



RULES & BYLAWS

**“Maximising the value of Health & Safety
supplier assessment”**

AMENDMENT RECORD SHEET

FULL REVISION REGISTER AVAILABLE VIA SSIP SECRETARIAT

ISSUE NO	AMENDMENTS/UPDATES	DATE
8.09	Amendment record sheet – implementation period & reference 9.2 Section 8.1 – Annual Assessments Section 9.5 – Portal Dutyholders Section 10.8 – Reviewers Appendix 2 – Update to Working Groups Appendix 3 – (2.1) (2.3) Appendix 6 – Initial Application Process Appendix 7 – ISO 9001 encouraged by SSIP Appendix 16 / 16b – Minimum Qualifications & Refresher Training Appendix 21 – SSIP Membership Fees	01/11/2018
8.10	Amendment record sheet 6.4 – SSIP FMG Composition 6.10 - SSIP Full Forum Meetings 8.1 – Scope of SSIP Membership 8.5 – Existing members 8.7 – Membership applications 9.2 –Obligation to implement changes 9.3 – Commitment to provide assessment data 9.5 – SSIP Portal Code of Conduct 9.7 – Members Website, Stationery & Literature 9.15 – Certificates and logo 10.2 – SSIP Thresholds for Certification Body Members 10.3 – Conditions for issuing a valid SSIP Member Scheme Approval 10.5 – Type of Assessments 10.6 – Assessing organisations with less than 5 employees 10.7 – (new) 10.9 – Reviewers 10.10 – Conflict of Interest Appendix 7 Appendix 14 (7.5) Appendix 16 (3.2, 3.3, 7.5) Appendix 16B Appendix 17 Appendix 18 (11) Appendix 22 (new)	01/12/2019
8.11	10.10 – Conflict of Interest	07/02/2020

Note/s:

All revisions will anticipate a member implementation period of 3 months unless indicated otherwise.

Please refer to item 9.2: Obligation to implement SSIP Changes

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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 FMG, 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 & Safety assessments between SSIP Member Schemes, wherever practicable to do so.

- This is with the strategic aim of reducing the overall burden and cost of Health & 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 & Safety organisational capability standards in UK pre-qualification schemes.

3 CORPORATE VALUES

The specific aims of the SSIP forum 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 Deem to Satisfy (DtS) agreement between SSIP Member Schemes that is clear and transparent.
 - Provide confidence in pre qualification stage health and 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 pre-qualification 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 & 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 Deem 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 FMG.

6 SSIP GOVERNANCE

6.1 Safety Schemes in Procurement (SSIP) Forum

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

6.2 SSIP Full Forum Composition

The SSIP Full 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 Full 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 (re-named Safecontractor), 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 the discretion of the FMG

6.5 SSIP FMG Voting Rights

SSIP 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:

- Safecontractor, 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 a minimum of four times a year, barring exceptional circumstances.
- The FMG is responsible for the strategic direction and management of SSIP and its operational processes.
- The FMG will report on its activities at the SSIP Full 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 Full Forum Meetings

Arrangements will be in place to ensure that the SSIP Full Forum meet a minimum of twice a year, barring exceptional circumstances for attendance by all Registered Members, Certification Body Members, Supporter Members and Affiliate Members.

All members are expected to send a member representative to attend Full Forum Meetings on at least an annual basis.

6.11 SSIP Management and Administration

Day to day administration, accounts etc. are carried out by a contracted Secretariat supported by the SSIP Operations 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 the SSIP 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 & auditing experience.
- 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 Deem to Satisfy Agreement

The SSIP Forum operates a Deem to Satisfy (DtS) agreement for mutual (or non-mutual) recognition which is in place amongst SSIP Members.

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 Deem to Satisfy (One-way Mutual Recognition against Certification Member Scheme Approvals)

Registered Member Schemes will operate a one-way Mutual Recognition with Certification Body Schemes only. Note: OHSAS 18001 / ISO 45001 certificates are valid for 3 years and it is important that registered member DtS certificate expiry dates align with the OHSAS 18001 / ISO 45001 certificate expiry date.

