: none"> <li>• appropriate spec (from contractor)</li> <li>• stock and technique</li> <li>• stakes, mulch, aftercare</li> </ul>		<p>A standard tree, min. 10-12, and of appropriate species to be observed planted correctly. Awareness of typical aftercare programme to be demonstrated.</p>	
2.2	<p>Crown thinning (<b>MANDATORY</b>)</p> <ul style="list-style-type: none"> <li>• appropriate spec (from contractor)</li> <li>• conforms to spec</li> <li>• correct cuts</li> <li>• correct finished result</li> </ul>		<p>A specific crown thinning operation is to be observed, ideally no more than 15%. Uniform, no deadwood present, unless specified for retention, no crossing branches, no 'lions tails.' Accords with current BS3998 and European Tree Pruning Guide</p>	
2.3	<p>Crown reduction (<b>MANDATORY</b>)</p> <ul style="list-style-type: none"> <li>• appropriate spec (from contractor)</li> <li>• conforms to spec</li> <li>• correct cuts</li> <li>• correct finished result</li> </ul>		<p>A specific 'amenity type' crown reduction operation is to be observed, i.e. 10-15% with the 'rule of thirds' applied unless otherwise specified. Accords with current BS3998 and European Tree Pruning Guide</p>	
2.4	<p>Crown lifting (optional)</p> <ul style="list-style-type: none"> <li>• appropriate spec (from contractor)</li> <li>• conforms to spec,</li> <li>• correct cuts</li> <li>• correct finished result</li> </ul>		<p>No major stem or limb wounds to be present and if undertaken some time ago a complete 'donut' of wound wood to be present. Accords with current BS3998 and European Tree Pruning Guide</p>	

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2.5	Crown clean / deadwood (optional) <ul style="list-style-type: none"> <li>• appropriate spec (from contractor)</li> <li>• conforms to spec</li> <li>• correct cuts</li> <li>• correct finished result</li> </ul>		All deadwood and tree debris to be removed leaving a clean crown throughout. Accords with current BS3998 and European Tree Pruning Guide	
2.6	Veteran / heritage works (optional) <ul style="list-style-type: none"> <li>• appropriate spec (ideally from contractor)</li> <li>• conforms to spec</li> <li>• correct cuts</li> <li>• appropriate finished result (conducive to habitat creation etc.)</li> </ul>		Must demonstrate an adequate knowledge of this subject if not seen.	
2.7	Bracing / propping (optional) <ul style="list-style-type: none"> <li>• appropriate spec (ideally from contractor)</li> <li>• conforms to spec</li> <li>• correct installation</li> <li>• appropriate maintenance contract offered</li> </ul>		Must demonstrate an adequate knowledge of this subject if not seen.	

*PLEASE NOTE: **MANDATORY** completed works must be observed individually on the assessment day. Where the first example observed does not meet the required standard further examples will need to be seen to avoid the requirement for a partial re-assessment at a later date. Other standard pruning, or other, operations are not compulsory but can be observed if time permits to support the contractor's application*

