



Scheme Requirements





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Please note: Where this document references a qualification level this relates to the old National Qualification Framework leveling system, CSCS will accept the equivalent home nation framework equivalent. Please contact the relevant qualifications regulator for more information.



1.0 GOVERNANCE

1.1 CSCS (Construction Skills Certification Scheme) is a not for profit organisation which is registered as a Company Limited by Guarantee and, therefore, has no shareholders. It is managed by CSCS Limited whose 10 non-executive Directors all come from the construction industry:- 7 Directors nominated by Members (Construction Skills Certification Scheme Ltd owners); 2 from Client and Professional Institutions and one independent Chairman as detailed below:

- Civil Engineering Contractors Association (CECA)*
- The Construction Clients Group (CCG)
- The Construction Industry Council (CIC)
- Federation of Master Builders (FMB)*
- GMB Union*
- Build UK*
- UNITE the Union*
- Independent Chairman

**Scheme Owners*

2.0 PURPOSE OF THE SCHEME

2.1 Key objects of the company (contained within the Articles of Association)

- To maintain a record of individuals in construction trades or occupations who achieve or can demonstrate that they have already achieved an accredited qualification and to provide such individuals with a suitable means of identification.
- To promote the use of qualified people to users of construction skills.

3.0 SCHEME AIMS

3.1 CSCS cards provide a means to verify that people who want to work on construction sites have the necessary training and qualifications for the type of work they carry out. The scheme keeps a database of those working in construction that have, or are committed to achieving, a recognised construction related qualification.

3.2 For individuals, holding a CSCS card verifies identity and shows employers that you have the required qualifications, training and experience to carry out your work on a construction site.

4.0 SCOPE

- 4.1** The Scheme does not seek to duplicate other certification card schemes for specific occupations. Instead, CSCS works closely with a number of partner card schemes that display the CSCS logo.
- 4.2** Partner card schemes are based on the same standard as CSCS requiring the holder to gain a NVQ/SVQ and pass the Health and Safety test.

For a full list of the partner card schemes visit the CSCS website: www.cscs.uk.com/partners

5.0 OCCUPATIONS COVERED

- 5.1** The scheme covers a diverse range of construction related occupations in building, civil engineering and allied industries.
- 5.2** Use the CSCS card finder tool at www.cscs.uk.com/cardfinder to find out which is the correct card for the type of work you carry out.
- 5.3** The Scheme continues to grow and new occupations can open when new National Occupational Standards are developed, subject to Industry demand.

6.0 TYPES OF CARD AVAILABLE

- 6.1** Different types of CSCS card are available relevant to the type of work carried out on site.

Red Cards	Provisional/Trainee/ Apprentice / Experienced Worker/ Experienced Technical, Supervisory or Management card <i>(undertaking work experience, in training or registered to undertake a relevant construction related qualification)</i>
Green Card	Basic Skills (Level 1) <i>(CSCS stopped issuing this card from December 2018)</i> OR Labourer (Level 1) Skilled Worker (Level 2)
Blue Card	Advanced Craft (Level 3/4 or QCF/SCQF)
Gold Card	or Supervisory (Level 3/4 or QCF/SCQF equivalent) Management (Level 4/5/6/7or QCF/SCQF equivalent)
Black Card	Professionally Qualified Person (PQP)
White/Yellow Cards	<i>(Member of a professional body or institution approved by CSCS)</i> or Academically Qualified Person (AQP) <i>(holds an academic construction related qualification)</i>
White/Grey Card	Construction Related Occupation <i>(CSCS stopped issuing this card from 1st April 2017)</i>
Yellow Card	Construction Site Visitor <i>(Regular visitor to site who does not hold any construction related qualification and does not carry out any construction related work on site. CSCS will stop issuing the card from 28th February 2020)</i>

