



Suppliers' Guide to SSIP Registration

Purpose

The purpose of this guide is to answer some of the questions suppliers may ask about the Safety Schemes in Procurement Forum (SSIP) and how it will work for them.

Definitions

Supplier – any business or individual who is offering to provide a service or services to a buyer.

Buyer – any individual or organisation purchasing the services of a supplier.

An organisation can be both a supplier and buyer.

Buyers will define what suppliers they want to register with an SSIP member scheme. In some circumstances supplier registration is not always suitable. For example, a training provider visiting a buyer's office to deliver a training programme, a recruitment agency providing staff, a practice delivering consultancy services at a buyer's office or a company delivering stationery.

How does a supplier register with an SSIP member scheme?

- 1. The supplier is told they must register with a specific scheme.**
Often the supplier is told to register with the buyer's preferred scheme. However, a supplier registered with another scheme can seek registration with the buyer's preferred scheme on the basis of "deemed to satisfy" through SSIP.
- 2. The supplier is free to choose the scheme they want to be registered with.**
A buyer might choose to instruct their suppliers to register with any SSIP member scheme. This gives the supplier the freedom of choice as to which they feel provides best value for them. This being the case, the supplier should visit the SSIP schemes' web sites and decide which is for them. They should select based on things like assessment and registration fees, the buyer's use of a particular scheme or whether the scheme covers their particular duty holder role such as Contractor or Designer.
- 3. The supplier is already registered with another SSIP member scheme.**
A supplier wanting registration with another SSIP scheme may, in some circumstances, be registered under the "deemed to satisfy" agreement. Acceptance will depend on various factors. For example, they are compliant but the scheme does not include assessment of the Contractor or Designer duty holder. The duty holder's roles assessed by each scheme are described in the table of equivalences below.
- 4. The supplier is invited to complete an assessment by a non-SSIP member.**
One of the challenges SSIP faces is the need to educate buyers. This will take time but we need to convince buyers that they can place faith in a current compliant assessment completed by an SSIP member scheme and that this substitutes the need for them to complete a stage 1 assessment. Suppliers can help by advising these non SSIP buyers of their compliance by providing a copy of their certificate and asking that buyer to visit our web site to seek more information about SSIP. Further, the supplier concerned may choose to write to the buyer concerned using the model letters outlined in Appendix 2A and 2B.

How long is a compliant SSIP member registration valid?

The validity period for each SSIP member is 1 year. Acceptance under a "deemed to satisfy" depends on when the original assessment was completed and how much validity remains.

How long does registration take?

Again, this varies from scheme to scheme. You will need to get this information from each scheme.

What are the assessment and registration costs?

These vary from one scheme to another and can usually be found through the scheme's web site. If you are already registered compliant with another SSIP scheme member and you meet the qualifications needed for a "deemed to satisfy" registration, you will not have to pay a full assessment fee.

How long does an assessment take?

Again, this varies from scheme to scheme and is dependent on the supplier providing everything needed for the assessment. Typically schemes will try to complete their initial assessment within ten working days.

Do I have to provide extra information to be registered with a scheme?

Yes, you may have to. There are two circumstances in which extra information is needed. Some of the schemes gather additional data for use by their buyers. This might include financial data for example. Some schemes may need extra health and safety questions to be answered and evidence provided to meet buyers' specific needs.

Appendix 1

Table of Equivalences – September 2016

No	Name of Scheme	Construction Contractor	Principal Contractor	Principal Designer	Designer	Group	Non-Construction
1	Contractors Health and Safety Scheme (CHAS)	✓	✓	✓	✓	✓	✓
2	National House-Building Council (NHBC) - SafeMark	✓	✓	✓	✓	✓	NA
3	EXOR H&S Qualified (operated by Santia Accreditation)	✓	✓	✓	✓	✓	✓
4	Safety Management Advisory Services (SMAS) - (Worksafe Scheme)	✓	✓	✓	✓	✓	✓
5	Altius CDMComply	✓	✓	✓	✓	NA	NA
6	Eurosafes UK	✓	✓	✓	✓	NA	✓
7	British Constructional Steelwork Association (BCSA)	✓	NA	NA	✓	✓	NA
8	Association for Project Safety (APS) Corporate Membership	NA	NA	✓	✓	NA	NA
9	The BESA Health & Safety Assessment	✓	✓	NA	NA	✓	NA
10	British Standards Institute (BSI) (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
11	NQA (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
12	Laing O'Rourke Group Services (LOR) - Contractors HSE Assessment Scheme	✓	NA	NA	✓	NA	NA