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	DETAILS	✓ or ✗	REQUIREMENTS	COMMENTS
<b>3.</b>	<b>Customer Care and Office Systems</b>			
3.1	Means of recording enquiries		Suitable for size of business and a logical system that ensures all get a response	
3.2	System of making appointments		Suitable for size of business and a logical system that ensures all get a convenient time	
3.3	Quotations <ul style="list-style-type: none"> <li>• Clear and to national standards</li> <li>• Comprehensible to enquirer</li> <li>• Arrangements for disposal of arisings</li> <li>• Responsibility for checking tree protections</li> </ul>		Ref. to BS3998 Recommendations for Tree Work, where appropriate, or other relevant standards. Terminology accurate and adequately explained. State arrangements for disposal of tree debris. Contractors ultimate responsibility (advise Client)	
3.4	Contract agreed in appropriate manner		Fair and reasonable, either in writing or verbally (logged record)	
3.5	Work programming effective and clear for client		Dates set, agreed and adhered to	
3.6	Invoices <ul style="list-style-type: none"> <li>• linked to contracted works</li> <li>• UK address and names (individual, partners, corporate)</li> <li>• VAT No. if applicable</li> <li>• Unique and sequential ref. no.</li> <li>• Payment terms</li> </ul>		Clear chain of custody Detailed as appropriate On all stationery where VAT referred to stating rate charged i.e. VAT @ 0%, 5% or 17.5% To clearly identify a particular invoice States payment upon completion or within 28 days etc	
3.7	Other business stationery, letterheads, receipts etc. shows UK address and names (individual, partners, corporate) VAT no. if applicable		In line with Companies House (see leaflet GBF1) VAT no. to appear on all stationary where VAT referred to.	
3.8	All terms and conditions clear, fair and reasonable		If used, as appropriate	
3.9	Debt Collection System appropriate and clearly defined		Suitable for size of business and a logical, documented, system that ensures all debts are managed.	

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3.10	Complaints procedure robust and effective		Initial logging system to ensure all complaints are dealt with in a reasonable timescale and follow up procedures documented	
3.11	Customer satisfaction monitoring system		Not currently mandatory but considered good business practice and encouraged as such. Evidence can vary from follow-up calls, with customer comments noted on file, to forms/tear off slips with invoices to be returned.	
3.12	Office <ul style="list-style-type: none"> <li>• Well organised</li> <li>• Filing systems effective</li> <li>• Appropriately equipped</li> <li>• Suitable staff welfare</li> <li>• Appropriate signage for 'No Smoking'</li> </ul>		Tidy and logical Logical Adequate business equipment Cleaning /toilets etc. Complies with 'Smoke-free Regs. 2007'	
<b>4.</b>	<b>Health and Safety related issues (Office)</b>			
4.1	Health and Safety 'competent' person		Defined role, who performs it, demonstration of H&S legislative framework	
4.2	Health and Safety Poster (a statutory notice) displayed and filled in		Empty fields filled in and clear to all employees, placed appropriately, more than one may be required	
4.3	Fire Procedures / Signs displayed		Fire Risk Assessment must be undertaken by a 'competent' person for all business premises. Details of what to do in event of discovering a fire and where assembly point is. Fire extinguisher maintenance and checks.	
4.4	Employee Consultation effective		A system of effective two way consultation, documented and minuted	

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4.5	<p>Policy</p> <ul style="list-style-type: none"> <li>• Structure ( i) statement, ii) responsibilities and iii) arrangements)</li> <li>• CoSHH (Control of Substances Hazardous to Health Regs. 2005</li> <li>• PPE (Personal Protective Equipment Regs. 1992)</li> <li>• First Aid &amp; RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs. 1995)</li> <li>• Risk Assessment (Management of Health and Safety at Work Regs. 1999 – Reg. 3)</li> <li>• PUWER (Provision and Use of Work Equipment Regs. 1998) – inc. training and refresher / update training and competency</li> <li>• LOLER (Lifting Operations and Lifting Equipment Regs. 1998)</li> <li>• Fire / DSEAR Regs.</li> <li>• CVWR (Control of Vibration in the Workplace Regs. 2005)</li> <li>• WAH (Work at Height Regs. 2005)</li> <li>• Noise at Work Regs. 1989 (revised 2006)</li> <li>• Manual Handling Operations Regs. 1992</li> <li>• Staff Induction, Safety Information and Consultation (H&amp;S (Consultation with Employees) Regs. 1996)</li> <li>• Monitoring of staff compliance and work quality / output</li> <li>• Workplace arrangements / Working Time Regs. ('Opt Out Agreement')</li> <li>• Alcohol and Substance Abuse</li> <li>• Company Safe Drivers Policy</li> <li>• Smoke-free Regs. 2007</li> </ul>		<p>Clear structural composition as detailed in H&amp;S package for contractors referring to 'Health and Safety at Work etc. Act 1974' as the primary legislation and 'Management Regs. 1999'</p> <p>Stating also how implementation of the policy will be managed Contractors must demonstrate compliance with the company policy at all levels.</p> <p>Individual references to these sections where applicable and how the policy will be monitored and reviewed.</p>	

