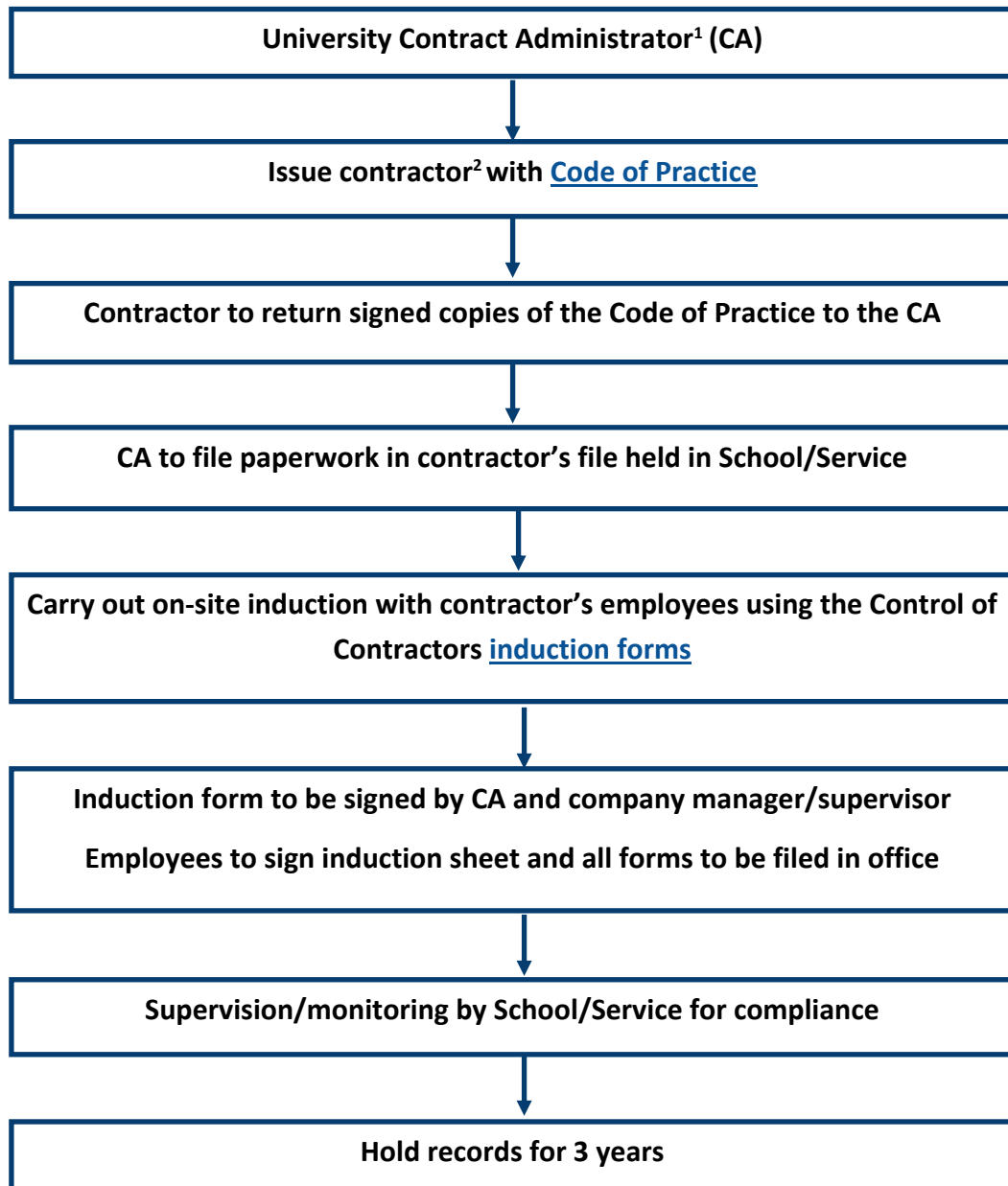


Control of Contractors Induction Flowchart



¹ Definition: Contract Administrator

The member of staff in the School or Service of Edinburgh Napier University who initiated the contract. Individual personnel fulfilling the role of CA within the School/Service will be identified as appropriate to the contract work/services. The competent CA will be appointed by the Dean/Director in writing and records held in the School/Service

² Definition: Contractor

Any individual, company or organisation, other than an employee, engaged by the University to carry out any work for gain or reward. People carrying out work for an organisation on a voluntary basis are considered to be employees for the purposes of health and safety law. Sub-contractors are individuals, companies or organisations employed to undertake works for gain or reward by the contractor.