

## Mandatory Occurrence Reporting Policy

### Coordination Arrangements

#### **Bradford Watts Ltd. – Principal Contractor:**

Bradford Watts Ltd. understands the legal duty, under the Building Safety Act 2022, to support and coordinate a system for Mandatory Occurrence Reporting (MOR) that identifies, communicates, and manages safety-critical events during the lifecycle of a Higher-Risk Building (HRB).

Our approach is designed to promote early identification, transparent reporting, and collaborative resolution of potential life safety risks, particularly those related to fire safety and structural integrity. The following arrangements describe how we fulfil this responsibility:

#### **Early Coordination and MOR System Setup:**

At project inception, and particularly during the pre-construction phase, we:

Collaborate with the Client, Principal Designer, Accountable Person, and Building Safety Manager (if appointed) to co-develop a bespoke MOR protocol for the project.

Define the types of occurrences that must be reported (aligned with BSR guidance), including but not limited to:

- Structural failures or instability
- Fire protection defects
- Unapproved design changes affecting safety
- Installation errors involving safety-critical systems
- Product substitutions that could compromise compliance

Establish the reporting format, thresholds, responsibilities, and response timelines, clearly documented in a Project Safety Plan.

#### **Integration of MOR into the Procore Digital Platform:**

We utilise the Procore platform as our central construction and safety management system. Key features include:

- A dedicated MOR reporting workflow embedded within the system, accessible by all authorised duty holders.
- Categorised reporting templates to ensure accurate and consistent information is submitted.
- Automatic notifications and escalation rules to alert the appropriate managers, designers, or client-side representatives when a serious safety event is logged.
- Integration of photographic evidence, risk assessments, and investigation notes into each MOR entry.
- Secure audit trails for regulatory review, available to the Building Safety Regulator (BSR) if required.

Version:	02
Created:	11/02/2026
Review Date:	11/02/2027

### **Training, Awareness, and Reporting Culture:**

To ensure the system is used effectively:

- Site managers, supervisors, and subcontractor leads receive formal MOR training during pre-start briefings and induction.
- All site personnel are trained to identify signs of mandatory occurrences and encouraged to report them without fear of reprisal.
- Visual guidance (e.g., “What to Report” posters) is displayed on site, and toolbox talks are regularly held to reinforce expectations.

### **Responsibilities and Oversight:**

We appoint a nominated MOR Lead (typically the Compliance Manager or Site Lead), who is responsible for:

- Receiving and reviewing all MOR submissions.
- Investigating events with support from the Design Team, Principal Designer, or relevant subcontractors.
- Classifying whether the occurrence meets BSR criteria for formal notification.
- Liaising with the Client and other duty holders to confirm who will submit the report to the Building Safety Regulator, where required.

### **Communication and Duty Holder Coordination:**

Our MOR arrangements promote open communication between all parties. We:

- Share all logged occurrences with the Client, Principal Designer, and Accountable Person via Procore.
- Hold weekly coordination meetings where active or recent occurrences are reviewed, and actions agreed.
- Ensure MOR data contributes to the broader Change Control Log and feeds into the Golden Thread of Information, so that all changes and risks are traceable.

### **Record Keeping and Compliance:**

All MOR records are securely stored in Procore for a minimum of 15 years, in compliance with HRB regulatory requirements.

Documentation includes the original report, related evidence, resolution status, and details of duty holder communications.

Reports are available for audit by the BSR, the Client, or their appointed agents.

Version:	02
Created:	11/02/2026
Review Date:	11/02/2027

**Continuous Improvement:**

We review the effectiveness of the MOR system at key project milestones and upon project closeout.

Lessons learned are captured in a formal project debrief and used to update future MOR procedures and training materials.

Trends in MORs are analysed to identify systemic risks or recurring issues across multiple projects.

**Conclusion:**

Bradford Watts Ltd. is committed to ensuring that serious safety risks on Higher-Risk Buildings are proactively identified, transparently reported, and collaboratively resolved. Our structured use of the Procore platform, coupled with clear communication protocols, training, and regulatory compliance, ensures that the Mandatory Occurrence Reporting system functions as a vital part of the project's Golden Thread of Information and building safety strategy.

D. Pitcher, **MICOB**  
MD



Date:11/02/2026

Version:	02
Created:	11/02/2026
Review Date:	11/02/2027