- 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 (see 9.5) being displayed on the SSIP Portal (certificate expiry date and assessment date).
- The OHSAS 18001 / ISO 45001 certificate expiry date displayed on the Portal will act as the primary reference date (Base Date) for all subsequent DtS certificate issues.
- If the DtS application is within 12-14 months of the OHSAS 18001 / ISO 45001 certificate expiry date (Base Date): This date will be used on the registered members DtS certificate.
- If the DtS application is > 14 months of the OHSAS 18001 / ISO 45001 certificate expiry date (Base Date): The DtS certificate will be based on the CB expiry date less 1 year (Base Date -1) or less 2 years (Base Date -2) depending on the OHSAS 18001 / ISO 45001 expiry date relative to the year of DtS application.
- The length of Mutual Recognition issued by the DtS Member Scheme can be up to 14 months before the relative Base Date, Base Date -1 or Base Date -2.

Please see Appendix 20 for further guidance

7.4 Deem to Satisfy (Two-way Mutual Recognition against Registered Member Scheme Approvals)

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 (see 9.5).
- All registered members agree to operate in accordance to the Mutual Recognition period process (see 7.5)

7.5 Mutual Recognition Period - (Two-way Deem to Satisfy)

The recognition* period of any DtS approval issued under Mutual Recognition will be governed by the **expiry date** of the originating SSIP Member Scheme approval as detailed on the SSIP Portal.

The length of Mutual Recognition issued by the DtS Member Scheme shall be equal to their DtS date, until the expiry date, as detailed on the SSIP Portal if that expiry date is within 14 months of the DtS date.

Under no circumstances during Mutual Recognition, should the approval issued under the Deem to Satisfy Agreement exceed or shorten the expiry date as detailed on the SSIP Portal.

*Transitional period of 12 months from 01/07/2017 for member implementation.

7.6 Deem 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 & Safety assessment scheme which:

- Operates a stand-alone H&S assessment scheme/product/package 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 Pre-qualification Schemes that adhere to the terms outlined in these Rules and Bylaws.
- All scheme members will ensure SSIP Assessments are conducted annually as a minimum and, where possible, to ensure that concurrent certificate validity is achieved*
* See 9.5 for Portal Integration requirements.
- The H&S assessment scheme will conduct assessments to the SSIP Core Criteria threshold standard covering at least one or more of the following categories:
 - SSIP Approved (Non-construction contractor)
 - SSIP Approved: Contractor (Construction)
 - SSIP Approved: Principal Contractor
 - SSIP Approved: Designer
 - SSIP Approved: Principal Designer

Note: The category SSIP Approved is for organisations that operate outside of the construction industry or are construction-based consultants that are not classed as a contractor by way of definition of the CDM 2015 Regulations.

Further guidance on roles please see the following: <https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/cdm-regulations/>

8.2 Declined or Delayed Applications

By applying to the SSIP Forum, a prospective 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 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 & 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 6 weeks 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 Registered Members are controlled by the SSIP Membership group and initial and renewal audits undertaken by the SSIP independent auditors.

All applications for Certification Body Members are controlled by the FMG in the first instance and then co-ordinated with UKAS for extension to scope accreditation.

All applications for Supporter and/or Affiliate Membership are controlled by the Chair.

SEE APPENDIX 6 SSIP APPLICATION PROCESS

8.8 **SSIP Audit**

All Registered Members and Certification Body Members will undergo an annual audit.

Registered Members

The Registered Members audit will be undertaken by an Independent Auditor appointed by the SSIP FMG.

The audit will consist of 2 Parts:

1. SSIP conformity
2. Quality management conformity. Note: If a UKAS accredited ISO 9001 certification is held by the member then the second part is negated.

The audit duration will be a minimum of 1 day for each Part but will be based on the following factors and may be increased accordingly:

3. Size and number of assessments undertaken by the scheme
4. Type and number of categories being assessed by the scheme

If further time is required i.e. for reviewing corrective actions then this will be added to the overall audit time and billing details.

Certification Body Members

All Certification Body Members will be audited by UKAS as per the SSIP Sector Scheme and ISO 17021 -1 accreditation requirements for OHSAS 18001:2007 / ISO 45001:2018.

