

Contracting Wall Pack

Print & Laminate Note · Book 3 Companion · V1.3

How to use this pack

- Print on A4. Laminate. Hang at eye height in the office bay or van clipboard — not in a beam path.
- Contracting / site-file cards from Book 3. Rewrite names, sites, and rates for your kit.
- Not legal advice. Not a RAMS substitute. Not wattage. OEM manuals and broker win.
- QR → hosted Contracting Wall Pack (Book 3 only). Print-only sheets; editable templates are not part of this free pack.

SITE FILE CONTENTS (before the key turns)

Folder anatomy — what belongs in the pack. Day-of checks: Sheet 1. Full tick list: Sheet 8.

- | | |
|--|---|
| 1 Quote / order (scope, exclusions, rates) | 7 Plant list (class, extraction, barriers, eyewear) |
| 2 RAMS matched to that scope | 8 Day-pack blanks (briefing, stop-work, handover) |
| 3 Local Rules for this site / day | 9 Client permits as required |
| 4 LCA plan (sketch or held description) | 10 Waste / debris owner named |
| 5 Competence / training summary | 11 Emergency contacts (yours and theirs) |
| 6 Insurance evidence as required | 12 Change-order blank ready |

Sheets in this pack

- 1 Site Pre-Flight — Twelve Checks (+ heritage gate)
- 2 LCA — Home Bay vs Temporary Site Zone
- 3 Local Rules — One-Page Skeleton
- 4 RAMS — PM-Fileable Skeleton
- 5 Walk-Away / Stop-Work / Change-Order
- 6 B2B Rate Recovery (windows · filters · stand-down)
- 7 Job Pipeline — gates in order
- 8 Site-File Checklist
- 9 Risk Matrix — blank
- 10 Risk Matrix — filled example (illustrative)

Each sheet goes deeper on one gate — do not treat Sheet 1 as the whole file.



Book 3 printables only

1 · Site Pre-Flight

Twelve checks before the key turns — fail any → stop

Third-party site. Tick every box. Home-bay paid work: shorter seven-check (Book 3 §5.3).

HERITAGE GATE

Listed fabric / church masonry / antique timber: named method + consents in the site file — or refuse.
A forum post or “similar colour once” is not a named method.

☐

1. Scope still true?

Same object, coating family claim, stop layer as quoted.

☐

2. RAMS filed / accepted?

Or written authority to proceed pending markup — know which.

☐

3. Local Rules briefed?

Today's crew and escort heard them — not only filed.

☐

4. LCA boundary held?

Named volume; barriers/screens real; not a cone and a hope.

☐

5. Eyewear for entrants?

EN 207 for this wavelength and pulse regime, issued and checked. Street glasses are not eyewear.

☐

6. Extraction for today's matrix?

Oxide vs polymer — capture live and adequate.

☐

7. Fire readiness?

Clear radius; extinguisher known; fuels cleared.

☐

8. Permits in hand?

If the site requires them — paper or signed tablet.

☐

9. Coupon / test plan?

Agreed if stack uncertain; evidence before argue.

☐

10. Abort authority understood?

You and the client contact know who stops the day.

☐

11. Consumables on the truck?

Spare windows, filters, barriers, signage.

☐

12. Commercial gate?

Deposit / PO / day terms clear enough that stand-down is not unpaid argument.



Operational briefing only — not legal advice, not an LSO certificate, not wattage. OEM / broker / competent advice win.

2 · LCA Card

Home bay vs temporary site zone — controlled means held

An LCA is a named volume where Class 4 work is controlled: beam, reflections, access, eyewear, signage, abort. A cone is not an LCA.

HOME BAY

- Boundary you own and can lock or screen
- Access rule you enforce every day
- EN 207 eyewear, marked for this wavelength, for anyone inside
- Reflection survey of your own shiny stock
- Extraction you control
- Fire kit and clear radius you maintain
- Abort / E-stop you practise
- Signage up when live; log open
- Paid favours still need written scope

TEMPORARY SITE ZONE

- Boundary named on someone else's floor
- Access shared with other trades — brief them
- EN 207 eyewear issued at the gate; collected at stand-down
- Cold-walk reflections (glass, polish, wet film)
- Extraction politics — do not block fire exits
- Client contact reachable for abort
- Interface with adjacent hot work written
- Collapse sequence: key off → barriers → log
- If you cannot hold it — do not energise

LCA GATE (before energising)

Boundary named and visible · Access rule stated · EN 207 eyewear issued and checked

Reflections surveyed (cold walk) · Extraction / plume plan live · Fire readiness

Abort / E-stop known · Signage up · Log open · Client contact reachable

FAIL ANY BOX → DO NOT TURN THE KEY

3 · Local Rules Skeleton

One page people can follow — rewrite for this site

Illustrative structure only. Steal structure; rewrite every sentence. Not a statute reprint.

