



OUTPUT 09 — COMPETENCY & TRAINING MATRIX

● 3 ACTIONS OUTSTANDING

BAI-CMP-MRL-REFURB-001 · REV 01

Competency & Training

Roles linked to required competencies, training, licences and currency status. **No operative steps onto site without their authorisation in date.** The matrix gates mobilisation — three items currently flagged as expired or required.

CLIENT	SITE	WORK TYPE	PROGRAMME
Royston Hotels Group Boutique hospitality · UK	The Marlowe Hotel Heritage Grade II · Canterbury CT1 2RX	Multi-trade refurb 30 rooms · public areas · M&E upgrade	14 weeks Phased — partial occupancy

AI-ASSISTED This matrix was generated against Built AI's competency knowledge base for the trades identified in Output 02 (Task Sequence) and the heritage requirements flagged in Output 01 (Intake). Currency status pulled from Built AI's training-record system. **Items shown as expired or required must be resolved before mobilisation** — the matrix gates entry to site.

12 TRADES / ROLES	41 OPERATIVES TOTAL	42 CERTIFICATIONS TRACKED	1 EXPIRED — MUST RENEW	3 EXPIRING / REQUIRED
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OUTSTANDING ACTIONS BEFORE MOBILISATION

- ! **Painter/Decorator team — Lead Awareness training expired Jan 2026.** Required for heritage paint stripping where lead-based historic coatings may be present. Refresher booked at the BCF training centre.
- ! **NICEIC Electrician team — PASMA expires Jul 2026.** Refresh required before MEWP/tower work commences in the lift shaft area.
- ! **MEWP Operator team — IPAF 3b expires May 2026.** Boom lift required for atrium glazing access in week 6 — refresher must be booked now.
- ! **Carpenter/Joiner team — Heritage Timber Awareness required.** No training currently held; one-day briefing scheduled with Conservation Officer at pre-start.

Trade roster — roles, currency, expiry

Site Supervisor CRITICAL 2 min on site	M&E — NICEIC Electrician CRITICAL 3 min on site
SMSTS — Site Management Safety Training Apr 2027 ● CURRENT	18th Edition Wiring Regs (BS 7671) Feb 2028 ● CURRENT
CSCS Manager (Black/Gold) Sep 2026 ● CURRENT	C&G 2391-52 Inspection & Testing — ● CURRENT
First Aid at Work (FAW) Mar 2027 ● CURRENT	CSCS Card (Gold) Jul 2026 ● CURRENT
Fire Warden Aug 2026 ● CURRENT	PASMA — Mobile Access Towers Expires Jul 2026 ● EXPIRING
CDM 2015 Awareness — ● CURRENT	ECS Level 3 — ● CURRENT
M&E — Gas Safe Plumber CRITICAL 2 min on site	Carpenter / Joiner REQUIRED 4 min on site
Gas Safe Registered (CCN1, HTR1, CKR1, CENWAT, MET1) Jan 2027 ● CURRENT	CSCS Card (Skilled) — ● CURRENT
L8 Legionella Awareness — ● CURRENT	Manual Handling — ● CURRENT
Unvented Hot Water (G3) — ● CURRENT	Heritage Timber Awareness Required for heritage scope ● REQUIRED
CSCS Card Nov 2026 ● CURRENT	PASMA — Mobile Access Towers — ● CURRENT

Painter / Decorator REQUIRED 3 min on site	Tiler REQUIRED 2 min on site
CSCS Card (Skilled) — ● CURRENT	CSCS Card (Skilled) — ● CURRENT
COSHH Awareness — ● CURRENT	Manual Handling — ● CURRENT
PASMA / IPAF (where required) — ● CURRENT	COSHH Awareness (adhesives) — ● CURRENT
Lead Awareness (heritage paints) Expired Jan 2026 ● EXPIRED	
Asbestos-Aware Operative CRITICAL 12 min on site	MEWP / Tower Operators REQUIRED 4 min on site
Asbestos Awareness Cat A (UKATA) Annual refresh — Aug 2026 ● CURRENT	IPAF 3a — Scissor Lift — ● CURRENT
Stop-work authority briefing — ● CURRENT	IPAF 3b — Boom Lift Expires May 2026 ● EXPIRING
	PASMA — Mobile Access Towers — ● CURRENT
	Working at Height Refresher — ● CURRENT
First Aiders (designated) CRITICAL 3 min on site	Fire Wardens (designated) REQUIRED 4 min on site
FAW 3-day — ● CURRENT	Fire Marshal / Warden — ● CURRENT
Defibrillator Awareness — ● CURRENT	Hot Works Awareness — ● CURRENT
	Building Fire Strategy briefing — ● CURRENT

Heritage Adviser SPECIALIST 1 min on site	BM TRADA / IHBC equivalent — ● CURRENT
Conservation Officer liaison — ● CURRENT	L8 ACOP Trained — ● CURRENT
Listed Building Consent procedure — ● CURRENT	WMSoc / LCA member — ● CURRENT
	Legionella Risk Assessor — ● CURRENT

Cross-coverage matrix — work package vs trade

Each work package needs a specific subset of trades. The matrix below shows which roles must be on site for each WP. ● = trade required for that work package.

WORK PACKAGE	SITE SUPERVISOR	M&E	M&E	CARPENTER / JO	PAINTER / DECO	TILER	ASBESTOS-AWARE	MEWP / TOWER O
WP1 · Strip-out	·	·	·	●	●	·	●	●
WP2 · Heritage timber repairs	·	·	·	●	·	·	·	●
WP3 · M&E first fix	·	●	●	·	·	·	·	●
WP4 · Plumbing & water systems	·	·	●	·	·	·	·	·
WP5 · Decor & finishes	·	·	·	·	●	●	·	●
WP6 · Lift access & MEWP	·	·	·	·	·	·	·	●
WP7 · Fire safety check	●	·	·	·	·	·	·	·
WP8 · First aid coverage	●	·	·	·	·	·	·	·

MATRIX AUTHOR — BUILT AI Currency confirmation	APPROVER — PROJECT MANAGER Mobilisation gate sign-off
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I confirm this matrix has been generated from current Built AI training records and supplier documentation. Items flagged for action have been booked and will be cleared before mobilisation. No operative will be permitted on site without current authorisation.

AUTHOR + ROLE

SIGNATURE + DATE

As Project Manager I confirm that the competency matrix is appropriate for the scope of works. The four outstanding actions will be tracked through to closure before site access is authorised. No mobilisation without all items current.

PROJECT MANAGER

SIGNATURE + DATE

ABOUT THIS DOCUMENT

RAMS Factory™ Output 09 — Competency & Training Matrix. Prepared by Built AI for the multi-trade refurbishment at The Marlowe Hotel, Canterbury. Demonstration document — all client and site details fictionalised.

OUTPUT 09 OF 11

- 01-08 Earlier outputs
- 09 Competency & Training
- 10 Evidence Pack Checklist
- 11 RAMS QA Checklist

DOCUMENT CONTROL

- Ref · BAI-CMP-MRL-REFURB-001
- Revision · 01
- Date · 02·05·2026
- Author · Built AI
- Status · 4 actions outstanding