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 holding:

- > OHSAS 18001 or ISO 45001 (when adopted),
- > SSIP Sector Scheme,
- > IAF28 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 UKAS Accreditation 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 from 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 Body 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 & 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 & 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 as defined in 6.4.
- 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 communicated 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.

All revisions will anticipate a member implementation period of 3 months unless indicated otherwise.

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 Scheme, 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.

All members will retain relevant assessment and resource (Assessor/Reviewer) information for the life of the certificate to ensure that current approvals showing on the SSIP Portal can be subject to annual compliance audit.

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.

1. Name* and address details.

Note: Name should be the registered/legal name of the company/individual assessed followed by the 'trading as' name if applicable.

2. Number of employees (under 5's indicator).

3. Scopes approved:

- a. SSIP Approved (previously defined as Non-Construction),
- b. SSIP Approved: Contractor,
- c. SSIP Approved: Principal Contractor,
- d. SSIP Approved: Designer and,
- e. SSIP Approved: Principal Designer
- f. SSIP Approved: IE
- g. SSIP Approved: IE Contractor
- h. SSIP Approved: IE Project Supervisor Construction Stage (PSCS)
- i. SSIP Approved: IE Project Supervisor Design Process (PSDP)
- j. SSIP Approved: IE Designer

4. Scope / Trades / Activities (assessed against)**

5. Assessment/Surveillance date (date of assessment approval).

6. Certificate expiry date.

** Scope / Trades Description: The scope needs to describe the types of products and services provided by the organisation. The scope in many cases is self-evident and defined by the activities taking place at the workplace and/or point of service delivery.

FOR GROUP ASSESSMENTS THE FOLLOWING INFORMATION MUST BE DISPLAYED ON THE SSIP PORTAL:

- Head Office (parent company) name and details as per 2, 3, 4, 5, 6 above
- The Head Office (Parent company) name followed by each applicable 'trading as' company name or 'business unit / division' name and details as per 2, 3, 4, 5, 6 above including each applicable trading address.
- See Appendix 22 for further information.

If the Supplier/Contractor is undertaking a renewal assessment/programmed surveillance visit, (to maintain their concurrent approval), it is recognised that, the renewal assessment/planned surveillance may be completed and approved by the SSIP Member Scheme in advance of the existing original expiry date.

In these circumstances the expiry date displayed on the SSIP Portal may be up to 14 months from the renewal assessment/programmed surveillance date, but no more than 12 months from the previous expiry date. *(This approval period must be supported by sufficient records held by the original SSIP Member Scheme to confirm the assessment date and approval are valid.)*

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 SSIP Portal Code of Conduct.

SEE APPENDIX 18 - SSIP PORTAL USAGE: CODE OF CONDUCT

9.7 SSIP Deem to Satisfy Percentage Cost Savings Data

To enable SSIP to demonstrate the positive impact the Forum membership has on reducing pre-qualification costs and bureaucracy in the supply chain, all Registered Members must provide Deem to Satisfy Percentage cost savings data to the SSIP Secretariat via the SSIP application/renewal forms, and at any reasonably required timescales.

To support cost savings data collation the 'Match' button must be validated for each Deem to Satisfy Certificate issued by all Registered Members.

SEE APPENDIX 12 SSIP DEEM TO SATISFY PERCENTAGE COST SAVINGS 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.

All SSIP Members are encouraged to promote the aims and ethos of SSIP on their company website; 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 suppliers' ensuring continued integrity and impartiality (see 10.10).

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 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 FMG 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 FMG.

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 & 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 issue certificates to suppliers for their Health & Safety Assessment, including for renewal, then all certificates relating to the Assessment must carry the relevant* 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).

The certificate issued should meet the supplier information as per 9.5 'Data Integration on to the SSIP Portal'.

Member Schemes shall clearly state which SSIP category they are awarding certification to as follows:

- SSIP Approved (Previously defined as Non-construction),
- SSIP Approved: Contractor,
- SSIP Approved: Principal Contractor,
- SSIP Approved: Designer,
- SSIP Approved: Principal Designer
- SSIP Approved: IE
- SSIP Approved: IE Project Supervisor Design Process (PSDP)
- SSIP Approved: IE Designer
- SSIP Approved: IE Contractor
- SSIP Approved: IE Project Supervisor Construction Stage (PSCS)
- or a combination of these duty holders.