HEADER BLOCK

Document: Local Rules — Temporary LCA — [Site] — [Date] — Rev A · Author · Approver · Supersedes

1. LCA location

Where today — aisle / bay / columns; barriers as sketched.

2. Authorised operator(s)

Named people only.

3. Entry while beam live

Only persons on today's briefing sheet; EN 207 eyewear marked for this source's wavelength and pulse regime, issued at the gate.

4. Entry control

Knock / radio; wait for beam off; operator invites in.

5. Start sequence

Barriers + signage + briefing + extraction on → then key.

6. Stop triggers

Barrier breach; eyewear fail; plume overwhelm; fire; injury; stack surprise; client instruction conflicting with these rules → beam off immediately.

7. Contacts

Operator [phone]; Client escort [phone]; Emergency [site number].

8. End of work

Key off; collapse barriers; signage down; log complete.

Good language is short and operational. Bad language is recycled HSE theatre. Brief people — do not only file.

4 · RAMS Skeleton

PM-fileable structure — not legal advice · deliver the shape they file

Ask who receives the pack, who issues permits and who controls the aisle. Guess wrong → pack in the wrong inbox.

RISK ASSESSMENT

Activity

pulsed laser cleaning of a named substrate / coating family

Hazards

beam and reflections; plume; fire; slips; shared aisle

Who might be harmed

operators, escorts, adjacent trades, public

Existing controls

LCA, EN 207 eyewear, extraction, briefing, OEM sequence

Further controls

site-specific barriers, permits, spotter if needed

Residual risk

stated honestly; not “zero risk” theatre

Review trigger

zone move, stack change, new escort, incident

METHOD STATEMENT — SEQUENCE

1. Arrive, book in, induct as the client requires
2. Cold survey and LCA set-up
3. Briefing and EN 207 eyewear issue
4. Coupon / test panel if the stack is uncertain (it usually is)
5. Live work in controlled passes; plume and fire-watch discipline
6. Stand-down, barrier collapse, waste handled as agreed
7. Handover note: done, found, refused

Interfaces: hot-work permit if the site requires it; isolation of adjacent work; who owns extraction; where waste goes.

RAMS GATE

- ☐ Scope matches the quote (or a change order is attached)
- ☐ Site, date and revision in the header; named contacts
- ☐ LCA sketch attached or referenced; eyewear, extraction and fire named
- ☐ The client can file the shape they ask for (one PDF, or split RA + MS)
- ☐ Submitted in time for markup — not the morning of the shutdown

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5 · Walk-Away / Stop-Work / Change-Order

Commercial nerve is part of Class 4 — cold and factual

REFUSE AT QUOTE

- Listed fabric — no named method / consents (see Sheet 1 heritage gate)
- “No paperwork” on multi-employer site
- Scope = clean everything with no stop layer
- Fake LSO licence card demanded or offered
- Broker / insurance forbids the environment until reviewed
- Access cannot support an LCA

REFUSE ON THE DAY (before key)

- Barrier cannot be held
- Adjacent trade will not honour exclusion
- Extraction is theatre
- Stack ≠ quote and they will not change-order
- Permits missing
- Named contact absent — nobody owns abort

HARD STOP MID-JOB

- LCA breach · Eyewear failure / wrong kit
- Uncontrolled plume / extraction failure
- Fire / edge ignition · Injury or near-miss
- Listed / hazardous coating beyond authorisation
- Client instruction that breaks Local Rules
- Announce → make safe → log → notify → restart only when control restored

CHANGE-ORDER MINIMUM FIELDS

- What changed (fact) · Extra controls required
- Extra time and materials · Effect on completion
- Signature / email from someone with authority
- Working “sort money later” funds their surprise

Email pattern: fact → control failed → action → path back → commercial effect under quoted terms.

