



SAFETY  
SCHEMES IN  
PROCUREMENT

**RULES**  
**&**  
**BYLAWS**

*“Safety competence at the heart of procurement”*

**AMENDMENTS RECORD SHEET**

<u>ISSUE NO</u>	<u>AMENDMENTS/UPDATES</u>	<u>DATE</u>
8.01	Full revision developed from SSiP Terms of Reference V8	08/06/2016
8.02	Addition of Revised Membership Group Changes, Membership renewal audits, Training Guidance, and a list of minimum qualifications comparisons	29/09/2016
8.03	6.4, 7.1, 9.15, Appendix 2,3,4,6,16, 17	14/11/2016

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**1 FORUM REQUIREMENTS**

**1.1 SSIP Ltd. Rules and Bylaws**

The relevant SSIP Ltd. Rules and Bylaws apply to all schemes and organisations accepted for membership.

**1.2 Variations to the Rules and Bylaws**

Variations to the Rules and Bylaws may be made with the agreement of the Forum Management Group (FMG).

- All Members shall be notified of any significant changes.
- The current version of the Rules and Bylaws will be available via the SSIP website.

**1.3 Failure to adhere to the SSIP Rules and Bylaws will result in investigation via the Standards Group, and disciplinary procedures as outlined in Section 9.12.**

**2 THE MAIN PURPOSE OF THE FORUM**

2.1 The main purpose of the Safety Schemes in Procurement Limited (SSIP) forum is to act as an umbrella organisation to facilitate and maximise mutual or cross-recognition of health and safety assessments between SSIP member schemes, wherever practicable to do so.

- This is with the strategic aim of reducing the overall cost of health and safety pre-qualification to suppliers and/or buyers.
- Additionally, the forum will actively seek to advise and influence buyers on the benefits of using an SSIP scheme member, the benefits of using SSIP services (such as the Portal) and the interpretation of health and safety organisational capability standards in UK pre-qualification schemes.

**3 AIMS**

The specific aims of the SSIP forum, to which its members are fully committed are as follows:

- 3.1
- Encourage and maximise mutual recognition between SSIP member schemes where it is practicable to do so.
  - Operate a robust and consistent Deemed to Satisfy (DtS) agreement between SSIP member schemes that is clear and transparent.
  - Provide confidence in first stage safety capability assessments by developing the SSIP core criteria and ensuring a consistent, reliable and quality-controlled standard of assessment via qualified, competent, assessors.
  - Help and encourage buyers to recognise SSIP and its aims and objectives, and to specify and recognise SSIP member schemes in general, rather than a specific scheme provider.
  - Help buyers and suppliers to achieve value for money through avoiding unnecessary duplication or differing Health & Safety assessment requirements, wherever possible.
  - Demonstrate savings made to buyers and suppliers as a result of SSIP activity.
  - Promote appropriate core criteria in non-construction works.
  - Promote the work and value of SSIP.
  - Actively encourage the standardisation of prequalification criteria including PAS 91, and other common industry standards.

#### **4 SSIP THRESHOLDS**

4.1 All Member Schemes, accepted for membership will abide by the relevant SSIP Threshold Standard for assessments, which is the SSIP Core Criteria.

If Table 4 – Core Question Module C4: Health and safety policy and capability from PAS 91:2013 or as amended OR OHSAS 18001 or ISO 45001 (when adopted), you MUST assess to the SSIP Threshold.

No other threshold criteria will be utilised in respect of SSIP requirements.

SEE APPENDIX 1 - SSIP CORE CRITERIA

#### **4.2 Variations to the SSIP Threshold Standards**

The threshold assessment standards may only be changed by an official review of the CDM Regulations, the Core Question Module C4 in PAS 91:2013 (or as amended) or OHSAS 18001 or ISO 45001 (when adopted)

- In such an event, the FMG will advise the Forum on relevant changes and action to be taken.

#### **4.3 Additional information requested by member schemes beyond the SSIP Threshold**

Any further data requested of the applicant organisation by the SSIP scheme, e.g. financial, corporate and social responsibility (CSR), or additional H&S or other questions, shall be noted as outside of the SSIP Deemed to Satisfy (DtS) scope.



**5 RULES OF GOVERNANCE**

**5.1 SSIP Members Business Operational Responsibilities**

It is the responsibility of all SSIP Members to undertake the operation of their business in such a way as not to bring the SSIP, its name or reputation, into disrepute and to manage its undertaking and relationship with SSIP, in accordance with the SSIP Rules and Bylaws.

5.2 SSIP members accept they have both a legal and moral responsibility to ensure that what they do in their day to day business is “legal, decent, honest and truthful” and that it does not mislead consumers and traders.

5.3 SSIP members must undertake to review, and keep under regular review, web site, promotional materials and presentations content to ensure they are, at all times truthful, honest, legal and decent, and do not mislead.

5.4 Any actual or possible conflicts are to be resolved at the initiative of the SSIP member, using the best practicable means and in a timely manner.

5.5 Where it becomes apparent that a Member Scheme may have deviated from these responsibilities, the forum reserves the right to have the matter investigated by the Forum’s Standards Group.

## **6 SSIP GOVERNANCE**

### **6.1 Safety Schemes in Procurement Ltd**

The SSIP forum will be managed and governed through a Private Company Limited by Guarantee and registered in England

### **6.2 SSIP Forum Composition**

The SSIP Forum will comprise of representatives from all member schemes and organisations accepted for other memberships, with additional representation from HSE and others\*.

- Any member of the SSIP Forum may make written recommendations to the FMG.
- The FMG will then consider the recommendations and either accept them or comment to the Forum for its consideration.

\* Others to be determined / authorised by the Forum Management Group and may include SSIP Supporter Members.

### **6.3 SSIP Forum Management Group (FMG)**

Day to day operation, management and policy is delegated to a Forum Management Group (the FMG). FMG Members who act as directors of the Private Company Limited by Guarantee. The individual liability of each director is £1.00.

SEE APPENDIX 2 - FMG RESPONSIBILITIES

### **6.4 SSIP FMG Composition**

The FMG will comprise of the following:

- Chair (who will normally be either a Founder or Registered Member)
- 4 Founder Members (Exor, CHAS, NHBC and Constructionline)
- 6 Registered and/or Certification Body members to include at least 1 Registered Member and 1 Certification Body Member
- 2 Industry SSIP Supporter Founder Members (SEC & Build UK).
- Invited Organisations, and/or SSIP Supporter Members as agreed by the FMG.
- Additionally, a Vice Chair (who will normally be either a Founder/Registered Member) – if elected at discretion of the FMG

### **6.5 SSIP FMG Voting Rights**

SSIP Forum FMG business is usually based on Group consensus, but if a vote is necessary a quorum of four voting members and a simple majority is required. If there is no majority the Chair has a casting vote.

### **6.6 FMG Terms of Office & Election Process**

The following organisations have permanent membership to the SSIP FMG:

- Exor, CHAS, NHBC and Constructionline, HSE, SEC & Build UK.
- All other SSIP FMG members are elected by vote biennially.
- Elections are carried out in accordance with election rules.

SEE APPENDIX 3 - ELECTION PROCESS

### **6.7 FMG Working Groups**

To enable the FMG to manage SSIP correctly a number of working groups operate with set responsibilities.

SEE APPENDIX 4 - FMG WORKING GROUPS RESPONSIBILITIES

### **6.8 SSIP FMG Meetings**

- Arrangements will be in place to ensure that the SSIP FMG meet for a minimum of four times a year, barring exceptional circumstances.
- The FMG is responsible for the management of SSIP and its processes.
- The FMG will report on its activities at the SSIP Forum meeting and will operate in such a manner that Member Schemes are able to be readily satisfied, through the publication of the material points of FMG meetings, about the decisions and procedures adopted.

**6.9 SSIP Forum Voting Rights**

All schemes and organisations accepted for Registered Membership and those accepted for Certification Body Membership, have one vote each during any election process, or during any organised SSIP meeting or voting procedure.

- All voting shall be in accordance with Appendix 3 Election Process and (except in exceptional circumstances and at the decision of the Chair) all votes shall be made public to all SSIP Members.