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

* See Appendix 17

Suppliers are entitled to use the designated SSIP logo during any period of registration with a valid SSIP Member Scheme.

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 or If Table 4 – Core Question Module C4: Health & Safety policy and capability from PAS 91:2013 (or as amended).

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 SSIP Sector Scheme audit process will use OHSAS 18001 or ISO 45001 (when adopted) and the SSIP Core Criteria as its threshold requirement for the demonstration of organisational capability to facilitate the DtS process.

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.
- All Registered Member and Certification Body Member certificates must bear the SSIP Logo.
- 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 the Rules and Bylaws. 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 Type of Assessments

As a minimum, Registered Members will undertake a 'desk-top' H&S assessment of a supplier's submission, against the threshold levels (SSIP Core Criteria).

Member Schemes 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.

Certification Body Members will undertake H&S assessments in line with their UKAS OHSAS 18001 / ISO 45001 + SSIP Accreditation requirements. The SSIP Core Criteria requirements will be covered as part of the OHSAS 18001 / ISO 45001 audit delivery.

10.6 Assessing organisations with less than 5 employees (Proportionality)

Registered Members & Certification Body Members will apply a proportionate approach to 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).

These organisations shall be expected to provide proportional documented evidence to meet the SSIP Core Criteria and legal requirements.

10.7 Effective number of personnel (Registered Members)

The Registered Member will determine the applicant's effective number of personnel during the pre-assessment stage.

The effective number of personnel consists of all personnel (permanent, temporary, and part-time) involved within the scope of the Health and Safety Assessment.

For those organisations that directly employ under 5 personnel but outsource scoped activities to labour only subcontractors and/or temporary workers then these organisations shall be expected to provide full documented evidence to meet SSIP Core Criteria requirements. These types of organisations shall not be classed as under 5 for the SSIP Portal data.

The under 5 classification is for any other organisation whose effective personnel numbers are <5. These organisations shall be expected to provide proportional documented evidence to meet SSIP Core Criteria and legal requirements. These types of organisation will be classed as under 5 for the SSIP Portal data.

10.8 Assessors

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

SEE APPENDIX 16 ASSESSOR COMPETENCE CRITERIA

10.9 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).
- All Reviewers must hold the minimum assessor qualifications as detailed in Appendix 16.
- On an annual basis the SSIP Reviewer will ensure reviews are undertaken for 3% of all individual assessors.
- For Certification Body Members the Reviewer(s) will carry out report reviews of all certification decision type assessments i.e. initial assessments, re-certification assessments and, where appropriate, extension to scope assessments if the new scope of registration impacts on either compliance to the Core Criteria or introduction of a new duty holder.
- Ensure the results of the reviews are resolved accordingly.
- Ensure that reviews are made available to the independent auditor.
- Reviewers are actively encouraged to use the review process to coach and mentor assessors as part of their CPD.

10.10 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.

All member schemes will ensure continued integrity and impartiality and will maintain an appropriate Conflict of Interest Policy.

Registered Members & Certification Body Members shall have a policy that understands the importance of impartiality in carrying out its assessment or management system certification activities, manages conflict of interest and ensures the objectivity of its assessment or management system certification activities

In order to ensure that there is no conflict of interests, personnel who have provided management system consultancy, including those acting in a managerial capacity, shall not be used by the Registered Member or Certification Body Member to take part in an assessment, audit or other certification activities if they have been involved in management system consultancy towards the client. A recognized mitigation of this threat is that personnel shall not be used for a minimum of two years following the end of the consultancy.