6 · B2B Rate Recovery

Windows · filters · stand-down — structure, not a national day-rate gospel

No absolute “the” day rate here. Build from components you can defend. Discount margin — not safety time or consumables.

1. Labour

Operator time including briefing, LCA set-up, couponing, cleaning, pack-down — not only beam-on minutes.

2. Travel / mobilisation

Van, time, congestion, parking, ferries.

3. Consumables

Sacrificial windows, filters, barrier tape, signage, job-worn PPE. Polymer days need an allowance.

4. Plant recovery

Machine, extraction, generator — depreciation / finance / maintenance allowance.

5. Stand-down / abort

Paid waiting when aisle not ready; paid stop when their breach ends the day. Define clock start in the quote.

6. Paperwork

RAMS, revisions, inductions — inside day rate or mobilisation line.

7. Risk / contingency

Unknown stacks need coupon time; polymer destroys glass faster.

8. Overhead + margin

Insurance, storage, training renewals, accountancy — then the point of trading.

RATE GATE

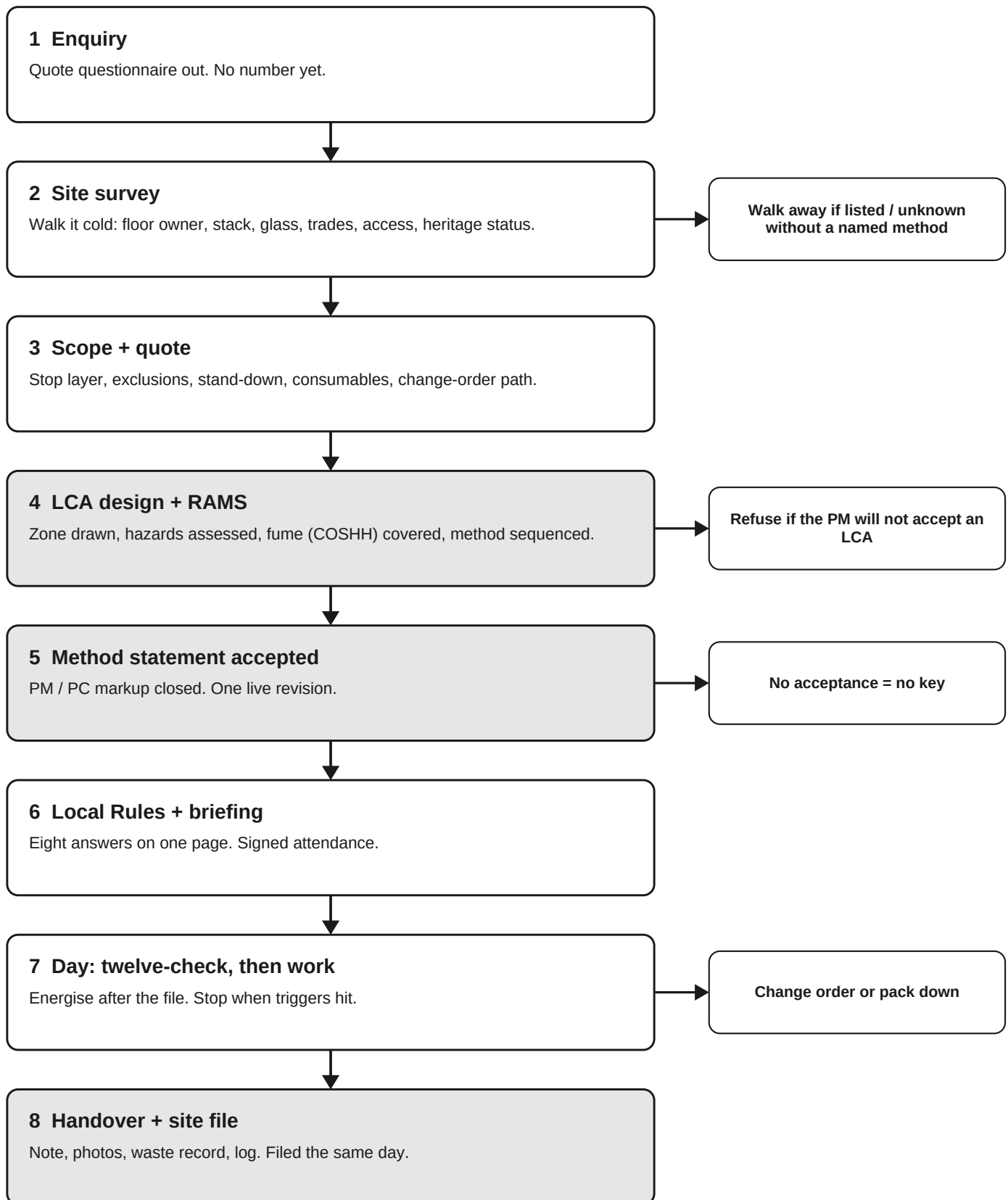
- | | |
|--|--|
| ☐ Labour includes set-up, pack-down and paperwork | ☐ Change-order path priced |
| ☐ Consumables line for polymer risk | ☐ Insurance / training overhead not ignored |
| ☐ Stand-down defined | ☐ Margin conscious — machine not donated |
| ☐ Mobilisation defined | |