**6.10 SSIP Forum Meetings**

Arrangements will be in place to ensure that the SSIP Forum meet for a minimum of twice a year, barring exceptional circumstances.

Full Forum meetings will be held on a minimum six monthly basis for attendance by all Registered Member Schemes, Supporter Members and Affiliate Member schemes.

**6.11 SSIP Management and Administration**

Day to day administration, accounts etc. are carried out by a contracted Secretariat supported by the SSIP Project Manager who will oversee day to day management as directed by the FMG.

The invitations to attend the Forum & FMG meetings will be generated by SSIP Secretariat (the Secretariat) who will also be the note taker for those meetings and distribute associated documents

SEE APPENDIX 5 SSIP SECRETARIAT RESPONSIBILITIES

**6.12 SSIP Financial Management**

The cost of running the SSIP Forum will be mainly covered by the annual membership fees as agreed by the FMG. Incidental operational income will also contribute to the running of the Forum.

For auditing and financial management purposes, SSIP has established separate stand-alone accounting arrangements.

All invoices relating to SSIP will be generated and payable to the current Secretariat.

The Finance Group oversees the Forum's finances and will ensure relevant financial information is reported to the FMG.

**6.13 SSIP Membership Auditors**

All membership Auditors shall, to the satisfaction of the FMG, have:

- Appropriate Health & Safety and Management System knowledge, Industry experience & experience of auditing.
- The selection of the independent SSIP Membership Auditors will be reviewed by FMG every three years.
- Independent Membership Auditors shall respect the confidentiality of all Scheme material, except that they may share relevant material gathered in the course of an audit with the SSIP Membership Group.
- All Independent Membership Auditor outputs will be reported to the SSIP Membership Group and copied to the relevant Member Scheme.

## **7 MUTUAL RECOGNITION**

### **7.1 Deemed to Satisfy Agreement**

The SSIP Forum operates a Deemed to Satisfy (DtS) agreement for mutual (or non-mutual) recognition which is in place amongst SSIP Members. To facilitate the area of the DtS system a separate SSIP DtS agreement form has been produced. All schemes will as part of their membership sign up to the DtS agreement.

The recognition period of the Deem to Satisfy Agreement will be 12 months from the originating members' previous assessment date.

### **7.2 Variations to the DtS**

Variations to the DtS may be made with the agreement of the Forum Management Group (FMG). All Members shall be notified directly of any significant changes.

### **7.3 Deemed to Satisfy (One way mutual recognition)**

**Certification Body Member schemes** will operate a one way mutual recognition with Registered Member Schemes only.

All registered members agree to accept a current, valid approval by Certification body member schemes (which incorporates the SSIP Health & Safety Core Criteria questions) subject to all correct details being displayed on the SSIP Portal and a surveillance visit completed within the 12 month period.

### **7.4 Deemed to Satisfy (Two way mutual recognition)**

**Registered Member Schemes** will operate a two way mutual recognition with Registered Member Schemes only.

- All registered members agree to accept a current, valid approval by any other registered member scheme subject to all correct details being displayed on the SSIP Portal (Note this will only cover the SSIP Core Criteria elements of their approval process).

### **7.5 Deemed to Satisfy (Information & Verification Process)**

Schemes shall establish and maintain assessment information sufficient to demonstrate the conformity or nonconformity of the assessed organisation against the SSIP Threshold.

As a minimum this information shall include the following:

- The assessment scope and objectives, identification of the assessed organisation, the assessors involved, the date of the assessment, the detailed findings against each applicable element of the core criteria and the assessment conclusions and recommendations.  
This information shall be provided using the pro-forma detailed in **Appendix 19**.
- Schemes shall facilitate the work of other Member Schemes and the Independent Auditor and if requested shall provide all relevant information to allow other Member Schemes and the Independent Auditor to carry out their functions.
- If necessary Member Schemes shall provide appropriate assessment information on request to another Member Scheme, subject to the agreement of the assessed supplier. If a Member Scheme has any cause not to accept a certificate from another Member Scheme, it shall notify the FMG of its refusal and the reasons for that refusal.

A table of Equivalences is available on the SSIP website.

## **8 SSIP MEMBERSHIP**

### **8.1 Scope of SSIP Membership**

Membership of SSIP is potentially open to any health and safety assessment scheme which has been operating with commercial viability either in the public or private sectors for at least 24 months.

This may include schemes run by individuals or individual organisations, UKAS accredited certification bodies, recognised Trade Associations and other prequalification schemes that adhere to the terms outlined in these Terms of Reference.

### **8.2 Declined or Delayed Applications**

By applying to the SSIP Forum, a prospective Registered Member agrees to the SSIP application and appeals process, and agrees that the decision of this process shall be final and not subject to further appeal, representations or legal action.

In the event that an application for an SSIP Registered Membership is declined or delayed, the applicant may appeal to the SSIP Secretariat stating the reasons for that appeal.

The SSIP FMG Chair will take advice from the FMG and/or an independent legal expert to review the evidence, application and decision.

A written and final decision will be made to the appellant by SSIP within 30 days of the date of appeal. There is no further appeal to this decision. A declined member must wait six months before reapplying.

### **8.3 Failure to Declare**

Every membership category of SSIP is subject to specific terms and conditions which must be followed to achieve and maintain membership.

Any applicant (including organisations and associated individuals) must be free from criminal conviction (whether past, current or pending) related to health and safety matters, which has, in the reasonable opinion of the FMG, a potential to bring SSIP into disrepute.

Any applicant must be free from any substantiated allegation or prosecution for fraud or financial mismanagement.

Failure to declare the above during any part of an application or renewal process will result in membership being withdrawn without refund.

### **8.4 New Members**

The SSIP Forum will accept a new Member Scheme that meets all of the Forum requirements, complying with all terms and conditions of membership.

Failure to meet those conditions will result in membership being declined.

SSIP Portal data integration must be completed and tested before new membership is granted.

All new member applications will incur a non-refundable administration fee of £250.00.

### **8.5 Existing Members Annual Renewals**

The SSIP Forum will accept existing Member Scheme renewals that meet all of the Forum requirements, complying with all terms and conditions of membership.

Member schemes failing to meet those conditions, notably but not exclusively by not meeting audit requirements against these Rules and Bylaws, will result in the opportunity for renewed membership being declined.

Member schemes failing to submit a renewal application prior to their existing expiry date, will have by default automatically terminated their membership of SSIP and all commitments by other schemes (DtS etc) will cease to exist on that date. They may wish to re-apply to join SSIP in the future, as a new member, any such application will be dealt with in accordance with normal SSIP procedures.

All renewal applications will incur a non-refundable administration fee of £250.00; this administration fee will be off-set against the Annual Membership fee following successful application.

**8.6 Variations and Reviews**

A regular review of the SSIP membership requirements will be carried out by the FMG Membership Group.

Variations to SSIP Membership criteria may be made with the agreement of the FMG.

All Members shall be notified of any significant changes.

**8.7 Membership Applications**

All applications for SSIP membership are controlled by the SSIP Membership group.

SEE APPENDIX 6 SSIP APPLICATION PROCESS

**8.8 SSIP Audit**

All Registered Members and Certification Body Members will undergo an annual audit; the audit will be undertaken by an Independent Auditor appointed by the SSIP FMG.

SEE APPENDIX 7 SSIP AUDIT PROCESS

**8.9 Membership Types**

There are four different types of SSIP Forum membership:

- SSIP Registered Member.
- SSIP Certification Body Member.
- SSIP Affiliate Member.
- SSIP Supporter Member.

**8.10 SSIP Registered Members**

This membership is potentially open to any third-party Health & Safety assessment schemes, including Health & Safety assessment schemes such as those run by major contractors or Trade Associations.

Registered Member schemes benefit from a two-way mutual recognition with other registered member schemes, as long as the other registered member approval was carried out in accordance with SSIP Rules and Bylaws.

Registered members have full voting rights.

Registered members must complete the relevant renewal process on an annual basis.

Registered members are subject to an annual SSIP audit process.

SEE APPENDIX 8 REGISTERED MEMBER CRITERIA

**8.11 SSIP Certification Body Members**

This membership is potentially open to any UKAS Accredited Certification Body for OHSAS 18001 or ISO 45001 (when adopted) and fully accredited to EA28 as a minimum.

