![Mason Owen Property Consultants logo]

Golden Thread Policy for Velocity Tower

Location: Velocity Tower, St Mary's Gate, Sheffield
PAP: Sheffield One Ltd – stephen.allsop@select-group.ae
Managing Entity Accountable Person (AP): Mason Owen

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1. Purpose

The purpose of this policy is to establish a "Golden Thread" of information that ensures clear, continuous, and traceable management of building safety, maintenance, and operational processes at Velocity Tower. This policy aims to ensure that all relevant information is documented, communicated, and easily accessible to stakeholders, from design and construction through to occupation and ongoing maintenance.

2. Scope

This policy applies to all stakeholders, including building management, contractors, occupants, maintenance personnel, and any third-party service providers involved in the design, construction, management, and operation of Velocity Tower.

3. Key Principles

- **Transparency:** All decisions, changes, and communications regarding building safety and maintenance must be documented and made accessible to relevant stakeholders.

- **Accountability:** Clear roles and responsibilities must be established for each stakeholder to ensure that all safety, maintenance, and operational activities are properly managed.

- **Consistency:** Ensure that all processes, from design to daily operations, align with safety standards and regulatory requirements, maintaining a consistent flow of information.

- **Accessibility:** All critical information must be accessible to those who need it, ensuring that any updates or changes are communicated promptly.

4. Responsibilities

- **Building Management:** Responsible for maintaining the "Golden Thread" by ensuring that all relevant safety information, documentation, and records are up-to-date, accurate, and accessible to relevant parties.

- **Contractors and Service Providers:** Must provide complete and accurate information on any work carried out, including materials used, changes made, and any associated risks. They are also responsible for maintaining documentation in line with the building's safety management systems.

- **Occupants:** Must comply with building safety regulations and report any issues or hazards to building management immediately.

5. Documentation Requirements

- **Design and Construction Documents:** Include architectural drawings, engineering plans, fire safety plans, and materials specifications. These documents must be maintained and updated throughout the building's lifecycle.

- **Safety and Maintenance Records:** Include records of routine maintenance, inspections, safety audits, risk assessments, and emergency procedures.

- **Operational Manuals and Training:** Provide manuals for equipment, emergency systems, and procedures, and ensure that all staff are trained and aware of safety protocols.

6. Communication and Review

- **Regular Updates:** Ensure that all stakeholders are informed of any changes or updates to building safety, maintenance schedules, or operational procedures.

- **Annual Review:** The "Golden Thread" policy will be reviewed annually to ensure compliance with current legislation, best practices, and any new building requirements.

7. Compliance

All stakeholders must comply with this policy. Non-compliance may result in corrective actions, including retraining, penalties, or contract termination.

8. Continuous Improvement

Feedback from all stakeholders will be regularly solicited to improve processes, safety measures, and the overall effectiveness of the "Golden Thread" policy.

9. Data Management

All information related to the "Golden Thread" will be stored securely, with appropriate access controls to ensure data integrity, privacy, and security.

10. Contact Information

For any questions or concerns related to the Golden Thread policy, please contact Daniel Lawlor Building Manager at Velocity Tower, at helpdesk@masonowen.com

Document control

Author	Daniel Lawlor
Approval date	01/07/2024
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Approved by	Mark Williams
Policy owner	Shaun Daley
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Version Control

The version number should increase by 0.1 if the changes are minor, or by 1.0 if there have been significant changes. Below is the expected future review schedule.