7.0 HEALTH AND SAFETY REQUIREMENTS

- 7.1** All applicants for new cards and renewals must take and pass an independent assessment of retained health and safety knowledge. The assessment is designed to examine the knowledge of the individual across a wide range of health and safety topics.
- 7.2** Currently the only health and safety assessment which meets CSCS' Health and Safety Policy is the CITB Health, Safety and Environment (H,S&E) range of tests.
- 7.3** The CITB H,S&E Test is available at three levels; operative, supervisory and managerial & professional (MAP). There are also specialist tests designed for those working in specific occupational areas, such as working at heights, lift and escalator industry and highways.
- 7.4** CSCS card applicants for new and renewed cards must pass the relevant CITB H,S&E Test within 2 years of their application.
- 7.5** Exemptions to taking a CITB H,S&E test apply if:
- you hold a SOLAS card. CSCS has a mutual recognition agreement with SOLAS (previously known as FAS (Eire) Safepass which acts as an exemption to the Operative or Specialist CITB Health and Safety Test requirement providing that it has been completed within 2 years of the application being made. Please note that SOLAS is not acceptable as an exemption to the Supervisor or Manager and Professional (MAP) level CITB Health, Safety and Environment tests.
 - Apprentice - see wording in section 8.4 - Apprentice Card.

More information about booking the CITB H,S&E Test is available on the [CSCS website](#).

Alternatively applicants can call 0344 994 4488. The test costs £21.00.

7.6



8.0 RED CARDS

(undertaking work experience, in training or registered to undertake a relevant construction related qualification)

8.1 Provisional Card

For people who are working through probationary periods whilst employers assess their suitability for employment

Applicants for Provisional Cards must have passed the CITB Operatives H,S&E within the past 2 years.

This card is valid for 6 months and is not renewable. Before it expires Provisional card holders must achieve or be registered for a recognised construction related qualification and apply for the appropriate CSCS card for their job.

8.2 Trainee Card

This card is available if you are a trainee and are registered for a qualification that leads to a skilled CSCS card (in the majority of cases a NVQ/SVQ). Please note: SSSTS, SMSTS and NEBOSH General will not be accepted as routes to a Trainee card.

The card is valid for five years and cannot be renewed.

*Prior to applying for the Trainee card applicants must have completed the appropriate CITB Health, Safety and Environment Test.

On completion of your qualification, you are expected to move onto the appropriate skilled CSCS card for your occupation. The CSCS cardfinder will tell you which card to apply for.

Applicants must be able to provide proof of registration onto their qualification. As a minimum, you are required to provide evidence of registration from your training provider's awarding body including:

- Applicants Name
- Full qualification title and course level
- Date of registration (must be in the last 2 years)

8.3 Technical and Management (TSM) Card (Closed 31st July 2016)

This card was for new entrants to the industry who could provide evidence of current registration with a further higher education college/university for a nationally recognised construction related qualification at Level 3 and above.

This card was valid for 3 years and could be renewed for a further 3 years on application.

CSCS stopped issuing this card from 31st July 2016.

8.4 Apprentice Card

Available to people who have commenced on a recognised apprenticeship framework. The Apprentice card is valid for 4 years 6 months and is non-renewable.

You can confirm that you are registered for an apprenticeship using one of the following:

- A letter from the Managing Agency of your apprenticeship, confirming that you are registered with them and for which qualifications (with full titles and pathways).
- A letter from your apprenticeship training provider confirming that you are registered with them and for which qualifications (with full titles and pathways).
- Your Apprenticeship Agreement, provided that it shows the occupation and qualification (including pathways) you are registered for.

Applicants for Apprentice cards do not need to take the CITB H,S&E test if they have completed the health and safety requirements relevant to their Apprenticeship Managing Agency prior to applying for the card.

When applying for this card, you may be exempt from the CITB Health, Safety & Environment test if you have:

- A letter or email from the Managing Agency of your apprenticeship (which must be clearly identified that they are a Managing Agency) confirming that you have met the Managing Agency's Health and Safety requirements
- A certificate for a one day Health and Safety Awareness course
- A Health and Safety unit included in your induction or initial qualification.

If you have none of the above then you will need to take the CITB Health, Safety & Environment test before applying for the Apprentice card.



8.5 Experienced Worker Card

Available to workers with on the job experience (normally at least one year in the last 3) whilst a construction related NVQ or SVQ (at Level 2 or above) is being achieved. Some equivalent QCF qualifications will also be accepted.