Certification Body member schemes benefit from a one-way mutual recognition with registered member schemes, as long as the Certification body member approval was carried out in accordance with SSIP Rules and Bylaws and incorporates the SSIP Health & Safety Core Criteria questions.

Certification Body members have full voting rights.

Certification Body members must complete the relevant renewal process on an annual basis.

Certification Body members are subject to an annual SSIP audit process.

SEE APPENDIX 9 CERTIFICATION BODY MEMBER CRITERIA

**8.12 SSIP Affiliate Members**

This membership is potentially open to those organisations seeking to join SSIP but do not currently fulfil all of the pre-requisite qualification standards for membership.

Affiliate members have no voting rights.

Affiliate members are exempt the SSIP audit process.

Affiliate members can hold membership for a maximum of two years.

SSIP Affiliate members will have use of the SSIP Affiliate Member logo.

**8.13 SSIP Supporter Members**

This membership is potentially available to all other interested parties who wish to support the SSIP aims, objectives and ethos, such as major contractors, clients and Trade Associations.

Supporter membership of the SSIP may also be offered at the discretion of the SSIP FMG to other expert interested parties or organisations that can contribute to promoting, improving or enhancing health and safety competence in procurement.

SSIP Supporter members have no voting rights.

SSIP Supporter members are exempt from the SSIP audit process

SSIP Supporter members will have use of the SSIP Supporter Member logo.

**8.14 Status of the HSE**

The Health and Safety Executive (HSE) has permanent SSIP Supporter Membership.

The HSE has no voting rights but may correspond with the SSIP Chair or the FMG at any time.

**8.15 Status of Founder Members**

Founder Membership is a special status for those member schemes that provided the initial start-up support and funding for SSIP.

Founder Member benefits are:

- Prominence of brand on SSIP website and promotional material.
- Permanent membership of the Forum Management Group.
- Use of specific SSIP Founder Member logo.

## **9 SSIP MEMBERSHIP RESPONSIBILITIES**

### **9.1 Standards**

It is the responsibility of all Registered Members & Certification Body Members to operate their schemes in accordance to the rules as laid out in the SSIP Rules and Bylaws, and all other SSIP documentation, commitments and requirements.

### **9.2 Obligation to implement SSIP Changes**

Registered Members & Certification Body Members are responsible for ensuring changes or amendments to the SSIP Forum Rules and Bylaws are communicated to and implemented within their Schemes and by their assessors and reviewers.

### **9.3 Commitment to provide general organisational data**

Registered Members & Certification Body Members agree to make available any and all relevant information in relation to the operation of their Member Schemes, where the information is required in order to support the stated aims of SSIP.

This data is required for the successful day to day running of SSIP.

SSIP Members will respect the commercial confidentiality of all information provided by other SSIP Members.

### **9.4 Commitment to provide assessment data on to the SSIP Portal**

Registered Members & Certification Body Members agree that assessment information can be made available via an internet based database for the purpose of third party verification of suppliers' membership of an SSIP accredited competence assessment scheme (the SSIP Portal).

Registered Members & Certification Body Members must make provision for their scheme to be part of this process before they are allowed to join SSIP.

### **9.5 Data Integration on to the SSIP Portal**

All Registered Members & Certification Body Members are responsible for ensuring that all correct information from a full assessment approval is transferred on to the SSIP Portal.

The following information on the approved company is a mandatory requirement and must be displayed on the SSIP Portal.

- Name and address details.
- Number of employees (under 5's indicator).
- CDM scopes approved (Contractor, Principal Contractor, Designer and Principal Designer).
- Trades/Description of Works.
- Assessment date.
- Approval expiry date.

### **9.6 SSIP Portal Code of Conduct**

To ensure the integrity of data on the SSIP Portal, all Registered Members & Certification Body Members will abide by the agreed SSIP Portal Code of Conduct.

### **9.7 SSIP Metrics Data**

To enable SSIP to demonstrate the positive impact the Forum membership has on cutting pre-qualification costs and bureaucracy in the supply chain, all Registered Members & Certification Body Members must provide metrics data to the SSIP Secretariat upon request, and to any reasonably required timescales.

SEE APPENDIX 12 SSIP METRICS REQUIREMENTS



**9.8 Members' Websites, Stationery & Literature**

Registered Members & Certification Body Members must ensure that all reference to SSIP membership used by them, on their website, letterheads, stationery and any other materials should reflect the aims of SSIP.

Members should seek approval via the Publicity & Marketing working group if they have any concerns regarding the wording of such articles.

**9.9 Commercial Confidentiality**

SSIP Members will respect the commercial confidentiality of all information provided by other SSIP Members, or any information obtained by them in the course of SSIP-related business.

**9.10 Commercial Gain & Endorsement**

The SSIP and its name will not be used to endorse (directly or indirectly), through contract or other means, a commercial product or non-SSIP service.

No Registered Members & Certification Body Members, through its membership of the SSIP Forum, shall permit either their scheme, or those conducting an assessment on their behalf, to make any financial gain from any part of the assessment, reassessment or DtS beyond any fees, costs or disbursements normally incurred as part of the assessment/DtS process.

Where a Registered Member or a Certification Body Member is also a commercial consultancy, this clause does not prevent that Scheme from promoting its other services to contractors, i.e. services unconnected with those required to successfully pass the assessment being carried out by the Member Scheme.

**9.11 Complaints, Appeals & Queries**

Registered Members & Certification Body Members are responsible for managing any complaints or appeals relating solely to their own operations.

The SSIP shall not become involved in complaints, appeals or queries about any SSIP Member scheme unless the complaint has:

- Brought the SSIP into disrepute or
- Has the potential to do so.

In the event of a complaint of this nature the FMG Standards Group will act in accordance with the SSIP Complaints, Appeals Process

SEE APPENDIX 13 SSIP COMPLAINTS, APPEALS PROCESS

**9.12 Disciplinary Procedure**

Disciplinary procedures will only be invoked where it is identified by the Standards Group that a Member Scheme is not adhering to SSIP Rules and Bylaws, DtS and all other SSIP documentation, commitments and/or requirements, or where it is felt that through its conduct the Member is bringing, or potentially could bring, SSIP, its name or reputation into disrepute.

Any alleged breaches will be notified to the FMG as soon as possible and the relevant Member Scheme will be requested to carry out a full internal investigation. The result of the investigation will be reported to the SSIP Standards Group.

The disciplinary actions and process which are open to the FMG are explained in detail in the SSIP Disciplinary Process

SSIP Member Schemes agree to abide by the Disciplinary Process and to accept the decision of SSIP with no further recourse to action, including legal action.

SEE APPENDIX 14 DISCIPLINARY PROCESS

**9.13 Advertising Membership**

Member Schemes may advertise their membership of the Forum, as a means whereby organisations can demonstrate compliance with the SSIP core criteria or-Table 4 – Core Question Module C4: Health and safety policy and capability from PAS 91:2013 (or as amended).

All use of the SSIP brand must be for membership purposes only and use only the official logo(s) made available by SSIP.

Use must be in accordance with any guidelines issued from time to time.

**9.14 Press & Public Relations**

With the exception of the Chair, no SSIP Member shall communicate with the general or technical press, radio, television or other communications media in relation to the SSIP and its work unless agreed by the Forum Management Group. Draft SSIP press releases and any social media activity will normally be approved by the FMG in advance, or by the Chair and at least one other FMG member if speed is essential.

All SSIP Members agree to refer all stakeholder questions or requests related to SSIP to the Secretariat for appropriate action.

**9.15 Certificates and LOGO**

Where Registered Member Schemes and Certification Body Members issue certificates to suppliers for their Health and Safety Assessment, including for renewal, then all certificates relating to the Assessment must carry the SSIP logo.

The presentation of a certificate on its own should not be considered evidence of registration.

The SSIP portal website will provide a facility for verification of registration (refer to Table of Equivalences on SSIP website).

Member Schemes shall clearly state whether they are awarding accreditation to a Contractor, Principal Contractor, Designer, Principal Designer or a combination of these duty holders.