No	Name of Scheme	Construction Contractor	Principal Contractor	Principal Designer	Designer	Group	Non-Construction
13	Alcumus SafeContractor (operated by Santia Accreditation)	✓	✓	✓	✓	✓	✓
14	Exova BM TRADA (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
15	DNV Certification (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
16	D W Health and Safety	✓	✓	NA	✓	NA	NA
17	Lloyd's Register Quality Assurance (LRQA) (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
18	SGS Systems & Services Certification Services (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
19	Alcumus ISOQAR (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
20	Safe-T-Cert (operated by Construction Employers Federation)	✓	✓	NA	✓	NA	NA
21	National Association of Shopfitters (NAS)	✓	✓	NA	✓	✓	NA
22	NASSH	✓	✓	NA	NA	✓	✓
23	MSL Safepartner	✓	✓	NA	NA	NA	✓
24	Greenlight Safety Assessment Scheme	✓	✓	✓	NA	NA	✓
25	AJA Registrars (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
26	CQMS Safety-Scheme	✓	✓	✓	✓	✓	✓

No	Name of Scheme	Construction Contractor	Principal Contractor	Principal Designer	Designer	Group	Non-Construction
27	<u>NSI Health and Safety Scheme</u> - operated by Insight Certification (one way deemed to satisfy arrangement) (OHSAS 18001 certification only) (until 21/9/15)*	✓	NA	NA	✓	✓	✓
28	<u>The Health and Safety Assessment Scheme (HSAS)</u>	✓	✓	✓	✓	NA	NA
29	<u>IMS International</u> (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
30	<u>Acclaim Accreditation</u>	✓	✓	✓	✓	NA	NA
31	<u>Worksafe</u> - operated by BM TRADA	✓	✓	NA	✓	NA	NA
32	<u>Avetta formerly known as PICS Manual Audit</u>	✓	✓	✓	✓	✓	
33	<u>ACM Limited</u> (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
34	<u>ARB Approved Contractor Scheme</u> - operated by Arboricultural Association	✓	NA	NA	NA	NA	✓
35	<u>Bureau Veritas Certification UK Ltd</u>	✓	✓	✓	✓	✓	✓
36	<u>NSAI (Ireland)</u> (one way deemed to satisfy arrangement) OHSAS 18001 certification only (INAB accredited – UKAS equivalent)	✓	✓	✓	✓	NA	✓
37	<u>Intertek Certification Limited</u> (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
38	<u>URS Certification Limited</u> (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
39	<u>Ocean Certification Limited</u>	✓	✓	✓	✓	✓	✓

No	Name of Scheme	Construction Contractor	Principal Contractor	Principal Designer	Designer	Group	Non-Construction
	(one way deemed to satisfy arrangement) (OHSAS 18001 certification only)						
40	ERM Certification & Verification Services (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
41	ACS Registrars (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	NA	NA
42	The British Assessment Bureau Limited (one way deemed to satisfy arrangement) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
43	DQS UK Limited (one way deemed to satisfy arrangement) (DAKKS accredited –UKAS equivalent) (OHSAS 18001 certification only)	✓	✓	✓	✓	✓	✓
44	Alcumus SM & MS ContractorPlus (until 3/10/2016)*	✓	✓	✓	✓	✓	✓
45	FASET Membership Audit	✓	NA	NA	NA	NA	NA
46	Achilles BuildingConfidence (until 19/9/2016)* (Levels 3,4,5)	✓	✓	✓	✓	✓	✓
47	DAS Certification Ltd	✓	✓	✓	✓	✓	✓
48	Certification International (UK) Ltd (until 15/11/2016)*	✓	✓	✓	✓	✓	✓
49	Steel Construction Certification Scheme	✓	✓	✓	✓	✓	✓
50	Principal Approved Suppliers Scheme – PASS (operated by Principal Safety)	✓	✓	✓	✓	NA	✓

Key: ✓ = Audit outcome was SSIP Forum Deem to Satisfy achieved; NA = Not applicable as the audit scope did not include category

* = Certificates issued after this date will no longer be eligible for Deem to Satisfy (DTS) by other members of SSIP. For the avoidance of doubt, a relevant and compliant certificate issued up to and including this date remains valid for SSIP DTS.