APPENDICES

Appendix 1 – SSIP Core Criteria for the Demonstration of organisational capability Assessment

NOTE

CRITERIA ELEMENTS 1 TO 12 ARE APPLICABLE TO ALL ORGANISATIONS. CRITERIA ELEMENTS 13 TO 14 ARE ONLY APPLICABLE TO CONSTRUCTION SECTOR ORGANISATIONS (WHO HAVE SPECIFIC DUTIES) AND ARE IN ADDITION TO CRITERIA ELEMENTS 1 TO 12. THIS LIST MAY BE AMENDED FROM TIME TO TIME AS NECESSARY, TO REFLECT REGULATORY OR OTHER RELEVANT DEVELOPMENTS

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
1	Health & Safety policy and organisation for Health & Safety	<p>You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation.</p>	<p>A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).</p>
2	Arrangements	<p>These should set out the arrangements for Health & 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 & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce</p>	<p>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 & Safety legislation.</p>
3	Competent advice – corporate and construction related	<p>Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health & Safety information and advice.</p> <p>An example from the last 12 months of advice given and action taken.</p>
4	Training and information	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers.</p> <p>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 & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p>	<p>Headline training records.</p> <p>Evidence of a Health & Safety training culture including records, certificates of attendance and adequate Health & Safety induction training.</p> <p>Evidence of an active CPD programme. Sample of ‘toolbox talk’ type training.</p> <p>Evidence of relevant training as required by Health & Safety legislation or approved code of practice e.g. asbestos awareness training.</p>
5	Individual qualifications and experience	<p>Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.</p>	<p>Details of qualifications and/or experience of specific corporate post holders for example board members, Health & Safety advisor etc. relevant for the industry sector for both construction and non-construction activities.</p> <p>Other key roles should be named or identified and details of relevant qualifications and experience provided.</p> <p>Additionally, for construction sector organisations:</p> <p>For principal contractors and contractors: Details of number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for</p>

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
			<p>example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.</p> <p>For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.</p> <p>For professionals, details of qualifications and/or professional institution membership.</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates.</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p> <p>For Design Organisations:</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant area of expertise and Health & Safety.</p> <p>For Principal Designers:</p> <p>Details of qualifications, to confirm the organisations operational capability to manage construction Health & Safety which may include NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc.</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of relevant professional institution membership such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' registers), or the ICE construction Health & Safety register etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant area of expertise and Health & 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 on-going 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 workplace / site inspection reports.</p>
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.	<p>Evidence showing how consultation is carried out.</p> <p>Records of Health & 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 sub-contractors.</p>

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
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/consultants will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor/consultant performance.</p>	<p>Evidence showing how you ensure sub-contractors/consultants are competent.</p> <p>Examples of sub-contractor/consultant assessments you have carried out.</p> <p>Evidence showing how you required similar standards of competence assessment from sub-contractors/consultants.</p> <p>Evidence showing how you monitor sub-contractor/consultant performance.</p>
10	Risk assessment leading to a safe system of work	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p> <p>For construction sector principal contractor organisations:</p> <p>You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works</p>	<p>Evidence showing how the company will identify significant Health & Safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>For construction sector principal contractor organisations or, where relevant, construction contractors:</p> <p>Sample construction phase plans.</p> <p>The plan should be:</p> <ul style="list-style-type: none"> • proportionate to the size and nature of the work, and the risks involved • workable and realistic • sufficiently developed to allow work to start on site • regularly reviewed and added to as new trades start.
11	Co-operating with others and co-ordinating your work with that of other contractors	<p>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 risk assessments, method statements/safe systems of work.</p>	<p>Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes.</p> <p>Evidence of how the organisation co-ordinates its work with other interested parties.</p>
12	Welfare provision	<p>'Welfare facilities' are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p>For construction sector principal contractor organisations:</p> <p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>	<p>Evidence could include for example Health & Safety policy commitment; contracts with welfare facility providers including cleaning arrangements.</p> <p>For construction sector principal contractor organisations:</p> <p>Evidence of compliance to Schedule 2 of the CDM 2015 Regulations.</p> <p>Details of type of welfare facilities provided on previous projects.</p>
Additional Construction Sector Criteria			
13	Hazard elimination and risk control (Designers & Principal Designers only)	<p>You should have in place and implement, arrangements for meeting your duties under CDM 2015.</p>	<p>Evidence showing how you:</p> <p>Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;</p> <p>Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.</p> <p>Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.</p>

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
			<p>Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.</p> <p>Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.</p> <p>Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.</p> <p>Examples showing how risk was reduced through design Evidence showing how design changes are managed during pre-construction and construction phases</p>
14	Principal Designer duties (Principal Designers only)	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	<p>Evidence showing how you:</p> <ul style="list-style-type: none"> Communicate with clients and make sure the client is aware of their duties. 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 and distributed to the relevant project team members. Co-ordinate designers e.g. evidence of written instructions, meeting minutes Oversee design decisions Communicate with the principal contractor Manage design changes after appointment of the principal contractor and during the construction phase <p>Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.</p>

Appendix 2 – FMG Responsibilities

The FMG (Board of Directors) are responsible for the management of SSIP and its processes.