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7 · Job Pipeline

Enquiry to site file — pass the gates in order (Book 3, Figure 1)

Side boxes are the exits. Use them early; they get dearer every step down the page.



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8 · Site-File Checklist

In the order you will be asked for it — tick it the night before, not in the car park

Site / job: _____ Rev: _____ Checked by: _____ Date: _____

Tick	Document	Supplied by	Needed by
☐	Written quote and scope (stop layer, exclusions)	You	Booking
☐	Client disclosure: listing, coating history, known lead / asbestos info	Client	Survey
☐	Survey notes and photos	You	RAMS
☐	Risk assessment	You	PM review
☐	Method statement	You	PM review
☐	LCA drawing or boundary description	You	With RAMS
☐	Local Rules (dated, revision marked)	You (LPA input)	Briefing
☐	COSHH assessment for coating fume	You	With RAMS
☐	Eyewear specification (EN 207 marking)	You	With Local Rules
☐	Competence summary and training log extract	You	With RAMS
☐	Insurance certificate	You (broker)	With RAMS
☐	Site permits (hot work or similar, if the site requires)	Client / PC	Day one
☐	Briefing attendance sheet	You	Day one
☐	Signed change orders	You + client	As they occur
☐	Handover note, photo set, waste record	You / named owner	End of job

Missing a line? The key stays in your pocket. Stale revision, wrong postcode, or a name who left the firm = fail.

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9 · Risk Matrix — Blank

Likelihood × severity, before and after controls

Use the client's matrix if they have one. Every high line needs a control a stranger could check on the day.

Site / job: _____ Assessed by: _____ Date: _____

Likelihood ↓

5
Almost certain

4
Likely

3
Possible

2
Unlikely

1
Rare

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5
1 Minor	2 First aid	3 Lost time	4 Major	5 Fatal / life-changing

Severity →

1–4 Low

5–9 Medium

10–15 High

16–25 Stop / redesign

Hazard	Before L×S	Controls (named, checkable)	Residual

Mark each hazard in upper case before controls and lower case after.

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10 · Risk Matrix — Filled Example

ILLUSTRATIVE ONLY — not an assessment of your kit or site

Upper case = before controls; lower case = residual. Same scoring as Book 3, Figure 6.

Likelihood ↓

5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20 A
3 Possible	3	6	9 B	12 C	15
2 Unlikely	2	4	6	8 c	10
1 Rare	1	2	3 b	4	5 a
	1 Minor	2 First aid	3 Lost time	4 Major	5 Fatal / life-changing

Severity →

1–4 Low

5–9 Medium

10–15 High

16–25 Stop / redesign

Hazard	Before L×S	Controls (named, checkable)	Residual
A Eye exposure via specular reflection	4 × 5 = 20	Held LCA; certified screens; glazing covered; EN 207 eyewear for all inside; spotter at entry	1 × 5 = 5
B Polymer / coating fume	3 × 3 = 9	Extraction at source; RPE per COSHH assessment; downwind area cleared	1 × 3 = 3
C Ignition at a paint edge	3 × 4 = 12	Combustibles cleared; extinguisher in reach; low dwell; fire watch if the site requires it	2 × 4 = 8

Your matrix, bands, and controls must match your kit, site, and assessment.

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