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4.6	<p>CoSHH</p> <ul style="list-style-type: none"> <li>• Assessments</li> <li>• Material Safety Data Sheets (MSDS's) available</li> <li>• Pesticide Record</li> <li>• Health monitoring (HM)</li> <li>• Surplus disposal (SD)</li> </ul>		<p>A list of qualifying substances to be drawn up, assessed and MSDS's (often on internet) obtained. Copies of assessments to be kept at point of use, storage and in office (copies of relevant sections included in vehicle packs.) In accordance with Green Code i.e. suitable stock record and application records and access to BASIS qualified persons where appropriate. HM &amp; SD if necessary and as appropriate.</p>	
4.7	<p>Accident / Incident Recording and Reporting (AIRR)</p> <ul style="list-style-type: none"> <li>• An understanding of the requirements of AIRR can be demonstrated (principles of prevention)</li> <li>• A good awareness of RIDDOR and its requirements</li> <li>• System in place to report</li> <li>• Records are made, including showing actions in response to enforcement of improvement notice</li> <li>• Legal accident book available.</li> </ul>		<p>Knowledge of the requirements of AIRR including investigation and principles of prevention Knowledge of the RIDDOR regulations and reportable incidents will be required Knowledge of how to notify and how to report</p> <p>Data protection compliant accident book required and reports kept under lock and key Adequate accident recording in place.</p>	
4.8	<p>Risk Assessment</p> <ul style="list-style-type: none"> <li>• Generic Risk Assessments cover range of work undertaken</li> <li>• Generic RA refer to industry best practice and promote suitable controls</li> <li>• Site specific assessments cover daily operations</li> <li>• Employees are trained in use</li> <li>• System regularly reviewed and revised if necessary</li> </ul>		<p>RA process in place which must be understood, 'suitable and sufficient,' logical and defensible. If generics used must cover typical range of work Up to date and suitable Evidence of staff site briefing through signatures and reviewed daily on multi day sites Evidence of staff training through minuted staff consultation Evidence of regular review</p>	

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4.9	<p>Method Statements</p> <ul style="list-style-type: none"> <li>• Appropriate in structure and layout</li> <li>• Content adequate and usable</li> <li>• Details adequate and appropriate emergency procedures</li> </ul>		<p>Production of generic Method Statement, in particular for construction site work and increasingly Local Authority work. Detailing all relevant information including site, personnel, vehicles, operations, supervision, duration, emergency procedures etc.</p>	
4.10	<p>LOLER</p> <ul style="list-style-type: none"> <li>• Pre-use / daily checks undertaken</li> <li>• Interim checks, often weekly, of items subject to high levels of wear and tear undertaken and suitably recorded.</li> <li>• Competent person inspections undertaken and suitable</li> <li>• Out of Service equipment dealt with effectively</li> </ul>		<p>Kit will be examined on site to ensure that it meets requirements as far as reasonable practicable Evidence of adequate inspection records as recommended by LOLER ACOP &amp; AIS30 Evidence of historical and current competent person checks System for ensuring redundant equipment cannot be brought back into service</p>	
4.11	<p>PUWER</p> <ul style="list-style-type: none"> <li>• Pre-use /daily operator checks for all qualifying equipment are carried out effectively.</li> <li>• System of fault recording is in place.</li> <li>• Records of inspection and servicing of all qualifying equipment are available</li> <li>• Provision of adequate information, instruction and training by employers (see sect. 3.6)</li> </ul>		<p>Qualifying equipment includes more complex items such as chippers grinders and vehicles. Evidence of checks required Chainsaws are considered to be less complex and subject to daily pre-use checks. Hence maintenance (repair/replace) / periodic checks should be carried out and recorded by management. Service records in the form of copy invoices for externally sourced work or service sheet detailing in house maintenance</p>	