All use of the SSIP logo and brand must be for SSIP membership purposes only.

Suppliers are not entitled to use the SSIP logo in any instance.

**9.16 Exit Strategy from SSIP**

In the event that an accepted Member decides to leave the SSIP Forum, they must follow the rules and guidance as detailed within the Exit Strategy Process

SEE APPENDIX 15 EXIT STRATEGY PROCESS

## **10 ASSESSMENTS BY MEMBER SCHEMES**

### **10.1 SSIP Thresholds for Registered Members**

All Member Schemes, accepted for membership will abide by the relevant SSIP Threshold Standard for assessments, which is the SSIP Core Criteria.

If Table 4 – Core Question Module C4: Health and safety policy and capability from PAS 91:2013 or as amended OR OHSAS 18001 or ISO 45001 (when adopted), you MUST assess to the SSIP Threshold.

No other threshold criteria will be utilised in respect of SSIP requirements.

### **10.2 SSIP Thresholds for Certification Body Members**

All **SSIP Certification Body members** who operate a UKAS accredited audit process will use OHSAS 18001 or ISO 45001 (when adopted) and the SSIP Core Criteria as its threshold requirement for the demonstration of competence to ensure the DtS criteria are met.

### **10.3 Conditions for issuing a valid SSIP Member Scheme Approval**

Once SSIP membership approval has been awarded Registered Members & Certification Body Members will be entitled to:

- Issue their valid SSIP Member Scheme Approval.
- Issue their valid SSIP Member Scheme certificate.
- The Certificate must have the SSIP Logo on it to ensure it will be accepted in the DtS process.
- Release the specific approval data to the SSIP Portal, to ensure it will be accepted in the DtS process.

### **10.4 Third Party Contractual Arrangements to undertake the assessment process**

Where contractual arrangements to undertake assessments exist between an existing SSIP Member scheme and a third party organisation (New or Historic):

- The outsourcing SSIP member must declare the details of these contracts to the SSIP FMG at the time of the contractual arrangement becoming legal.
- The outsourcing SSIP member must declare the details of these contracts to the SSIP Membership Group at each subsequent application for SSIP Membership Renewal.
- The outsourcing SSIP member scheme will be audited by SSIP Auditor in line with TOR's. The declared contractual arrangements, will be made available to the SSIP Auditor during the audit process.
- All other organisations involved in the contractual arrangements may be subject to an audit by the SSIP Auditor to ensure all assessment activities carried out on this contract comply fully with all conditions of membership, without exception.

### **10.5 Assessment Submissions**

As a minimum, Registered Members & Certification Body Members which undertake a 'desk-top' assessment of a supplier's submission, against the threshold levels will accept applications in hard copy in addition to electronic formats.

Member schemes will supplement the above submission by speaking on the phone to personnel involved in the submission, or meeting with, the signatory of the submission and other relevant persons as appropriate.

### **10.6 Assessing organisations with less than 5 employees**

Registered Members & Certification Body Members will accommodate organisations employing less than 5 persons, but must ensure that the Health & Safety management system being assessed is appropriate and applicable to the size of the organisation (noting that some may employ less than 5 directly, but use numerous 'labour only' staff in their workforce).

**10.7 Assessors**

All Registered Members & Certification Body Members shall ensure their assessors have adequate knowledge, experience and competence to undertake appropriate assessments in line with their threshold requirements.

SEE APPENDIX 16 ASSESSOR COMPETENCE CRITERIA

**10.8 Reviewers**

All Registered Members & Certification Body Members shall ensure:

- That they appoint adequate numbers of assessment reviewers.  
(as a minimum one reviewer must be appointed by all member schemes)
- Carry out an appropriate number of reviews.  
(as a minimum 3% of all assessments should be carried out by all member schemes)
- Ensure the results of the reviews are resolved accordingly.
- Ensure that reviews are made available to the independent auditor.

**10.9 Conflict of Interest**

Registered Members & Certification Body Members will ensure their Assessors and Reviewers have no conflict of interests in performing their assessments of organisations, or reviews of Assessors' work.

An assessor may not be allocated to a supplier if they have worked for, provided training, or provided consultancy to that supplier within the previous two years.

## APPENDICES

**APPENDIX 1: SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**

**NOTE: THIS LIST MAY BE AMENDED FROM TIME TO TIME AS NECESSARY, TO REFLECT REGULATORY OR OTHER RELEVANT DEVELOPMENTS**

	<b>Criteria</b>	<b>Standards to be achieved</b>	<b>Examples of the evidence that you could use to demonstrate you meet the required standard</b>
1	Health and safety policy and organisation for health and safety	You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.  The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.	A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).
2	Arrangements	These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under current health and safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce	A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant health and safety legislation.
3	Competent advice – corporate and construction related	Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation.  The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.	Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides health and safety information and advice.  An example from the last 12 months of advice given and action taken.
4	Training and information	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or principal designers.  You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation from board or equivalent, to trainees.	Headline training records.  Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for the site based workforce.  Evidence of an active CPD programme. Sample 'toolbox talks'.  Evidence of training as required by health and safety legislation or approved code of practice e.g. asbestos awareness training
5	Individual qualifications and experience	Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.	Details of qualifications and/or experience of specific corporate post holders for example board members, health and safety advisor etc.  Other key roles should be named or identified and details of relevant qualifications and experience provided.  <b>For contractors:</b> details of number/percentage of people engaged in the organisation who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.  For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.  For professionals, details of qualifications and/or professional institution membership.  For site workers, details of any relevant qualifications or training such as S/NVQ certificates.  Evidence of a company-based training programme suitable for the work to be carried out.  <b>For design organisations:</b> details of number/percentage of people engaged in the organisation who have passed a

	Criteria	Standards to be achieved	Examples of the evidence that you could use to demonstrate you meet the required standard
			<p>construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.</p> <p>Details of any relevant qualifications and/or professional institution membership and any other specific qualifications such as ICE construction health and safety register, NEBOSH Construction Certificate, APS Design Register.</p> <p><b>For Principal Designers:</b> details of number/percentage of people engaged in the organisation who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.</p> <p>Evidence of construction health and safety qualifications.</p> <p>Details of professional institution membership and any other specific qualifications such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' register), or the ICE construction health and safety register etc.</p> <p>Evidence of a clear commitment to training and the Continuing Professional Development of staff.</p> <p>Evidence of experience in managing construction project safety.</p>
6	Monitoring, audit and review	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.	<p>Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of site inspection reports.</p>
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on health and safety matters.	<p>Evidence showing how consultation is carried out.</p> <p>Records of health and safety committees.</p> <p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.</p>
8	Accident reporting and enforcement action; follow up investigation	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>	<p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Records of the last two accidents/incidents and action taken to prevent recurrence.</p> <p>Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).</p> <p>For larger companies, simple statistics showing incidence rates of major injuries, over seven day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p> <p>Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or labour-only sub-contractors.</p>
9	Sub-contracting /consulting procedures (if applicable)	<p>You should have arrangements in place for appointing competent sub-contractors/consultants.</p> <p>You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor performance.</p>	<p>Evidence showing how you ensure sub-contractors are competent.</p> <p>Examples of sub-contractor assessments you have carried out.</p> <p>Evidence showing how you required similar standards of competence assessment from sub-contractors.</p> <p>Evidence showing how you monitor sub-contractor performance.</p>
10	Hazard elimination and	You should have and implement, arrangements for meeting your duties under CDM 2015.	Evidence showing how you:

	Criteria	Standards to be achieved	Examples of the evidence that you could use to demonstrate you meet the required standard
	risk control <b>(Designers &amp; Principal Designers only)</b>		Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors; Ensure that hazards are eliminated and any remaining risks controlled; Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations. Examples showing how risk was reduced through design. A short summary of how changes to designs will be managed. (Note: the emphasis here should be on practical measures which reduced particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks.)
11	Risk assessment leading to a safe system of work <b>(Contractors only)</b>	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works The identification of health issues is expected to feature prominently in this system.	Evidence showing how the company will identify significant health and safety risks and how they will be controlled. Sample risk assessments/safe systems of work/method statements. If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above. Sample construction phase plans. This will depend upon the nature of the work, but must reflect the importance of this risk area.
12	Co-operating with others and co-ordinating your work with that of other contractors <b>(Contractors only)</b>	You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.	Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes. Evidence of how the company co-ordinates its work with other trades.
13	Welfare provision <b>(Principal Contractors &amp; Contractors)</b>	You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.	Evidence could include for example health and safety policy commitment; contracts with welfare facility providers; details of type of welfare facilities provided on previous projects.
14	Principal Designer duties <b>(Principal Designers only)</b>	You should have and implement, arrangements for meeting your duties under CDM 2015.	Evidence showing how you communicate with clients make sure the client is aware of their duties. Evidence showing how you assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of pre-construction information collated for a project Evidence showing how you co-ordinate designers e.g. evidence of written instructions, meeting minutes Evidence showing how you oversee design decisions Evidence showing how you communicate with the principal contractor Evidence showing how you prepare and handover the health and safety file



**APPENDIX 2 FMG RESPONSIBILITIES**

The FMG is responsible for the management of SSIP and its processes.