The card is valid for one year and is non-renewable and cannot be replaced by a Labourer, Provisional or a Basic Skills Green Card. It is expected to be replaced by a skilled 5 year card (usually blue Skilled Worker) on achievement of a qualification.

Applicants for Experienced Worker cards must have passed the relevant level of the CITB Health, Safety, Environment test within the last 2 years.

8.6 Experienced Technical, Supervisory and Management Card

Available to Supervisors and Managers with on the job experience (normally at least one year in the last 3) who do not hold a Construction related NVQ or SVQ at Level 3 or above and are not a member of an approved Professional Institute or Body.

This card is valid for 3 years and is non-renewable. It is expected to be replaced by a skilled 5 year card (gold or black) on achievement of NVQ or SVQ Level 3 or higher. An equivalent QCF qualification, providing it has NVQ in its title, will also be accepted.

Applicants for this card must be registered on a course and must have passed either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the qualification being undertaken) within the last 2 years.





9.0 BASIC SKILLS GREEN CARD

CSCS stopped issuing this card from 3rd December 2018.

The decision to withdraw the Basic Skills card is seen as a practical step towards achieving the Construction Leadership Council's (CLC) requirement of ensuring nationally recognised qualifications are in place for all construction related occupations. The training qualifications that have previously been accepted for the Basic Skills card do not meet the CLC's requirements.

For further information on the CLC requirements go to www.cscs.uk.com/clc

10.0 LABOURER GREEN CARD

Available to those employed in labouring occupations who:

- have achieved the Level One Award 'Health and Safety in a Construction Environment (or a recognised equivalent); or
- hold a valid CITB Site Safety Plus Health and Safety Awareness Course certificate.
- hold a Valid IOSH Working Safely Certificate
- have completed an approved alternative course. (For the full list of approved courses, please go to www.cscs.uk.com/card-finder and enter 'Labourer').

This card is valid for 5 years and can be renewed subject to the above conditions being met.

Applicants for new green cards and renewals must have passed the CITB Operatives H,S&E Test within the last 2 years.

11.0 BLUE CARD - Skilled Worker (Level 2)

For those who have achieved:

- A construction related NVQ or SVQ at Level 2; or
- An apprenticeship which included the achievement of a City and Guilds Craft Certificate*; or
- Where a full construction related NVQ or SVQ does not exist but a trade specific unit has been passed.

This card is valid for 5 years and can be renewed.

Applicants for new blue cards and renewals must have passed the relevant CITB Operatives H,S&E Test within the last 2 years.

** CSCS will require a copy of the City and Guilds (or SCOTVEC (SQA)) certificate and evidence of apprenticeship completion with the original employer. This can be in the form of a letter on headed note paper from the original employer, copy of an endorsed deed or other formal documentation. This documentation must include the occupation the apprenticeship was completed in and the date completed.*



12.0 GOLD CARD - Advanced Craft (Level 3/4 or QCF equivalent)

For those who have achieved:

- a construction related NVQ or SVQ Level 3 and 4 (or QCF equivalent); or
- completed an approved indentured apprenticeship (e.g. with NJCBI, BATJIC) or
- completed an employer sponsored apprenticeship which included the achievement of a City and Guilds of London Institute Advanced Craft Certificate*.

This card is valid for 5 years and can be renewed.

Applicants for new gold cards and renewals must have passed either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the type of work undertaken) within the last 2 years.

** CSCS will require a copy of the City and Guilds (or SCOTVEC (SQA)) certificate and evidence of apprenticeship completion with the original employer. This can be in the form of a letter on headed note paper from the original employer, copy of an endorsed deed or other formal documentation. This documentation must include the occupation the apprenticeship was completed in and the date completed.*

13.0 GOLD CARD - Supervisory (Level 3/4 or QCF equivalent)

For those who have achieved:

- a construction related NVQ or SVQ Level 3 and 4 (or QCF equivalent)

This card is valid for 5 years and can be renewed.