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4.12	<p>PPE</p> <ul style="list-style-type: none"> <li>• Staff provided with necessary PPE</li> <li>• Records of issuing, checking and maintaining of PPE are kept</li> </ul>		<p>PPE register detailing who has received what and signed to acknowledge receipt</p>	
4.13	<p>CVWR</p> <ul style="list-style-type: none"> <li>• Identify power tools / machinery which produce vibrations</li> <li>• Assess vibration magnitudes</li> <li>• Calculate vibration exposure times</li> <li>• Reduce exposure time where shown to be high for any individual</li> <li>• Introduce system of health monitoring where appropriate.</li> </ul>		<p>Hand arm vibration is well known in the industry. The latest 2005 Regs place an onus upon employers to inform employees about, and control the exposure of staff to, vibration from machinery to limit the risk of permanent damage and undertake health monitoring where appropriate. Asset register to include vibration output of machinery. This significant 'hazard' is expected to be adequately risk assessed with effective controls in place.</p>	
4.14	<p>Noise</p> <ul style="list-style-type: none"> <li>• Identify power tools / machinery which produce noise</li> <li>• Assess noise action levels i.e. above 80 decibels</li> <li>• Calculate noise exposure times</li> <li>• Reduce exposure time where shown to be high for any individual</li> <li>• Purchase and utilise appropriate hearing protection</li> <li>• Introduce system of health monitoring where appropriate.</li> </ul>		<p>Excessive noise is well known in the industry. The latest 2005 Regs place an onus upon employers to inform employees about, and control the exposure of staff to, noise from machinery to limit the risk of permanent damage and undertake health monitoring where appropriate. Asset register to include noise output of machinery. This significant 'hazard' is expected to be adequately risk assessed with effective controls in place.</p>	

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4.15	<p>WAH</p> <ul style="list-style-type: none"> <li>• Risk assessment must take account of the factors considered to determine the most appropriate means of access i.e. advanced work planning by a 'competent person.'</li> <li>• Suitable work equipment is selected and used correctly (inc. MEWPs where appropriate)</li> <li>• Emergency procedures are managed and adequate arrangements are in place including an aerial rescue plan</li> </ul>		<p>Work at height is potentially high risk and must be planned, organised and carried out by competent persons. Where tree climbing is undertaken it must accord with industry best practice i.e. AFAG 401 &amp; 402 and Guide to Good Climbing Practice (2005.)</p>	
4.16	<p>Sub-contractors / consultants (if applicable)</p> <ul style="list-style-type: none"> <li>• To have procedures in place to ensure appointment of competent sub-contractors / consultants</li> <li>• To have arrangements in place to monitor sub-contractor performance.</li> </ul>		<p>Sub contractors are engaged on a clear, written, contractual basis. Evidence showing how you ensure sub-contractors are competent including examples of assessments you have carried out. Stating PL insurance levels, PPE provision, details of service, evidence of training and competence. Evidence showing your methodology for undertaking sub-contractor performance assessments.</p>	
4.17	<p>An auditable system exists to monitor staff compliance with Health and Safety (inc sub contractors)</p>		<p>Evidence of recorded periodic checks (e.g. use of AFAG leaflets where appropriate.)</p>	
4.18	<p>An auditable system exists to monitor work quality (inc sub contractors)</p>		<p>Evidence of recorded periodic checks covering specification conformance, pruning cuts, tidy and finished site etc.</p>	

*\*The AAAC scheme defines a sub-contractor as a separate business entity providing a bespoke operation/service (eg timber haulage, stump-grinding) that is outside of the mandatory requirements of the AAAC scheme criteria (Appendix E). ALL mandatory tree work operations must be undertaken by employees of the company using company equipment (however sub contract "labour only" is acceptable). The AAAC scheme recognises that during busy times contractors may need to utilise arboricultural sub-contractors to undertake works but the scheme does not permit the majority of works to be contracted out as an integral part of AAAC's business model. AAAC status cannot be conferred or inferred in part or in its entirety onto a sub-contractor in carrying out an AAAC's operations.*