The FMG consists of 6 working Groups



The FMG will report on its activities at the SSIP Forum meeting and will operate in such a manner that Member Schemes are able to be readily satisfied, through the publication of the material points of FMG meetings, about the decisions and procedures adopted.

### **APPENDIX 3 ELECTION PROCESS**

Sections of this process are referred to in the Articles of Association for Safety Schemes in Procurement (SSIP) Ltd. If this appendix is altered, the Articles of Association need to be referred to in order to confirm continued compliance.

#### **1. Election and Appointment of the Six FMG Positions:**

##### **(At least One Registered Member & One Certification Body Member)**

- 1.1. FMG positions will be nominated by Forum Members on a biennial basis and be agreed by vote.
- 1.2. All Registered Members and/ or Certification body members are eligible to apply for the one of the six member positions on the FMG.
- 1.3. The six FMG positions will be elected biennially by a majority vote from eligible members casting a vote (there is no proxy voting).
- 1.4. Candidates may not vote for themselves.
- 1.5. In the event of a tie the Chair will make the casting vote.
- 1.6. **To be eligible for an elected FMG position:**
  - 1.6.1. Nominees must formally declare their interest prior to nominations being called for which will be not less than two months prior to the due date of the next election.
  - 1.6.2. Nominees must be nominated by a different proposer and seconder.
  - 1.6.3. All nominated and eligible candidate scheme representatives will then be listed on an SSIP nomination paper.
- 1.7. **Registered Member Schemes / Certification Body Member Scheme Process**
  - 1.7.1. On the election date, the six Member Schemes with the most votes will gain an FMG position.
  - 1.7.2. In the event of a tie the Chair will make the casting vote.
  - 1.7.3. In the event that there are six or fewer nominees from both Registered Member Schemes and Certification Body Member Schemes those schemes that have expressed an interest will automatically gain an FMG position, subject to the agreement of the Chair.

#### **2. Election and Appointment of the SSIP Forum Chair**

- 2.1. The SSIP Chairperson will Chair both the Forum Management Group (FMG) and, unless delegated by the FMG, the Forum's meetings.
- 2.2. The SSIP Chairperson will normally be a representative of an SSIP Registered Member or a SSIP Supporter Member. The Chair will normally be elected biennially (or a period considered appropriate by the FMG) at the spring meeting of the Forum by majority vote of all Registered Members and Supporter Members.
- 2.3. Nominations for Chair will be called for by the SSIP Secretariat not less than two months prior to due date of elections.
- 2.4. To be nominated for Chair, individuals must have a proposer and a seconder.
- 2.5. The individual must then sign and return the nomination paper to the SSIP Secretariat no later than one month prior to the date of the election.
- 2.6. Ballot papers must be circulated to all eligible voting members no less than three weeks prior to the date of the election.
- 2.7. The Chair is elected on a simple majority vote.
- 2.8. In the event of a tie, the current Chair will make the casting vote, unless he/she is a candidate for re-election, in which case the vice Chair will make the casting vote.
- 2.9. If only one nomination is received, the candidate will be offered the role, subject to agreement by the current FMG.
- 2.10. There will be no proxy voting and candidates may not vote for themselves.

## **APPENDIX 4 FMG WORKING GROUPS RESPONSIBILITIES**

### **1. Standards Group Responsibilities:**

- 1.1. Standards group to ensure all Member Schemes comply with the Rules & Bylaws.
- 1.2. Standards group to ensure all complaints are responded to within 5 working days.
- 1.3. Standards to maintain record of complaints for discussion at FMG Meetings

### **2. Membership Group Responsibilities:**

- 2.1. Manage, monitor and review SSIP application/renewal process:
  - 2.1.1. Carry out a desk top review on all new applications wishing to join SSIP.
  - 2.1.2. Carry out a desk top review on all renewal applications for continued SSIP membership.
  - 2.1.3. Achieve a consensus from within the group on all applicants for advancement to SSIP audit stage.
  - 2.1.4. Direct SSIP Secretariat to specific areas of concerns or issues requiring further information from applicants.
  - 2.1.5. Direct SSIP Auditors to specific areas of concern (where applicable) or issues requiring further attention at the audit stage.
  - 2.1.6. Review SSIP Auditors report and findings.
  - 2.1.7. Achieve a consensus from within the group on all audited applicants for advancement to SSIP membership stage.
  - 2.1.8. Informing Head of Standards group on any renewals that have been put on hold/declined and which now need Standards Group actions to be implemented.
  - 2.1.9. Updating FMG/Forum on membership approval/concerns.
  - 2.1.10. Manage, monitor and review SSIP application forms.
  - 2.1.11. Manage, monitor and review SSIP Auditor documentation/forms.
  - 2.1.12. Appoint Lead Contacts for Registered, Certification Body, Affiliate and Supporter Members applications and renewals. Responsible for application, auditor and actual renewal forms and for being first point of contact and decision maker.

### **3. Metrics Group Responsibilities:**

- 3.1. Manage, monitor and review SSIP metrics process.
- 3.2. To include the provision of cost savings metrics.
- 3.3. In liaison with the ITC Group & Publicity & Marketing Group

### **4. ITC Group Responsibilities:**

- 4.1. Manage, monitor and review SSIP ITC process:
  - 4.1.1. Ensure Portal operation, functionality and security continues to meet the needs of SSIP and its members.
  - 4.1.2. Maintain and update as necessary, protocol and code of conduct for Portal access.
  - 4.1.3. Review and monitor new and existing members' integration of data to, and usage of, the Portal and report to Membership / Standards Groups as necessary.
  - 4.1.4. Propose improvements and developments to the Portal for consideration by SSIP FMG.
  - 4.1.5. Act as focal point for complaints / issues concerning the Portal from members and users.
  - 4.1.6. Liaise with IT team responsible for maintenance and hosting of the Portal.
  - 4.1.7. Monitor and review SSIP website and hosting / maintenance arrangements.
  - 4.1.8. Provide statistics and information to the SSIP FMG as required.

### **5. Publicity & Marketing Group Responsibilities:**

- 5.1. Manage, monitor and review SSIP publicity and marketing process.
- 5.2. To include website content, social media, newsletter

### **6. Finance Group responsibilities:**

- 6.1. Manage, monitor and review the SSIP Finances:
  - 6.1.1. Implement and maintain a formal purchasing process.
  - 6.1.2. Prepare budgets based upon prior year expenses.
  - 6.1.3. Review all SSIP expenditures and provide recommendations for continued improvement.
  - 6.1.4. Provide statistics and information to the SSIP FMG as required.

**APPENDIX 5 SSIP SECRETARIAT RESPONSIBILITIES:**

The SSIP Secretariat responsibilities are as detailed in the Service Provision dated 05/12/2014.

**APPENDIX 6 SSIP APPLICATION PROCESS:**

**INFORMATION AVAILABLE VIA SSIP SECRETARIAT**

## **APPENDIX 7 SSIP AUDIT PROCESS FOR REGISTERED MEMBERS:**

### **Audit of Registered Member schemes:**

Membership of SSIP for Registered Member schemes and Certification Bodies is subject to compliance with SSIP requirements and an annual audit by an Independent Auditor appointed by the SSIP. The Renewal audit is required to take place before the renewal date and hence renewal planning will commence three months before that date.