Applicants for new gold cards and renewals must have passed either the Supervisor or Managerial and Professional H,S&E test (whichever is relevant to the type of work undertaken) within the last 2 years.

14.0 BLACK CARD – Management (Level 4/5/6/7)

For those Managers who have on-site experience and have achieved a Construction related NVQ/SVQ levels 4, 5, 6 or 7 (or QCF Equivalent) in the relevant construction management qualification.

This card is valid for 5 years and can be renewed.

Applicants for new black cards and renewals must have passed the Managerial and Professional H,S&E test within the last 2 years.



15.0 WHITE/YELLOW CARDS

15.1 Professionally Qualified Person (PQP) Card

For members of professional bodies recognised by CSCS. A list of these can be viewed at www.cscs.uk.com/pqp
(Recognition of additional professional bodies is subject to agreement by CSCS)

To apply for this card applicants must: -

- be a current member of an recognised professional body at an eligible competence-assessed grade which are listed on the CSCS website at www.cscs.uk.com/pqp; and
- have up to date Continuing Professional Development (CPD) records for the last 2 years relevant to the area of work currently practiced.

This card is valid for 5 years and can be renewed. The above points will be re-verified on renewal.

Applicants for new PQP cards and renewals must have passed the Managerial and Professional H,S &E test within the last 2 years.

Visit the PQP search tool on the website to find out if your professional body membership is accepted for a PQP card www.cscs.uk.com/pqp

15.2 Academically Qualified Persons (AQP) Card

For people who have completed certain construction related degrees, HNDs, HNCs, CIOB Certificates and NEBOSH diplomas. A full list of the acceptable qualifications can be found at www.cscs.uk.com

This card is valid for 5 years and can be renewed.

Applicants for new AQP cards and renewals must pass the CITB Managerial and Professional (MAP) H,S &E test with the last 2 years.

Visit the AQP search tool on the website to find out if your degree or HND/HNC is accepted for an AQP card www.cscs.uk.com/pqp

16.0 CONSTRUCTION RELATED OCCUPATION (CRO) CARD

This card was available to people working in construction related occupations not covered by other CSCS cards. CSCS stopped issuing this card 1st April 2017.

CRO cards will not be renewed. Please use cardfinder on the CSCS website (www.cscs.uk.com/cardfinder) to find the appropriate card for your occupation.

Please note: all CRO cards remain valid until their expiry date.

CSCS is aware there are existing construction related occupations without nationally recognised qualifications. Where appropriate work is already underway to develop new nationally recognised qualifications for these occupations.

A full list of qualifications under review is available on the CSCS website www.cscs.uk.com/cro4

17.0 YELLOW CARDS - CONSTRUCTION SITE VISITOR

All Construction Site Visitor cards issued from 3rd September 2018 will expire on 31st August 2020 and are non-renewable. CSCS will stop issuing the card from 28th February 2020.

For the avoidance of doubt, all Construction Site Visitor cards issued before 3rd September 2018 will remain valid until their expiry date.

[Click here](#) for more information on the withdrawal of the Construction Site Visitor card.

Visitor card holders who do not take the necessary steps to replace their cards will find they will be unable to obtain another CSCS card.

Yellow card holders should be inducted and escorted where appropriate in accordance with site policies on non-construction workers as they do not hold any form of construction related qualification. The person legally responsible for a construction site must ensure the health, safety and welfare of people of people visiting their site.



18.0 PROFILED ROUTE (Closed 31st March 2016)

The CSCS Profiled Route was an independently audited route applicable to experienced:

- Construction Site Supervisors (Contracting or Residential) leading to a gold Supervisors card.
- Site Supervisors and Managers with no construction related qualifications.
- Cardholders who previously obtained their card through the Profiled Route provided they renew their card within 6 months of expiry in line with the CSCS card requirements.

19.0 INDUSTRY ACCREDITATION

The CSCS profiled Route was a rigorously audited route applicable to the appropriately experienced Site Supervisors and Managers without qualifications.

Note this route has been closed for all occupations with the exception of those valid cardholders who previously held Industry Accreditation provided they renew their card within 6 months of expiry in line with the CSCS card requirements.

