



CITB – GUIDANCE TO SITE SECURITY STAFF

Who are we?

We are CITB - the Industry Training Board and Sector Skills Council for the construction industry. It's our job to deliver a safe, professional and fully qualified UK construction workforce. We are designated as a non-departmental public body (NDPB) and the company is appointed by government as the industrial training board for construction under the Industrial Training Act. We are also the Sector Skills Council responsible for developing professional occupational standards.

What do we do?

A comprehensive system of assessments and qualifications exists in the UK construction industry to show that workers are qualified, competent and safe to work. It's vital that these assessments and tests that are carried out in order to issue individuals with cards and qualifications – are not subject to fraud.

Our Quality Assurance & Verification department at CITB - is responsible for delivery of these services and establishing processes to identify patterns of fraud, undertaking counter-fraud activities at testing events, develop new policies to counter fraud and liaise closely with law enforcement agencies including the Police, National Crime Agency (NCA), and the Home Office Border Force/Immigration Team.

HEALTH, SAFETY AND ENVIRONMENT TEST

One of the simplest ways to ensure workers' health and safety knowledge is up to date is to sit the CITB - Health, safety and environment test. This helps prove workers have met the minimum standard and helps them qualify for most card schemes.

Once the candidate has passed the Health, safety and environment test they can apply for one of the various scheme cards that are available, depending upon their profession within the construction industry.

CONSTRUCTION SKILLS CERTIFICATION SCHEME (CSCS)

The Construction Skills Certification Scheme (CSCS) card is the industry's largest scheme and, at present, covers more than 350 occupations including trades, technical, supervisory and management.

CSCS cards list the holder's qualifications and are valid for either, one, three or five year's dependent upon the card type. It also shows they have health and safety awareness as all cardholders have to pass the appropriate CITB - Health, safety and environment test.

Most contractors and clients now demand proof of competence, before allowing workers onto their sites, which is provided by a CSCS card.

CONSTRUCTION PLANT COMPETENCE SCHEME (CPCS)

The Construction Plant Competence Scheme (CPCS) is a card scheme to prove the skills of plant operators. CPCS is the largest and most highly recognised card scheme for the plant industry and it helps to prove workers' operating skills and health and safety awareness.

The Construction Plant Competence Scheme (CPCS) provides a single skills card for the plant sector of the construction industry.

OTHER CARD SCHEMES

In addition to these two main schemes there are also a number of affiliated and amalgamated card schemes for other construction professions including, demolition operatives (CCDO), scaffolders (CISRS), utilities industry operatives (EUSR), heating, ventilation, air conditioning and refrigeration personnel (SKILLcard), electricians (JIB-ECI) and plumbers (JIB-PMES).

CHECKING CARDS

The quickest and easiest way to check that a CSCS card is valid is to put it into a SmartCard reader and the information held on the card will be displayed on your computer screen.

If you are an employer you can use Online Card Checker – CITB's web service to view individual's Health, safety and environment tests and card scheme memberships.

www.citb.co.uk/cardcheck

Alternatively, to check that a card is valid you can call one of the helplines:

 CSCS on 0344 994 4777

 CPCS on 0844 815 7274

 CISRS on 0844 815 7223

 CCDO on 01442 217144

CONTACT DETAILS

If scheme cards are found by security staff during site access checks or suspected of being either issued under false details or fraudulently produced, please email Report.it@citb.co.uk with the details, attaching images of the cards where available and we will be able to check the scheme data bases and provide guidance and advice.

WHAT SHOULD I DO IF I SUSPECT SOMEONE IS USING A FRAUDULENT CSCS CARD?

1. Retain the card if possible
2. Make photocopies of front and back
3. Record cardholder's name and address
4. Ask cardholder where the card was obtained from
5. Call the local police and report the matter
6. Refuse access to site (subject to company rules)
7. Forward copies of all evidence to CITB – Quality Assurance & Verification department, Bircham Newton, Kings Lynn, Norfolk, PE31 6RH marked "SUSPECTED FRAUDULENT CARD" with details of the crime number given by local police or alternatively scan the information and email it to Report.it@citb.co.uk.

WHAT TO LOOK FOR ON A CSCS CARD

There are a number of security features built into CSCS cards. The main things to look for are:

1. The card should have a CSCS hologram in the top left-hand corner. If you move the card slightly you will see the words 'construction skill certification scheme' in the reflective part.
2. There should be an ID photo on the right hand side of the card. Is this a good likeness of the person before you?
3. The card holders name should be printed below the CSCS hologram.
4. The card holder registration number should be printed below their name along with the card's expiry date. The registration number is repeated on the rear of the card.
5. The card should have either a small silver 'H&S Tested' logo in a silver colored box next to the ID photo or a gold coloured 'HS&E Tested' logo in a gold coloured box next to the ID photo.
6. The card colour should go right to the edge of the card. Some forgeries have what appears to be a white edge to the front of the card.
7. The printing and colours should be sharp and clear. Many forgeries have spelling mistakes or blurred or dull printing.

IF IN DOUBT CHECK IT OUT