

Mandatory Occurrence Reporting Workflow

Mandatory Occurrence Reporting (MOR) became law under the Building Safety Act, as Secondary Legislation, on April 2024. It applies to all 'High Risk Buildings' that are having building works.

New Contact Signed

New contract being signed triggers **Internal Prestart Meeting** being booked.

Internal Prestart Meeting

Chair has internal prestart template to update.

Template includes the question, does this contract include Principle Designer role, and does this contract include Principle Contractor role.

Template also asks the question, how many buildings are over 18m or 7 storeys as part of this contract.

Confirmed PD or PC?

If confirmed that Ventro are indeed the Principle Designer or Principle Contractor, then this highlighted on the internal prestart notes.

This confirmation is then passed to the Project Manager for the project.

Internal Prestart Chair sets up the external client prestart, for the Project Manager.

Client Prestart Meeting

Ventro Project Manager chairs the **Client Prestart Meeting**.

The Ventro Project Manager confirms that Mandatory Occurance Reporting is applicable to this contract, under the Building Safety Act and we believe that **X** amount of buildings under this contract are likely to be included.

The Ventro Project Manager also confirms who to communicate with from the client/landlord when MOR has been reported.

Project Mobilisation

Ventro Project Manager and Site Manager undertake initial site induction onsite with all operatives.

Initial site indunction includes detailed reminder that Mandatory Occurance Reporting is applicable to this site.

Also included is the reminder/induction on the Ventro MOR process for site based operatives for daily reporting.

Ongoing Project Works

Regular toolbox talks undertaken on Mandatory Occurance Reporting (MOR), with all operatives.

If an occurance if indentified, then the operatives should follow the procedure outlined in the Ventro MOR Process (which includes submission of all details of the occurance onto the MOR Process form).

This form gets sent in real time to the Project Manager and the Site Manager.

The Project Manager then submits the information to the Building Safety Regulator in line with the requirements for MOR reporting.