20.0 CARD RENEWALS

20.1 Renewal Letters

Renewal letters are sent to the card holder's home address 6 months before the expiry date printed on their card.

Card holders must advise the CSCS Contact Centre if they change address or occupation.

20.2 Card Renewal Period

CSCS cards can be renewed by the cardholder 6 months prior and up to 6 months after the expiry date printed on their existing card. The expiry date printed on their new card will be 5 years from the expiry date printed on the previous card.

CSCS cards will not be issued to applicants if they fail to apply within this period. A new application will have to be made to obtain another CSCS card.

Cards obtained via industry accreditation, which are not renewed within the period outlined above, will not be able to reapply for a new card via industry accreditation. Applicants will be required to obtain the relevant qualification for the type of work they undertake on site.

If the applicant believes there are mitigating circumstances why their card renewal was not made in time they can appeal in writing. Further information is available on the CSCS website at www.cscs.uk.com/cscs-cards/appeals



21.0 APPLICATIONS

To apply for a CSCS card applicants need to prove they have the training and qualifications required for the type of work they carry out on site in order to determine which type of CSCS card is appropriate. Applicants can check which card is the right card by using the online CSCS cardfinder at www.cscs.uk.com/cardfinder. This will also advise which CITB Health, Safety and Environment test should be taken.

21.1 Applying by Phone

Once the applicant has passed the correct CITB H,S&E test they should call the CSCS Contact Centre on 0344 994 4777. Applicants will need to have:

- a credit or debit card to pay £36 for the card (inclusive of VAT at 20%)
- scanned copies of any supporting documentation that may be required by CSCS such as copies of qualifications.

CSCS Cards are usually dispatched on the next working day.

21.2 Application Forms

CSCS cards can also be obtain by completing an application form which can be obtained by:

- downloading from the CSCS website at www.cscs.uk.com/applications

or

- calling the CSCS Contact Centre
tel: 0344 994 4777
email: customerservice@cscs.co.uk

Application forms will be checked and processed and a card dispatched within **28 days**. If the application has not been completed correctly or additional information is required, the application form will be returned with a request for further information. The applicant will have **90 days** in which to provide the information requested, after which a further fee may be required.

21.3 Employer Applications

Employers can apply for CSCS cards on behalf of their workforce using the Online Application Form which can be accessed at: www.cscsemployerapplication.co.uk/application

Note: You can only apply online as an employer if you are applying for 2 or more applicants. If you are applying for 1 applicant then you will need to call us on 0344 994 4777 to complete a paperless application. For further information, including payment details, please visit www.cscs.uk.com/employer.

21.4 Photo Requirements

When sending a photograph with a card application it must meet the following criteria:

Photos must be:

- in colour
- printed on plain white photographic paper
- taken against a plain cream or light grey background
- clear and in focus
- no more than 2 years old
- without any tears or creases
- unaltered by computer software

The image must:

- show a close-up of full head and shoulders without any other objects or people
- be between 29mm and 34mm high from the crown to the chin

In addition the photo must show the card applicant:

- facing forward and looking straight at the camera
- with a neutral expression and mouth closed
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious or medical reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glasses frames or hair
- without any 'red eye'
- without any shadows

22.0 OWNERSHIP AND WITHDRAWAL OF CARDS

CSCS card remains the property of Construction Skills Certification Scheme Limited. Cards are issued to and should be kept by the named cardholder.



23.0 UPDATES AND LOST CARDS

Card holders must advise the CSCS Contact Centre if they move house or change occupation.

If a cardholder achieves an additional qualification and then undertakes a different type of work on site, they should update their CSCS card by following the application process outlined on page 14.

If a cardholder changes his/her name they should call the CSCS Contact Centre on 0344 994 4777 and provide a scanned copy of relevant documentation e.g. Deed Poll, marriage certificate etc.

If a card is lost a replacement can be ordered by calling the CSCS Contact Centre on 0344 994 4777.

The cost for issuing an updated or lost card is £36 (inclusive of VAT at 20%).