Appendix 2A

Model letter for suppliers to send out to prospective Buyers (clients/customers) who have asked for them to be Health and Safety assessed and to join a scheme which is not a SSIP scheme.

Dear

I note that I am invited to be assessed under *[insert name of scheme provider]*. I am aware that the Safety Schemes in Procurement Forum is approved by the Government and the Health and Safety Executive. The Forum's member schemes all comply with the SSIP core criteria, or the health and safety module in PAS 91, **and have undertaken mutually to recognise each other's schemes.**

Statement from the Health & Safety Executive

"SSIP assessments are all judged on core criteria approved by HSE. These core criteria describe what it means for a construction business to comply with basic health and safety law. The Core Criteria were published by HSE in Appendix 4 of the CDM 2007 Approved Code of Practice. With the new CDM 2015 Regulations, there is no immediate publication of an Approved Code of Practice, and the SSIP Forum have agreed to adopt the Core Criteria to become part of the SSIP Terms of Reference.

HSE's message for Clients, those who are procuring the services of suppliers to do construction work, is simple. HSE encourages Clients to accept a valid certification, based on an assessment by any of the SSIP Forum Member Schemes* as having met the Core Criteria, and Clients should not then require any further evidence at the prequalification stage."

**** With the exception of Constructionline, which does not carry out health and safety assessments to the Core Criteria***

Please help reduce the unnecessary burden on industry and if you recognise the value of mutual schemes please accept that stage 1 assessment has already been achieved.

I have already been assessed under *[insert name of scheme provider]*

Please also be advised that I have undergone an OHSAS 18001:2007 audit undertaken by a UKAS accredited certification body which also satisfies the core criteria. *[Delete this sentence if not applicable]*

In being invited to be assessed under *[insert name of scheme provider]* I would be grateful if you would kindly confirm whether:

1. *[insert name of scheme provider]* is approved by Government/HSE, and
2. Whether *[insert name of scheme provider]* is compliant with the guidance and, more specifically, with the SSIP Core Criteria or the health and safety module in PAS 91.

Thank you very much for your help in this matter.

Yours sincerely

If you require further information about SSIP please go to www.ssiip.org.uk where you will find a list of those scheme providers in membership of SSIP.

Appendix 2B

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Letter to clients/main contractors (buyers)

Dear

I note that I have been asked to be assessed by the [insert name of scheme provider A] Scheme, which is a member scheme within the Safety Schemes in Procurement (SSIP) Forum.

The SSIP Forum's member schemes all comply with health and safety core assessment criteria which have been recognised by the HSE (and which are consistent with the health and safety module in PAS 91). In order to prevent unnecessary cost and bureaucracy in health and safety assessment, *all SSIP members have undertaken to mutually recognise each other's schemes, to the maximum extent.* The names of the schemes that support this undertaking are shown below, along with a supporting statement from the HSE.

As such, I would appreciate it if you would recognise my current assessment by (SSIP member scheme B or certification to SSIP member OHSAS 18001), which shows that an acceptable basic health and safety assessment has already been achieved and which can be verified on the [SSIP Portal](#).

I trust the above is helpful.

Statement from the Health and Safety Executive (HSE)

"SSIP assessments are all based on core criteria approved by the Health & Safety Executive (HSE). These core criteria describe what is required for a construction business to comply with basic health and safety law. The Core Criteria were originally published by HSE in Appendix 4 of the CDM 2007 Approved Code of Practice, and the SSIP Forum has adopted the Core Criteria, with our agreement, to become part of the SSIP Terms of Reference.

HSE's message for Clients, those who are procuring the services of suppliers to do construction work, is simple. HSE encourages Clients to accept valid certification, based on assessment by any SSIP Forum Member assessment Scheme as having met the Core Criteria, and that Clients should not then require any further evidence at the prequalification assessment stage."

*Note: the Constructionline scheme does not carry out health and safety assessments.

I would appreciate it if you would, on consideration of the above, confirm that I am not required to join [insert name of scheme provider A] and that my current assessment by another SSIP member scheme (and which is recognised by (insert name of scheme provider A)) meets your needs at this stage.

Thank you for your consideration and co-operation in this matter. The names of the SSIP member schemes that fully support the above (offering two-way recognition) are shown below.



If you require further information about SSIP please go to www.ssip.org.uk where you will find the most up to date list of assessment scheme members of SSIP.

Yours sincerely