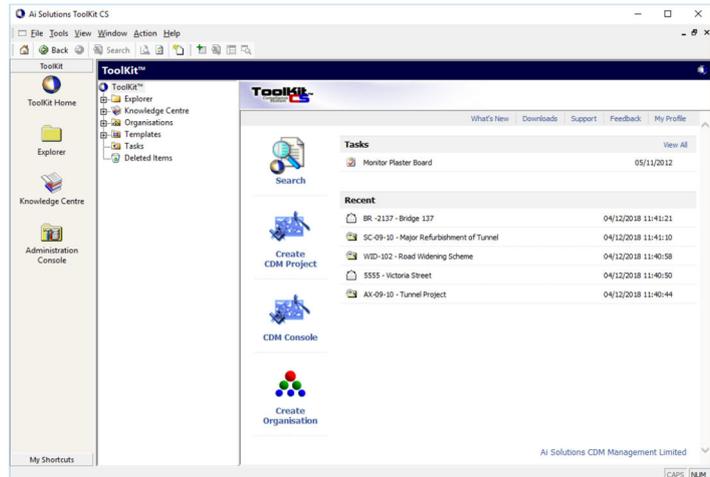


ToolKit Compliance System for CDM Management

Our CDM management software enables organisations to comply with the current Construction Design and Management Regulations (CDM) from the UK's Health & Safety Executive.

ToolKit™ software was first available in March 1995 when the original CDM Regulations were introduced. It has been in continual development since then with bi-annual updates. As a measure of its success, the software is used by major organisations across the UK with a long-term commitment to the product. Bradford Metropolitan District Council joined us in 1995 and UK Power Networks (formerly EDF Energy and SEEboard) in 1998.



The software includes three major components:

- Database for project management and verification of competence
- Document Management for all internal and external documents associated with CDM projects
- Extensive CDM knowledge base and user library kept regularly updated.

ToolKit CS™ facilitates the production of documents required by the CDM legislation including the Project Notification, Pre-Construction Information, Construction Phase Plan and Health & Safety File. Other documentation associated with projects including letters, communications, tasking, registers for documents and drawings and so on are provided from user defined templates. 'Wizard' based routines are easy to use. Summary consoles give up to the moment information on how the system is being used, which projects are not compliant and which organisations are operating outside their competence.

Licensing Options

The CDM Management product is available for use with a single or a number of concurrent user licences. The product runs on a Microsoft SQL database with full logging, controlled access and includes an audit trail. Laptop licenses are offered as well as network licensing to allow use of the system and database away from the user's base. All versions are available with Support Package which includes regular updates and on-going telephone support as appropriate.

We offer the following Options as standard on our hosted solution:

- 1) Safety, Health, Environment and Quality Management including Prince2 or similar – SHEQ
- 2) Key Performance Indicators for CDM Management - KPI's.
- 3) Enterprise version – provides an interface for web browser users including On Line Health & Safety File – eHSF

The Enterprise version allows read only web access with permission-based upload features.

Training Charter

We take training, consultancy and support very seriously and have an enviable track record with our customers. All training is supported by our Training Charter which sets out what is expected of all parties, including ourselves, taking part in training programmes. We offer training for product users, administrators and consultancy for managers seeking to improve their compliance with the CDM regulations.

Software Design & Benefits

CDM Projects

The heart of the ToolKit™ product is the managed database. Any number of projects can be entered and organised into 'Folders' which provide the first level of management reporting. Project 'wizards' guide new users through the 'New Project' process, selecting projects from existing templates or those modified by the organisation. Full documentation is provided with knowledge base links to aid the document editing process. There are additional tools for letter handling, messaging, tasking and reminders.

Competence is handled through an organisation database with assessments, evidence-based recording and reporting. There are reminders for competence checking, training records and evidence of project-based assessments of organisations and individuals. We use a traffic light system to integrate post project reviews with organisation-based competence records. Visibility of competence is further enhanced in the management consoles which summarise the competence status across the entire database.