24.0 DATA PROTECTION

Construction Skills Certification Scheme Limited are committed to protecting and respecting your privacy lawfully, fairly, and transparently. To read our full privacy policy, go to www.cscs.uk.com/privacy-cookies





25.0 WEBSITE PRIVACY STATEMENT

The Construction Skills Certification Scheme Ltd website privacy statement is available at www.cscs.uk.com/privacy. If you feel that CSCS is not abiding by this privacy statement you should email communications@cscs.co.uk.

26.0 TERMS AND CONDITIONS

By applying for a CSCS card:

1. you confirm that the information you are providing is true, correct and accurate in all respects;
2. you agree to comply with all applicable rules relating to CSCS cards as laid out in this CSCS Scheme Requirements booklet and as may be amended from time to time;
3. you understand and agree that all or part of the information you supply will or may be used by CITB and CSCS Ltd for the purposes of administering the CSCS Scheme, which may include copying it to Employers, Awarding Organisations or Training Providers and entering it onto a secure database accessible via a website. To the extent that any part of the information supplied constitutes personal data within the meaning of the Data Protection Act 1998, you expressly consent to the foregoing;
4. you will notify the CSCS Contact Centre on 0344 994 4777 of any material alteration to any of the information supplied by you (including but not limited to your name(s) or home address) as soon as it occurs, together with documentary evidence thereof (e.g. a marriage certificate or deed poll); and
5. (if your application is made on behalf of a third party) you confirm that the latter has expressly consented in writing to your so doing.
6. All application fees are non-refundable and non-transferable. If your application is incomplete or unacceptable you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £36.00 non-refundable fee.

Please note: that any applications made over the phone must be made by the applicant or friend/family member only. Other third parties are not permitted to apply for a CSCS card over the phone. If we become aware of such practices then we may take steps to prevent / block such communications and if appropriate refer them to the appropriate authorities for further action. When applying for the card friends/family members confirm that the applicant has given consent to apply for the CSCS card on their behalf.

Most cards arrive at their requested destination within 20 days of application. If your card has not been delivered to your requested destination within five weeks of your application, please contact CSCS. After 90 days your application will be considered closed and a further payment of £36 will be required to reprocess an application.

CSCS require a home address for all card holders. CSCS Card Holders must advise the CSCS Contact Centre if they move house or change occupation. Expiry Notifications are sent to the card holders home address 6 months before the expiry date printed on their card.

The CSCS Card remains the exclusive property of Construction Skills Certification Scheme Ltd. Cards are issued to and must be kept in the named cardholder's secure possession at all times. CSCS Limited reserves the right to unilaterally withdraw a card.



27.0 FRAUDULENT CARD PROCEDURE FOR EMPLOYERS

If employers are presented with a fraudulent CSCS card they should call the CSCS Contact Centre on 0344 994 4777 or via the fraud email address at report.it@citb.co.uk

28.0 SMART TECHNOLOGY

Smart technology CSCS cards issued by the main scheme contain an electronic chip. This can be used to check all site personnel hold a valid CSCS card and the appropriate qualifications for the job they are undertaking.

The electronic chip is a high capacity chip that can be used for many purposes beyond storing operative qualifications and training data, including links with access control systems, improved management of training records and links to project management systems and payroll.

CSCS has a range of free Apps, such as the On-Site Training Recorder, which provides an easy method for site supervisors to record which workers have attended specific training such as toolbox talks or site inductions. Workers who have attended a training session on-site can be added quickly and simply to training databases using their CSCS SmartCard.

SmartCard Aims

- Eliminate incorrect/fake cardholders gaining access to site.
- Portable means of providing evidence of skills and training held.
- Efficient card checking method – reduces staff time spent manually checking cards and carrying out data entry.
- Reduction of the number of different cards needed – can be used for other purposes in addition to identity and qualification/verification checks including:-
 - Site access control
 - Training logs
 - Time in/out logs
 - Links to project management systems

29.0 APPEALS PROCEDURE

If there is a dispute regarding CSCS Scheme Requirements the matter can be appealed. Further information is available on the CSCS website at www.cscs.uk.com/appeals

The decision of Construction Skills Certification Scheme Limited is final.