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4.19	<p>Environmental Policy</p> <ul style="list-style-type: none"> <li>• Produce a written policy identifying those operations undertaken by the company that may create pollution risks and / or waste generation and state what controls / prevention are in place to minimise any risk identified.</li> <li>• Identify and document those operations undertaken by the company which may have an adverse effect on the environment and state the controls imposed.</li> </ul>		<p>Incorporating the Environmental Protection Act 1990 and Pollution Prevention &amp; Control Act 1999 in terms of pollution control and waste management. This will consider issues including fuel and oil run offs causing ground and watercourse contamination. Oil and fuels storage and controls. Pesticides also. Also selection of biodegradable oils over mineral oils where appropriate.</p>	
<b>5.</b>	<b>Training and Competence</b>			
5.1	<p>Training and information</p> <ul style="list-style-type: none"> <li>• To have in place, and implement, adequate and effective training arrangements for employees</li> <li>• To have in place and effective system for assessing and implementing update and refresher training</li> <li>• To have in place adequate health and safety information and guidance</li> </ul>		<p>To ensure employees have the necessary skills and understanding to undertake their tasks safely and effectively. Production of a comprehensive skills / training matrix is useful to manage and administer deficiencies and necessary updates combined with a system of appraisal / monitoring.</p>	
5.2	<p>Qualifications and experience</p> <ul style="list-style-type: none"> <li>• To ensure employees have the necessary qualifications to undertake their tasks</li> <li>• To ensure employees have the necessary, and relevant, experience</li> </ul>		<p>To ensure that, combined with training and information, employees have the necessary 'competence' to safely and effectively undertake their tasks unless under controlled, competent supervision. To include NPTC 'certificates of competence' or evidence of auditable training as appropriate (see AFAG 805 Training and Certification.)</p>	

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5.3	Training records for employees and sub contractors inc.: <ul style="list-style-type: none"> <li>• Certificates of Competence – chainsaw/mewps?/aerial work/chemical application</li> <li>• Evidence of auditable training for Chippers/ Stump Grinders</li> <li>• Driving licences</li> <li>• First Aid</li> <li>• Signing Lighting and Guarding</li> <li>• Fire Fighting</li> <li>• Other training (CPD)</li> <li>• Arb competence for level</li> <li>• Insurance details (sub contractors)</li> <li>• CSCS cards (where appropriate)</li> <li>• Bat/wildlife awareness training</li> </ul>		Competence certificates will be required for the day to day operational requirements of the company as detailed in AFAG 805 (as a minimum CS30, 31, 38, 39 & CS41 are expected, along with others as appropriate.) Recognised training as detailed in AFAG 805 for non-assessed operations will be required. DL's to be copied periodically - at least annually Personnel combinations to ensure at least two trained first aiders (emergency 1 day) on any site and ideally someone within the company with 4 day FA at Work. Signing Lighting & Guarding Unit 2 and 10 required to cover roadside tree works which affect the highway. Adequate training in the use of fire extinguishers. Records of any further relevant training to be produced in particular bat awareness.	
5.4	A system exists for assessing training needs of staff (including refresher training for all disciplines)		Training matrix or similar detailing qualifications etc. for all staff available to the company detailing areas for additional / refresher / update training as required.	
<b>6.</b>	<b>Personnel / Human Resources</b> (NB Contractors are very strongly advised to have access to current and 'competent' advice for HR legislation outside the AC scheme)			
6.1	A clear personnel / management structure exists		To be made available if required and appropriate for size of the business (Limited companies must display)	
6.2	Employees are provided with a suitable contract of employment		See DTI or Lantra websites (Pre-employment medical questionnaires recommended to inc. deafness / VWF/RSI etc.) Means of awareness of legislative changes etc. for 3.2, 3.3, 3.4 & 3.5	
6.3	Sub contractors are engaged on a clear, written, contractual basis		Stating PL insurance levels, PPE provision, details of service, evidence of training and competence.	
6.4	Contracts in line with EU working time directive		Wording and signatures will be checked	

