

CONTRACTOR MANAGEMENT

MAJOR HAZARD SECTOR WORKSHOP

DATE:

**17TH NOVEMBER
2020**

VENUE:

**HFL VLE
(VIRTUAL
LEARNING
ENVIRONMENT)**

DELEGATE COST:

**MEMBER RATE
£180.00 + VAT**

**NON-MEMBER
RATE
£300.00 + VAT**

CHEMICAL BUSINESS
ASSOCIATION
Group House
Southmere Court
Electra Way
CREWE BUSINESS PARK
CREWE, CHESHIRE CW1 6GU

Phone: +44 01270 258200
Fax: +44 01270 258444
E mail: cba@chemical.org.uk

Why attend?

Contractors are often used for safety critical tasks such as design, maintenance, testing and examination activities on manufacturing or storage facilities. Contractor management is a key element of the process safety management system.

Assessing and assuring the management of contractors can be a large task, but one that is essential to maintaining site and process safety, particularly on high hazard sites.

This workshop will discuss good practice with respect to the selection, management and assessment of contractors with the aim of making yourselves an 'intelligent customer'. Use will be made of a recent incident to illustrate these principles.

Who should attend?

The training is designed for supervisors and managers, from all disciplines, with an active responsibility for managing contractors, for example; Site Managers, Operations / production managers, Health, safety and environmental managers, and Engineering and maintenance managers.

The training is specifically for manufacturing, Storage and distribution companies only.

The workshop will provide an understanding of:

- *The requirement for effective contractor management*
- *Principles of effective contractor management systems*
- *Contractor management best practice*

The course will also discuss the HSE's expectations whilst discussing practical best practice advice in managing contractors for high hazard industries.

CONTRACTOR MANAGEMENT

PROPOSED OUTLINE AGENDA AND BOOKING DETAILS

CONFIRMATION

Confirmation of booking will be issued by email, when the booking is processed. **DO NOT make any travel arrangements without confirmation.**

Joining instructions will be issued by email one week prior to the event.

PAYMENT/CANCELLATIONS

ALL PAYMENTS MUST BE RECEIVED BEFORE 19TH OCTOBER 2020 AND ANY CANCELLATIONS MADE AFTER THIS DATE ARE NON REFUNDABLE.

Payment may be made by Cheque, BACS, or Credit Card (Credit / Debit Card charges apply as follows; Debit Cards + 0.55% / Personal Credit Cards (Visa or Mastercard only) + 1.681% / Corporate Credit Cards (Visa or Mastercard only) +2.555%). Cheques and bankers drafts must be in Sterling and should be made payable to Chemical Business Association. Please ensure that the total amount includes VAT.

Chemical Business Association bank details:
NatWest Bank plc, Liverpool Street Station,
216 Bishopsgate, London, EC2M 4QB

Sort Code: 50 00 00
Account No 00420034
Swift No: NWBK GB 2L
IBAN No: GB063 NWBK 5000 0000 4200 34
VAT No:

Under UK excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK.

SUBSTITUTIONS

Substitutions at the same membership level can be accepted at any time.

CONTENT

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. CBA accepts no responsibility for the opinions of speakers or any other persons expressed on its courses. In the event that CBA has to cancel a course a full refund will be given. CBA accepts no responsibility for any travel arrangements or cost due to cancellation.

ACCESS REQUIREMENTS

To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting Vanessa.henshall@chemical.org.uk.

DIETARY REQUIREMENTS

Please inform us if you need us to cater for any specific dietary requirements.

DATA PROTECTION

CBA processes the information provided by its members and non members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

RECORDINGS

Please note that this event may be recorded and used internally by CBA.

10:00	WELCOME & INTRODUCTIONS
	The Importance of Contractor Management
	Contractor Management System Principles
12:30	LUNCH BREAK
	Contractor Management System Principles (Cont'd)
	Practical Implementation
	Contractor Management Best Practice
	Q&A
16:00	CLOSE

TYPE OR COMPLETE IN BLOCK CAPITALS

BOOKING FORM

Company:		
Address (including Postal Code)		
Tel No.		Fax No.
Booked by:		
Email Address:		
Membership Category	Member	Non-Member
Purchase Order No.		
Accounts Department Email Address		
Delegate Details		
Title (Mr, Mrs, Dr, etc) First & Last Name	Email Address	
Any Special Dietary Requirements?	XXXXXXXXXX NOT APPLICABLE XXXXXXXXXXXX	