The FMG will report on its activities at the SSIP Full 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.

The FMG consists of 6 Working Groups



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
 - 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. Applicants 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. Applicants 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 / Full Forum meeting.
 - 1.6.2. Applicants must be nominated by a different proposer and seconder.
 - 1.6.3. All nominated and eligible applicants 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 / Full Forum meeting, the six Member Schemes applicants 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 four or fewer applicants 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 Chair will Chair both the Forum Management Group (FMG) and, unless delegated by the FMG, the Full Forum's meetings.
 - 2.2. The SSIP Chair will normally be either a Founder or Registered Member.
 - 2.3. The Chair will be a member of the FMG and subject to biennially election by the FMG.
 - 2.4. To be nominated for Chair, individuals must have a proposer and a seconder.
 - 2.5. The Chair is elected on a simple majority vote.
 - 2.6. 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.
 - 2.7. If only one nomination is received, the candidate will be offered the role, subject to agreement by the current FMG.
 - 2.8. There will be no proxy voting and candidates may not vote for themselves.

Appendix 4 – FMG Working Groups Responsibilities

1. Business Development

- 1.1. Take direct responsibility for the company Business Plan.

2. Finance Group

- 2.1. Take direct responsibility for monitoring and reviewing SSIP Finances.

3. Membership Group

- 3.1. Take direct responsibility for monitoring and reviewing the SSIP membership process in liaison with the SSIP Administrator and FMG.
- 3.2. Review SSIP Auditors report, findings and recommendations.
- 3.3. Updating FMG/Forum on membership approval/concerns.

4. ITC Group

- 4.1. Take direct responsibility for monitoring and reviewing the ITC process in liaison with the SSIP Administrator.
- 4.2. Ensure Portal operation, functionality and security continues to meet the needs of SSIP and its members.
- 4.3. Review and monitor members' integration of data to, and usage of, the Portal and report to Membership / FMG as necessary.
- 4.4. Propose improvements and developments to the Portal for consideration by SSIP FMG.

5. Publicity & Marketing Group

- 5.1. Take direct responsibility for monitoring and reviewing SSIP publicity and marketing process to include website content, social media, marketing materials.

6. Assessor Training & Competence Group

- 6.1. Take direct responsibility for monitoring and reviewing the content of the SSIP Assessor Training Course/s.
- 6.2. Monitor the Assessor Register in liaison with the SSIP Secretariat and Approved Training Providers.