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6.5	Clear disciplinary and grievance procedure exists		Appropriate documented procedures to be in place to address issues of employee disciplinary action and employee grievance, in compliance with statutory procedures introduced 1 Oct. 2004 (see ACAS website for information)	
6.6	Staff appraisal system		A documented procedure for two-way exchanges between managers and staff discussing performance and opportunities.	
<b>7.0</b>	<b>Insurances</b>			
7.1	Public Liability (PL) cover - at least £5million		Should be adequate and appropriate	
7.2	Professional Indemnity (PI) cover - at least £500,000		Should be adequate and appropriate	
7.3	Employers Liability (EL) cover - usually £10million		Should be adequate and appropriate	
7.4	Motor Vehicle (MV) cover – as appropriate		Should be adequate and appropriate	
<b>8.</b>	<b>Named Manager Competence</b>			
8.1	Qualifications held		Evidence of relevant qualifications	
8.2	Sufficient CPD		Evidence of CPD i.e. attendance at Trade Fair, APF, AA branch events, reading newsletter / journals (being able to demonstrate upto 15 hours per year, ideally.)	
8.3	Arb Technical Knowledge / Competency <ul style="list-style-type: none"> <li>- tree identification (inc. botanical name of common species and characteristics)</li> <li>- tree biology &amp; biomechanics (to include basically how the tree works as a system, inc. Shigo 'Modern Arboriculture' &amp; Mattheck 'Body Language of Trees')</li> </ul>		The named manager(s) general competence will be assessed across a range of relevant topic areas including those listed. Note you are not expected to be consultants but an adequate working knowledge MUST be demonstrated to ensure clients receive correct and appropriate advice	

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Jan 2010

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8.3 Cont'd	<p>Arb Technical Knowledge</p> <ul style="list-style-type: none"> <li>- tree pruning practices (to inc. CODIT, natural target pruning and BS 3998 &amp; European Tree Pruning Guide (ETPG) terminology)</li> <li>- tree pests and diseases / fungi (inc. identification and significance of common species)</li> <li>- tree protections (TPO's, Conservation Areas, Planning Conditions, Felling Licences)</li> <li>- trees and 'common law' (overhanging branches, right to light, 'duty of reasonable care responsibility')</li> <li>- trees on development sites, protective fencing / ground protection issues</li> <li>- Wildlife / ecological issues (inc. bats, nesting birds, SSSI's, 'red data book' species.)</li> </ul>		See above.	
8.4	CPD analysis and undertaking		Evidence of annual exercise to ensure competence is kept relevant and identify areas for action	
<b>9.</b>	<b>Reference Material</b>			
9.1	Standards (BS etc)		Relevant Standards to be kept inc. BS 3998, BS 5837, BS4043 etc. also TPO - A Guide to the Law and Good Practice ('blue book')	
9.2	Guides (AFAG etc)		All relevant industry best practice guides to be available to staff i.e. HSE (INDG's) /AFAG leaflets, Guide to Good Climbing Practice 2005 (GGCP2), European Tree Pruning Guide	
9.3	<p>Books:</p> <ul style="list-style-type: none"> <li>• Identification</li> <li>• P&amp;D</li> </ul>		Suitable library to allow correct advice to be given (should include Research for Amenity Trees series)	
9.4	Newsletters/Journals/Trade Orgs./AAIS		To demonstrate updating of knowledge by reference to industry body journals / newsletters, Tree Alerts etc.	

