

On-going Competence Management Procedure

Purpose

The purpose of this procedure is to define, document, and demonstrate how NMT Crane Hire Ltd ensures that personnel maintain the required level of competence to safely and effectively perform their roles. This includes arrangements to test and maintain the effectiveness of the Competence Management System (CMS).

Scope

This procedure applies to all operations and activities where competence is required to ensure safety, quality, and compliance. It covers all employees, contractors, and agency staff engaged by the company.

Responsibilities

- Directors / Senior Management: Ensure adequate resources and oversee compliance.
- Line Managers / Supervisors: Monitor performance and arrange refresher training.
- Competence Management Coordinator (CMC): Maintain matrix, track renewals, notify staff.
- Employees: Attend training and maintain competence.

Procedure

- 4.1 Competence Identification – Each role has defined competence requirements documented in the Competency Matrix.
- 4.2 Assessment of Competence – Verified at recruitment and confirmed via on-the-job evaluation.
- 4.3 Competency Tracking and Renewal – Expiry dates tracked in Competency Matrix; reminders issued three months before expiry.
- 4.4 Maintaining Effectiveness – Refresher training and reassessments scheduled; triggered by incidents or new equipment.
- 4.5 Effectiveness Testing – Internal audits, sampling, and spot checks performed annually.
- 4.6 Record Keeping – Records retained for a minimum of 6 years and available for audits.
- 4.7 Corrective Actions – Competence gaps addressed by training, mentoring, or reassignment.

Records

- Competency Matrix (Excel register).
- Training and certification records.
- Audit reports and corrective action logs.

Signed: *GWhite*

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