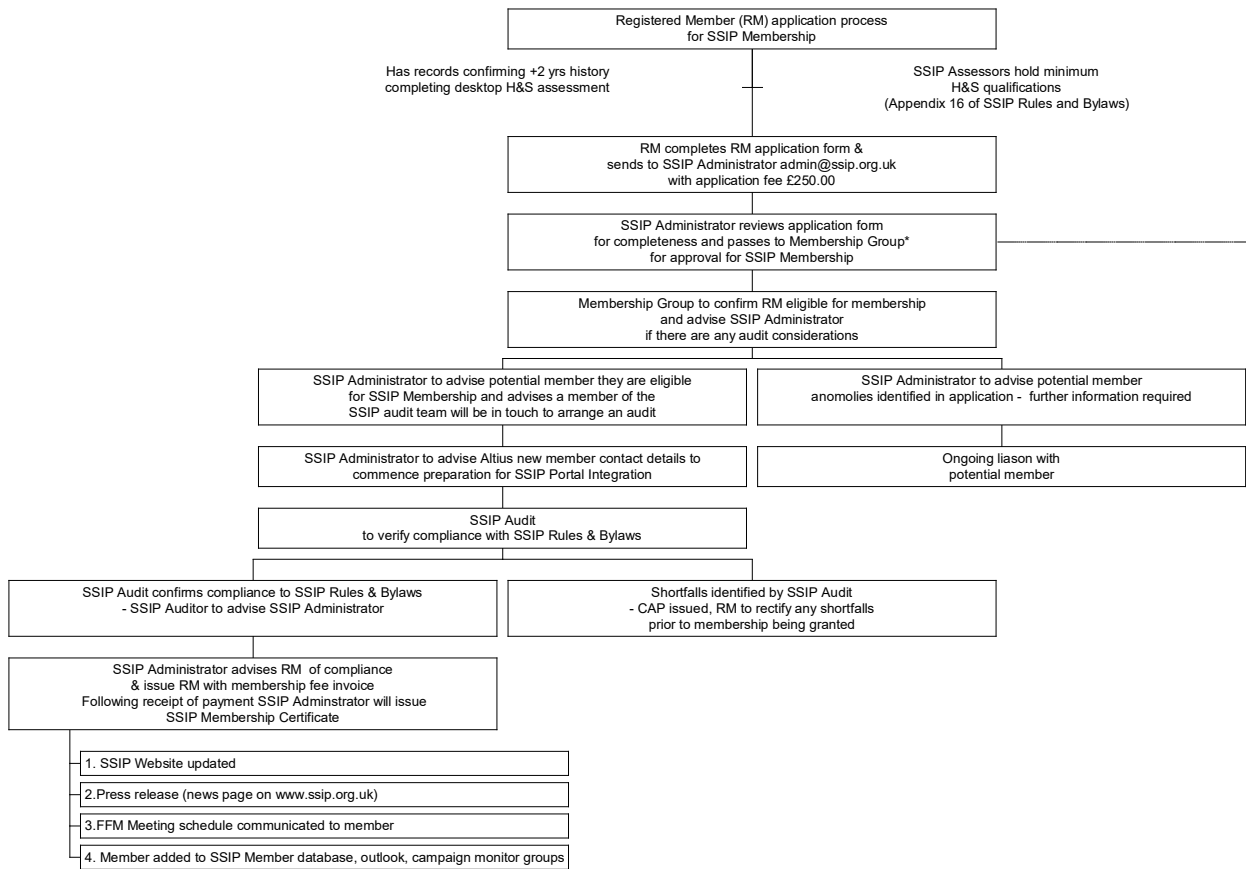
Appendix 5 – SSIP Secretariat Responsibilities:

The SSIP administrator will be responsible for the following activities and for making records of these activities to aid future SSIP process developments and published information.