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Jan 2010

	DETAILS	✓ or ✗	REQUIREMENTS	COMMENTS
<b>10.</b>	<b>Wildlife and Ecology</b>			
10.1	Wildlife / Ecological Policy <ul style="list-style-type: none"> <li>State how the company will minimise the impact on wildlife and habitats in particular European Protected Species (EPS) in particular bats, dormice, crested newts etc. and nesting birds.</li> </ul>		The Wildlife and Countryside Act 1981, the Countryside and Rights of Way Act 2000 and the Habitat Regs. 2007 collectively give very strong levels of protection and if breached can result in significant penalties being imposed. Hence companies should have specific policies and arrangements in place to manage this.	
<b>11.0</b>	<b>Reports</b>			
11.1	Structure, Caveats, Technically accuracy, Presentation		If done these will be assessed to ensure that the basic structure is suitable i.e. layout, brief, caveats etc.	
<b>12.</b>	<b>Licences</b>			
12.1	Waste Carriers		Now a definite scheme requirement!	
12.2	Waste Transfer – if applicable		If not a registered ‘Waste Transfer Centre’ then an ‘exemption certificate’ under paragraph 21, issued by the EA, should be in place.	
12.3	Operators Licence – if applicable		For vehicles over 3.5t	
12.4	Drivers Licences legal in relation to vehicle combinations used		To ensure drivers are working legally – note 1 <sup>st</sup> Jan 97 change	

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Jan 2010

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<b>13.</b>	<b>Stores / Workshop</b>			
13.1	Secure and generally tidy and safe to work in		No slip, trip, fall hazards, no exposed lighting strips / bulbs, no exposed wiring etc. etc.	
13.2	Appropriate signage <ul style="list-style-type: none"> <li>• Externally (Explosive, No Smoking etc)</li> <li>• Internally (electric shock, eye protection, first aid etc)</li> </ul>		Relevant to contents of stores/containers etc and operations conducted with signs being compliant with Health and safety (Safety Signs and Signals) Regs. where applicable.	
13.3	Appropriate illumination/electricity supply		Required for staff welfare but must not create ignition risk. In remote areas, consider solar/battery lights	
13.4	Complies with Oil Storage Regs if applicable		Single containers over 200 litres to be bunded. Bulk tanks also to be bunded including all delivery pipes.	
13.5	Has spill control		Suitable products – not sawdust, to prevent fouling of drains and ground water etc.	
13.6	Suitable wall mounted first aid		To be well stocked with ‘in date’ eye wash and contents / materials etc. Re-stocking procedures.	
13.7	Suitable Fire Risk Assessment, Procedure and Equipment (and DSEAR assessment where appropriate)		Carry out and record a fire risk assessment to identify and eliminate / reduce risk of fire / explosion.	
13.8	Suitable staff welfare – cleaning/toilets etc		To comply with ‘Workplace (Health, Safety and Welfare) Regs. 1992 (see HSE INDG 244)	
13.9	Pesticide /herbicide storage and records		In line with current legislative requirements for adequate storage and stock lists etc.	
13.10	COSHH information (Material Safety Data Sheets usually laminated)		To be available to staff at the point of usage, i.e. in the vehicles and the point of storage, i.e. in the stores.	
13.11	Equipment has appropriate guards/signs		i.e. ‘eye protection’, ‘ear protection’ and protection guards in situ and in good working order	
13.12	Equipment is serviceable and tested if necessary		Including portable electrical equipment and pressure vessels (compressors)	

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	DETAILS	✓or ✘	REQUIREMENTS	COMMENTS
<b>14.</b>	<b>Yard</b>			
14.1	Vehicle movements, control of pedestrians, adequate illumination and equipment adequate		Generally safe and tidy yard with adequate space for vehicle manoeuvres at peak times i.e. morning and night, in particular in winter = possible risk assessment required	
14.2	Timber arisings safe, secure and signed as appropriate		Cordwood stored safely and appropriately, i.e. generally not exceeding 1.8m high unless special measures employed	
14.3	Woodchip storage safe, secure and within EA guidelines etc.		10m from watercourse, not in groundwater protection area, not more than 1,000 tonnes in any 7 day period	