The audit will be in two parts:

#### **1. PART A**

- 1.1. The quality management system covering:
- 1.2. written operational procedures;
- 1.3. document control/record management;
- 1.4. customer care/complaints procedures;
- 1.5. resource management;
- 1.6. monitoring, measurement, analysis and improvement;
- 1.7. Current registration with ISO 9001 constitutes a Deemed to Satisfy for Part A of the audit on production of a valid certificate issued by a UKAS accredited certification body, where the scope of certification covers the assessment process.

#### **2. PART B**

SSIP safety pre-qualification scheme requirements covering (where appropriate):

- 2.1. All Member Schemes, accepted for membership will abide by the relevant SSIP Threshold Standard for assessments, which is the SSIP Core Criteria. If Table 4 – Core Question Module C4: Health and safety policy and capability from PAS 91:2013 or as amended OR OHSAS 18001 or ISO 45001 (when adopted), you MUST assess to the SSIP Threshold. No other threshold criteria will be utilised in respect of SSIP requirements.
  - 2.2. Assessor competence;
  - 2.3. Quality assurance checks;
  - 2.4. Conflict of interest.
3. All costs relating to the audit, including any additional audit requirements will be met by the Scheme being audited.
  4. The detailed findings of the audit (either initial or surveillance), including any non-conformities, will typically be kept between the Auditor, the scheme being audited, the SSIP Chair and the Membership Group.
  5. However, as determined by the SSIP Chair, an audit result that directly impacts on the Deemed to Satisfy agreements between Member Schemes may be communicated to all affected Member Schemes.

## **APPENDIX 8 REGISTERED MEMBERSHIP CRITERIA**

### **Registered Membership Applications:**

The application process includes completion of an application form which, if meeting FMG requirements, is followed by an Independent Audit for those applicants undertaking health and safety assessments.

The application will demonstrate how the applicant Member Scheme meets the conditions of membership required by the SSIP and that it will continue to do so.

1. Submitted applications, together with a non-refundable cheque for a £250 administration fee, this should be sent to the SSIP Forum at the time of the application.
2. The submitted application will be checked by the SSIP Secretariat for general completeness and accuracy of the information provided, and distributed to the SSIP Membership Group for consideration.
3. The SSIP Membership Group has the ability to carry out any or all of the functions shown below:
  - 3.1. Ask for additional supporting information.
  - 3.2. Place the application on hold pending further information.
  - 3.3. Decline the application for Registered Member status.
  - 3.4. Advise the applicant they are able to join as an Affiliate member until ready for full membership.
  - 3.5. Approve the application to move to the audit stage.
4. Once approval to audit stage has been agreed, the SSIP Secretariat will issue an audit fee invoice to the applicant, *which must be paid in advance of the audit*. Upon receipt of the audit payment, one of the SSIP Auditors will be allocated to carry out the audit.
5. Following the independent SSIP audit, the SSIP Auditor will submit the audit report to the SSIP Membership Group with all audit findings, comments and recommendations.
6. Upon receipt of the SSIP Membership Group has the ability to carry out any or all of the functions shown below:
  - 6.1. Place the application on hold pending further information from the applicant.
  - 6.2. Inform the applicant that an additional SSIP audit is required to resolve specific issues.
  - 6.3. Decline the application for Registered Member status.
  - 6.4. Advise the applicant they are able to join as an Affiliate member until ready for full membership.
  - 6.5. Approve the application to move to the Registered Member status.
7. Once approval to full Registered Member status has been agreed, the SSIP Secretariat will issue the appropriate membership fee invoice to the applicant, *which must be paid in advance of full membership being granted*.
8. Upon receipt of the full membership fee payment, a certificate of membership, SSIP logo and logo usage guidelines will be issued by the SSIP Secretariat.

### **APPEALS: Registered Membership Applications:**

By applying to the SSIP Forum, a prospective Registered Member agrees to the SSIP application and appeals process, and agrees that the decision of this process shall be final and not subject to further appeal, representations or legal action.

In the event that an application for an SSIP Registered Membership is declined or delayed, the applicant may appeal to the SSIP Forum through the SSIP Project Manager stating the reasons for that appeal.

The appeal will be dealt with by SSIP Chair, seeking clarification from the SSIP Membership Group of their original decision. Advice will be sought from other SSIP FMG members, and if Deemed necessary from an independent legal expert to review the evidence, application and decision.

A written and final decision will be made to the appellant by the SSIP Forum within 30 days of the date of appeal. There is no further appeal to this decision.

## **APPENDIX 9 CERTIFICATION BODY MEMBERSHIP CRITERIA**

### **Certification Body Membership:**

The application process includes completion of an application form which, if meeting FMG requirements, is followed by an Independent Audit concentrating on the SSIP Core Criteria health and safety assessments element.

The application will demonstrate how the applicant Member Scheme meets the conditions of membership required by the SSIP and that it will continue to do so.

1. Submitted applications, together with a non-refundable cheque for a £250 administration fee, should be sent to the SSIP Forum at the time of the application.
2. The submitted application will be checked for general completeness and accuracy of the information provided, and distributed to the SSIP Membership Group for consideration.
3. The SSIP Membership Group has the ability to carry out any or all of the functions shown below:
  - 3.1. Ask for additional supporting information.
  - 3.2. Place the application on hold pending further information.
  - 3.3. Decline the application for Certification Body Member status.
  - 3.4. Advise the applicant they are able to join as an Affiliate member until ready for full membership.
  - 3.5. Approve the application to move to the audit stage.
4. Once approval to audit stage has been agreed, the SSIP Secretariat will issue an audit fee invoice to the applicant, *which must be paid in advance of the audit*. Upon receipt of the audit payment, one of the SSIP Auditors will be allocated to carry out the audit.
5. Following the independent SSIP audit, the SSIP Auditor will submit the audit report to the SSIP Membership Group with all audit findings, comments and recommendations.
6. Upon receipt of the audit report the SSIP Membership Group has the ability to carry out any or all of the functions shown below:
  - 6.1. Place the application on hold pending further information from the applicant.
  - 6.2. Inform the applicant that an additional SSIP audit is required to resolve specific issues.
  - 6.3. Decline the application for Certification Body Member status.
  - 6.4. Advise the applicant they are able to join as an Affiliate member until ready for full membership.
  - 6.5. Approve the application to move to the Certification Body Member status.
9. Once approval to full Certification Body Member status has been agreed, the SSIP Secretariat will issue the appropriate membership fee invoice to the applicant, *which must be paid in advance of full membership being granted*.
10. Upon receipt of the full membership fee payment, a certificate of membership, SSIP logo and logo usage guidelines will be issued by the SSIP Secretariat.

### **APPEALS: Certification Body Membership Applications:**

By applying to the SSIP Forum, a prospective Certification Body Member agrees to the SSIP application and appeals process, and agrees that the decision of this process shall be final and not subject to further appeal, representations or legal action.

In the event that an application for SSIP Certification Body Membership is declined or delayed, the applicant may appeal to the SSIP Forum through the SSIP Project Manager stating the reasons for that appeal.

The appeal will be dealt with by the SSIP Chair, seeking clarification from the SSIP Membership Group of their original decision. Advice will be sought from other SSIP FMG members and, if deemed necessary, from an independent legal expert to review the evidence, application and decision.

A written and final decision will be made to the appellant by the SSIP Forum within 30 days of the date of appeal. There is no further appeal to this decision.



## **APPENDIX 10 AFFILIATE MEMBERSHIP CRITERIA**

### **SSIP Affiliate Members**

This membership is potentially open to those organisations seeking to join SSIP but which do not currently fulfil all of the pre-requisite qualification standards for membership.

Affiliate members have no voting rights.

Affiliate members are exempt the SSIP audit process.

Affiliate members can hold membership for a maximum of two years.

SSIP Affiliate members will have use of the SSIP Affiliate Member logo [new 2016].

