

ALERT TOPIC	SHEQ System Updates	ALERT REFERENCE:	Q01-2022
TARGET AUDIENCE:	ALL CRL staff	ISSUED BY:	Frances Banning
DATE OF ISSUE:	28 June 2022	DISPLAY UNTIL:	December 2022

We have made several significant changes to our management system which take effect immediately. A summary and links are below, plus a general link here → to the Document Library. We hope you find them easy to access and use.

THANK YOU to all across CRL who have helped develop these important updates.

As always, ensure that you always use the current published guidance and forms.

[Click to access the Centura Document Library](#)



SUBCONTRACT ORDERS & PAYMENTS

- [Form 21 Subcontract Order](#) has been updated to combine the previous Forms 21, 22, 23 and 21a and must be completed for ALL subcontracts.
NB – all subcontract orders must be signed by a Contract or Commercial Manager or above.
- New [Form 22 Subcontract Payment Certificate](#) in Excel – also incl Final Account & Pay Less Notice

CONTRACT QUALITY DOCUMENTATION

- NEW [Form 02 Works Information](#) – this replaces the old Job Instruction and introduces additional key information.
- [Form 12 Quality Plan](#) has been updated for clarity and now includes more key information.
- ITP and other QA templates are now available here: [Quality Assurance](#)
- [Process Documents](#) 02 Work Processing & Planning, 18 Performance Monitoring & Measurement, and 19 SHEQP have all been updated – [Process 19](#) now includes clear guidance on the **minimum requirements for contract quality planning documentation**.

QUALITY & COMMERCIAL INSPECTION

- [Form 16](#) has been updated to align with current forms and processes – this is still accessed via the intranet homepage under the SHEQ tab, or via the Smartcuts app; a Word version is also available on the Document Library : [Form 16 Quality & Commercial Site Report.docx](#)

Training & Guidance

We will be arranging training sessions to cover these changes where required. In the meantime, if you have any questions or want to discuss please get in touch.

Feedback

As always, your feedback is important!

Please let us know how we're doing, and if there are any more improvements we can make. Thank you.

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Please review the content of the attached SHEQ Alert for relevance prior to communicating the contents to your site teams. Please record details of the on the form below and retain in the CRL filing system:

SHEQ ALERT BRIEFING RECORD

ALERT TOPIC:	SHEQ System Updates	ALERT REFERENCE:	Q01-2022
PROJECT NAME:		DATE OF BRIEFING:	
BRIEFING DELIVERED BY:			

The following people have signed to confirm receipt and understanding of this SHEQ Alert:

NAME	EMPLOYER	EMPLOYEE ID	SIGNATURE

If you have any SHEQ issues that you wish to discuss, please contact your supervisor, line manager, or a member of the SHEQ team.