CDM Knowledge Base

Our knowledge base is acclaimed by users as being the best of breed, easy to use, up to date and containing the right information for CDM management. It contains around 85,000 words about CDM and the regulations. About 120 hazard related topics are included, including Access, Confined Spaces and Working at Height. The knowledge base provides a quick and easy way to find standard reference material and contains the background information required by anyone with duties under the CDM regulations. The knowledge base is updated bi-annually as part of our standard support arrangements.

Document Management

ToolKit CS™ includes a full document management suite. The product is arranged around a specialist format that allows the insertion of data fields from the database. However, any type of document is recognised by the software and if preferred, Microsoft Word documents for instance, can be inserted, linked to or hyperlinked to, as required by the user.

Project documentation can be created from a choice of templates, or from existing documentation and imported to the database. Standard lists of documents can be set up for new projects by users, suitably edited for style and content, so that all CDM documents have the appropriate 'Corporate' look and feel. ToolKit CS™ CDM provides automated Form 10s, Pre-construction Information, Construction Phase Plans and Health and Safety Files.

Benefits of ToolKit CS™

The benefits of our software will continue to grow as more and more users become familiar with it. This applies within organisations using ToolKit CS™ and between them when they want to share information, including for instance, the health and safety file.

Compliance depends on the right communication between the right people at the right time; co-ordination & co-operation can then become a reality between competent people. The principal benefit of our software is that it facilitates the compliance process to all those who wish to embrace it.

We offer

Single comprehensive database incorporating regularly updated knowledge base and all CDM related documents

- Access to all users, based on their level of authorisation
- Timely and up to date information, facilitating effective management and compliance
- Version control of key documents
- Web option available, facilitating access from any computer with internet availability
- Audit of system use

Software Features

CDM Console

The CDM Console provides a quick access route to all current projects plus statistics on those sites without notification, health & safety plans and files when they are overdue for completion. Tasking, Organisational and competency statistics are provided plus details of risk assessments created or carried out over time.

Organisation Database

ToolKit CS™ has an integrated organisational database for use in project and site details and documentation. Competence recording and review dates can be entered, monitored and viewed in the organisation console.

Data Exchange Tool

The data exchange tool allows ToolKit CS™ Users to import data into their database from third party applications including organisational data.

Attachments & Tasking Tools

Photographs, Word documents, Excel spreadsheets and other files can all be attached to the ToolKit CS™ database through a standard Windows interface. Attachments can be set with a live hyperlink to other databases.

Task management is provided through a Microsoft Project style interface. Tasks can be viewed on a user's home page, on standard reports and elsewhere depending on the application installed.

Search Engine

A powerful search engine is provided to search the database and documents.

Enterprise Web Interface

Users of the Enterprise product are allowed access to the ToolKit CS™ database via their web browsers on a permissioned basis. Permissions can be set up for groups of users, who can then access CDM data and download site documents.

Permissions Module

Administrators can set up groups of personnel with individual or grouped permissions to access, read and edit data. Set up correctly, the system can be run so that a small group of internal personnel maintain the database and a large group of external personnel access the data on a read only or need to know basis.

Audit Trail

A major requirement of a CDM Management system is the provision of an audit trail so that past activities are traceable. ToolKit CS™ has been designed around this principle. The system administrator can access the system audit whenever required.

CDM Project Tools

Project Tools include the full notifiable details for all projects with a time line graphic for ease of reference. Project Letters, including the ability to mail merge, recording of notes from phone calls or other messaging and tasking with a Microsoft Project style interface are included.

CDM Risk Assessment

ToolKit CS™ includes a substantial risk assessment module backed by the knowledge base to help users through the hazard and risk identification and assessment process. Single flat forms are set up as templates – any form can be copied in, as well as documents. The Risk Assessment Wizard guides users through a structured process to provide risk factors where required by the user.