FURTHER INFORMATION AVAILABLE VIA THE FMG

## **APPENDIX 11 SSIP SUPPORTER MEMBER CRITERIA**

### **SSIP Supporter Members**

This membership is potentially available to all other interested parties who wish to support the SSIP aims, objectives and ethos, such as major contractors, clients and Trade Associations.

Supporter membership of the SSIP may also be offered at the discretion of the SSIP FMG to other expert interested parties or organisations that can contribute to promoting, improving or enhancing health and safety competence in procurement.

SSIP Supporter members have no voting rights.

SSIP Supporter members are exempt the SSIP audit process

SSIP Supporter members will have use of the SSIP Supporter Member logo.

FURTHER INFORMATION AVAILABLE VIA THE FMG

## **APPENDIX 12 SSIP METRICS REQUIREMENTS**

All key data supplied by the Forum members will remain confidential; however the calculations and the industry saving figures will be published so that SSIP, the member schemes and industry supporters such as the HSE can use the data to highlight the positive effects and cost savings made by industry.

The SSIP Forum will request the following data on a minimum twelve monthly basis to calculate the industry savings made by both clients and suppliers associated with SSIP forum members.

- [1] Number of Deemed to satisfy applications granted to suppliers in the timeframe requested
- [2] Standard assessment fees charged to suppliers (if applicable provide range and average)
- [3] A representative time taken by suppliers to compile information for a first time assessment
- [4] Standard Deemed to satisfy fee charged to suppliers
- [5] Number of accredited suppliers on their database
- [6] Number of client to supplier relationships held within their database (where applicable).

### **APPENDIX 13 SSIP COMPLAINTS, APPEALS PROCESS**

In the event of a complaint requiring the attention of the FMG, the Chair will appoint three persons (two non-Member Schemes and one from the relevant Scheme) to investigate and report back to the SSIP FMG on its findings.

- The Member Scheme, as part of the terms of its SSIP Membership, agrees to be bound by the FMG Chair's decision in respect of resolving any complaint. Each Scheme will operate its own appeals process.
- In the event of a complaint or appeals (if allowed), the Chair will first contact the relevant Member Schemes for their response.
- The Chair will then draft a response and circulate this to the FMG for comment.

The Chair will then issue a response to the complainant.

All Member Schemes, as part of the terms of SSIP Membership, agree to be bound by the FMG's decision in respect of responding to or resolving any complaint or appeal linked to the operation of SSIP.

## **APPENDIX 14 SSIP DISCIPLINARY PROCESS**

### **Disciplinary Procedure**

1. All Members agree to abide by the process below and to accept the decision of SSIP with no further recourse to action, including legal action.
2. Where it is identified by the Standards Group that a Member is not adhering to the Rules and Bylaws, Codes of Conduct or Conditions of Membership, or where it is felt that through its conduct the Member is bringing, or potentially could bring, SSIP, its name or reputation into disrepute, one or more of the following actions are open to the FMG:
  - 2.1. **Stage 1: Written Notification**  
– typically for a minor breach. The Member will be notified in writing of the breach and asked to address the issue(s), with the required timescales.
  - 2.2. **Stage 2: Formal Written Warning**  
– typically for repeated or significant breaches and/or failure to adequately address an issue previously raised (stage 1). The Member will receive a formal written warning and be required to address the issue(s), without delay.
  - 2.3. **Stage 3: Final Written Warning**  
– typically for issues of a serious nature, continued repeated breaches and/or failure to adequately address an issue previously raised (stage 2). The Member will receive a final written warning and be asked to address the issue(s) without delay.
3. The Member Scheme will be given the opportunity to address the issue(s) within any timescales set out in the communications.
4. Failure to adequately address the issue(s) raised in a Stage 3 Final Written Warning letter, or where it is deemed that another serious breach has occurred within 6 months of the previous Stage 3 warning being issued, the following action will be taken:
  - 4.1. Expulsion of the Member Scheme from the SSIP Forum. Where expulsion occurs, a minimum period of 12 months must pass before a re-application for SSIP membership is considered.
  - 4.2. Suspension from the SSIP Forum for a period at the discretion of the FMG (followed by expulsion if the issue(s) are not resolved to the satisfaction of the FMG). During suspension from the SSIP, the suspended member must still meet the applicable requirements of SSIP membership, including DTS of other SSIP Member Schemes (though its own scheme is not recognised by other SSIP Member Schemes during suspension).
5. Note that significant failure to meet SSIP annual renewal conditions can also lead to loss of SSIP Membership.
6. All SSIP fees are still due from an expelled or suspended Member Scheme.

## **APPENDIX 15 EXIT STRATEGY PROCESS**

In the event that a Registered, Supporter or Affiliate Member decides to leave the SSIP Forum, they should notify the SSIP Chair in writing of their intention to leave, together with the main reason for leaving, giving a minimum of 3 months' written notice. During this time the Secretariat will serve notice on the exiting member showing final date of SSIP membership.

Resignation from SSIP is on the understanding that:

- [1] There will be no refund on any fees currently owed or already paid;
- [2] Where annual membership fees become due within the 3-month notice period, the fee will be paid pro-rata;
- [3] The exiting member will ensure any other outstanding fees, e.g. Independent Auditor fees, will be paid in full prior to the date of membership terminating;
- [4] All reference to and logos of the exiting member will be removed from the SSIP website and any other literature within 14 days of termination of membership or as agreed;
- [5] The exiting member will remove all reference to and logos of SSIP from their website and any other literature within 14 days of termination of membership;
- [6] For a period of 12 months from the final termination date, any exiting registered member will maintain their Deemed to Satisfy information via the SSIP Portal for all suppliers certificated prior to the termination date and will also ensure that no assessments carried out after the exit date are integrated into the SSIP Portal.
- [7] All SSIP members commit to a positive exit strategy and all parties will endeavour to ensure there is no negativity in this process.

Reasons for termination of membership will be made known to the FMG but will not be communicated outside of the Forum for a period of 6 months from notice of termination without the express permission of the exiting Member Scheme and the SSIP Chair.

## **APPENDIX 16 ASSESSOR COMPETENCE REQUIREMENTS**

### **1. Assessor Qualification**

- 1.1. SSIP Registered Members will ensure assessors or auditors employed by them to carry out assessments or audits will have the appropriate competence and associated skills, knowledge and experience to enable them to undertake the assessment/audit.
- 1.2. All Assessors or auditors who are tasked to complete an application beyond their skills, knowledge and experience must be instructed to pass it to a manager or colleague for action.

### **2. Minimum Level of Qualification:**

- 2.1. The minimum level of qualification required for conducting a health and safety assessment within the SSIP Forum is having passed one of the following, and 2.2:
  - British safety Council (BSC) Level 3 Certificate in Occupational Safety & Health;
  - NEBOSH General Certificate in Occupational Health & Safety;
  - NEBOSH Certificate in Construction;
  - NVQ Level 3 in Occupational Health and Safety;
  - NCRQ Level 6 Certificate in Applied Health & Safety.
- 2.2. IRCA SSIP Assessor Training Course through a licensed IRCA Training Provider. New assessors appointed by existing SSIP Members must attend and pass the SSIP Assessor Training Course within 6 months.
- 2.3. It is **not** a mandatory requirement for assessors to become IRCA registered.

### **3. Assessor Skills and Experience**

- 3.1. The Assessor must have adequate health and safety experience as defined below:
- 3.2. Have at least 2 years' general health & safety work experience including construction.
- 3.3. Have a comprehensive knowledge of current Health and Safety Legislation including CDM 2015 requirements.

### **4. Assessor Soft Skills**

- 4.1. Assessors should be able to demonstrate excellent communications skills both written and oral in a manner all can understand.
- 4.2. This could be determined as part of customer feedback in quality control.

### **5. Assessor CPD Training**

- 5.1. Assessors will be active in CPD and the Member Scheme will need to demonstrate how this is being addressed.

### **6. New Assessors**

- 6.1. To ensure that New Assessors attain the required standard they shall have their work actively assessed by the Member Scheme over an initial 6-month period, or 10 assessments, whichever is completed first.

## **APPENDIX 17 LICENCE TO USE SSIP LOGO**

### **Terms and Conditions of Use**

1. Only schemes that have successfully completed their annual audit and paid their annual membership fee are authorised to use the ***Safety Schemes in Procurement logo***.
2. Founder Members of the SSIP that have successfully completed their annual audit and have paid their annual membership fee have exclusive use of the logo below that identifies them as a **SSIP Founder Member**.
3. Supporter members that have had their application approved by the Forum are entitled to exclusive use of the **Supporter Member logo**.
4. Affiliate members that have had their application approved by the Forum and paid their annual subscription fee are entitled to exclusive use of the **Affiliate Member logo**.
5. The logo may be used on promotional material but must be accompanied by an objective explanation of the SSIP.  
(For example: The Safety Schemes in Procurement Competence Forum (SSIP) is an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so)
6. The logo may be used on a Member's website or websites subject to a reference to Copyright.
7. The SSIP Competence Forum logo is protected under SSIP Copyright 2009. Its use is exclusively controlled.
8. The SSIP logo cannot be reproduced from any other source other than from originals supplied by the SSIP Secretariat.
9. The logo must appear in a sensible size and position. It must not appear lower or after any other logo other than the member's own branding (if applicable), but must not be used in conjunction with any other logo in such a way as to suggest a relationship other than Membership of SSIP.
10. The logo can be re-sized, providing the lettering remains legible.

### **11. How the logo may be used**

- 11.1. The logo must be used subject to the terms and conditions shown in this document. Use of the logo is exclusive to those who maintain Membership of the SSIP and have paid their annual license. Organisations assessed by SSIP Members are not entitled to use the SSIP logo.
- 11.2. The logo may be used in the following:
  - 11.2.1. a Member's stationery (including letter headed paper, envelopes, compliment slips and business cards);
  - 11.2.2. on a Member's website;
  - 11.2.3. a Member's advertisements (TV, press, posters, magazines, internet);
  - 11.2.4. a Member's promotional literature; and,
  - 11.2.5. a Member's exhibition stand or stands.

### **12. Variations**

- 12.1. Applications for use of the logo outside these guidelines and restrictions must be made in advance and in writing to the SSIP Secretariat.



**APPENDIX 18 SSIP PORTAL USAGE: CODE OF CONDUCT**

**All SSIP Forum members accessing the Portal must:**

- [1] At all times respect and protect the intellectual property and commercial data provided voluntarily from other member schemes, to which they are being given privileged access.
- [2] Not conduct generic searches of the data, for example using single word searches such as “electrical”, “builder”, “painter”, “Ltd”, “Limited”, etc.
- [3] Not attempt “wild card” searches of the data.
- [4] Not use the data for “cleansing” or checking a client or potential client’s supply chain list, in whole or in part.
- [5] Not give data taken from the Portal, written or verbal, to any third party (other than the assessed company named on the Portal) for any reason whatsoever.

**Sanctions and Remedies**

- [6] Evidence of any breach of these T&C’s or the Code may result in immediate suspension of access to the Portal, pending a review by the FMG or its nominees. If the evidence is deemed by FMG to be substantiated, this may result in continued suspension of access to the Portal, and of SSIP Forum membership if deemed appropriate by the FMG or its nominees, with no refund of affected SSIP fees or subscriptions.
- [7] In the event of any applicable SSIP Forum member being unable or unwilling to provide its supplier data, in a suitable format, as stated earlier in these T&C’s and in accordance with the SSIP Terms of Reference, the situation will be reviewed by the FMG or its nominees and if the issue remains unresolved within a reasonable period of time as laid down by the FMG or its nominees, the member may be suspended from access to the Portal and if deemed appropriate, from SSIP Forum membership, with no refund of affected SSIP fees or subscriptions.

**Declaration**

- [8] We hereby declare that our use of the SSIP Portal is for the sole purpose of verification of a Deemed to Satisfy request from a supplier or buyer, and accept the Terms and Conditions for use and will observe and abide by the Code of Conduct and the decisions of the FMG relating to sanctions and remedies.
- [9] We will provide suitable data for the Portal as required, and understand that the provision of this data to the Portal is, for assessor members, a condition of SSIP Forum membership.
- [10] We will inform the SSIP Secretariat in good time if a change in our status or that of our clients could affect entitlement to access and use of the Portal.
- [11] We agree that when verifying a Deemed to Satisfy request via the Portal, where such verification results in the granting of a Deemed to Satisfy, we will use the functionality provided in the Portal to record this and accept that SSIP will have access to the resulting statistical data concerning successful Deemed to Satisfy requests.
- [12] We agree that the Deemed to Satisfy statistical data collected by SSIP from the portal may be used to produce evidence of cost savings for communicating the benefits of SSIP to industry.

***TO BE SIGNED BY ALL MEMBERS OF SSIP***  
***RENEWAL OF SSIP FORUM MEMBERSHIP IS SUBJECT TO ACCEPTANCE AND COMPLIANCE WITH THIS DOCUMENT.***

Signed .....  
Print Name ..... Date.....  
For and on behalf of .....

**APPENDIX 19 – PROVISION OF INFORMATION**

<b>ASSESSMENT CHECKLIST</b>			
Assessing Member:	Organisation:	Assessment Date:	Assessment Result:

SSIP CORE CRITERIA SECTION	YES	NO	N/A
<b>1. Health &amp; Safety Policy &amp; Organisation for Health &amp; Safety</b>			
> Signed health & safety policy			
> Responsibilities & duties clearly defined			
<b>2. Adequate Arrangements</b>			
> Asbestos			
> Hazardous substances			
> Working at height			
> Manual handling			
> Work equipment			
> First aid			
> Health surveillance			
> Fire & evacuation emergency procedures			
<b>3. Competent Advice</b>			
> Access to suitable competent corporate advice			
> Is competent corporate advice from an external source?			
> Access to suitable competent construction advice			
> Is competent construction advice from an external source?			
> Example of advice given & action taken			
<b>4. Training &amp; Information</b>			
> Samples of relevant training records/certificates of attendance			
> Evidence of induction training			
<b>5. Individual Qualifications &amp; Experience</b>			
> Evidence of suitable qualifications & experience			
> Contractors – managers, supervisors, site workers			
> Designers – relevant qualifications/professional memberships			
> Principal Designer’s – relevant qualifications/professional memberships			
<b>6. Monitoring, Audit &amp; Review</b>			
> Management reports relating to health & safety			
> Examples of site inspection reports			
<b>7. Workforce Involvement</b>			
> Consultation arrangements			
> Records of health & safety committees			
<b>8. Accident Reporting</b>			
> Arrangements to record accidents & incidents			
> Arrangements to report accidents & incidents			
> Arrangements to investigate accidents & incidents			
<b>9. Sub-Contracting</b>			

SSIP CORE CRITERIA SECTION	YES	NO	N/A
<ul style="list-style-type: none"> <li>&gt; Arrangements to manage sub-contractor competence</li> <li>&gt; Evidence of suitable sub-contractor competence assessments</li> </ul>			
<b>10. Risk Assessment Leading to Safe Method of Work</b>			
<ul style="list-style-type: none"> <li>&gt; Examples of job/site specific risk assessments</li> <li>&gt; Examples of safe systems of work/method statements</li> </ul>			
<b>11. Co-operation &amp; Co-ordination</b>			
<ul style="list-style-type: none"> <li>&gt; Systems in place to ensure good co-operation &amp; co-ordination of work</li> </ul>			
<b>12. Welfare Provision</b>			
<ul style="list-style-type: none"> <li>&gt; Arrangements in place to ensure welfare facilities in place</li> </ul>			
<b>13. Hazard Elimination &amp; Risk Control (Designers &amp; Principal Designers)</b>			
<ul style="list-style-type: none"> <li>&gt; Arrangements to ensure co-operation &amp; co-ordination of design work</li> <li>&gt; Evidence of hazards eliminated &amp; risks controlled in design process</li> <li>&gt; Examples of how risks reduced through design</li> </ul>			
<b>14. Principal Designers Duties (Principal Designer)</b>			
<ul style="list-style-type: none"> <li>&gt; Arrangements to ensure co-operation, co-ordination &amp; communication between all project members</li> <li>&gt; Practical evidence showing co-operation &amp; co-ordination of work</li> </ul>			