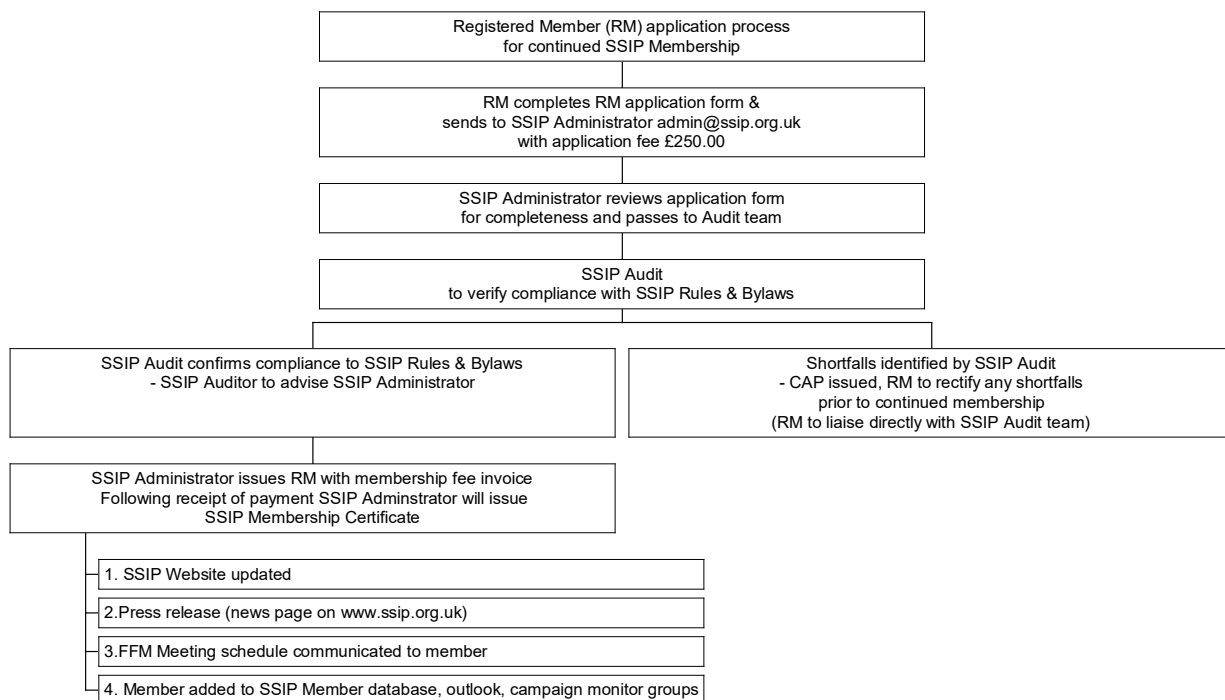
- 1.1 Act as initial point of contact for SSIP.
 - 1.1.1 Responding to external enquiries, liaising with appropriate members of SSIP management groups where necessary.
 - 1.1.2 Respond to enquiries from SSIP members, liaising with appropriate members of SSIP management groups where necessary.
 - 1.1.3 Respond to complaints (external and internal) passing to the appropriate person.
- 1.2 Communicate with all Member Schemes any updates to the SSIP Rules and Bylaws or Standards.
- 1.3 Provide administrative support services to the SSIP Chair and FMG working groups as required.
- 1.4 Manage the FMG and Chair election process liaising with all registered members as appropriate.
- 1.5 Plan and attend SSIP management meetings [as detailed in 1.3 1.4 and 1.5] communicating proposed dates to all members 12 months in advance (where possible).
- 1.6 Maintain records of all 'New Member' and 'Existing Member Annual Renewals' as per the standards outlined in the Rules and Bylaws liaising with FMG working groups as appropriate to include the maintenance of all audit records and liaison with the FMG to advise any membership delays.
- 1.7 Liaise with SSIP auditors to ensure initial or renewal membership audits are scheduled. Advise members of these arrangements and maintain appropriate audit records.
- 1.8 Maintain accounting records for SSIP:
 - 1.8.1 Ensuring that membership invoices and audit invoices are correctly issued to new and existing members.
 - 1.8.2 Maintain records of all invoices received by SSIP.
 - 1.8.3 Ensure payments are made to suppliers as required.
- 1.9 Maintain a list of all open actions identified at SSIP management meetings or as a result of application or renewal audits and publish with FMG meeting minutes.
- 1.10 Ensure the SSIP website is updated on a regular basis to include 'New Member' and 'Existing Members' or information as instructed by members of the FMG.
- 1.11 Produce and circulate general information and newsletters to SSIP members and clients as instructed by the FMG.
- 1.12 Liaise with those producing the SSIP newsletter or other PR functions.
- 1.13 Ensure that all documents used by SSIP management and administration are the maintained and current versions stored in the readily accessible files for review by the FMG.
- 1.14 Manage the SSIP Assessor Register ensuring suitable records are maintained and available for audit as provided by all member schemes.
- 1.15 Preparation of reports as requested by the Chair and FMG.

Appendix 6 –SSIP Application Process (Registered Members):

INITIAL APPLICATION



RENEWAL APPLICATION



Appendix 7 – SSIP Audit Process for Registered Members:

Audit of Registered Member Schemes:

Membership of SSIP for Registered Member Schemes are 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 between 6-12 weeks before the renewal date to allow sufficient time, prior to membership expiry, for any additional effort to address audit findings.

Renewal planning will commence three months before membership expiry and the renewal application is to be returned by the member scheme no later than 6 weeks before membership expiry. Future annual audit dates will be agreed between the auditor and member scheme at the conclusion of the annual audit. Please note that SSIP reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the member scheme within 30 days of an agreed visit date. It is advisable that the member scheme appoints a deputy representative to enable the deputy to stand in should the main representative be unavailable.

The audit will be in two parts:

1. Part A

1.1. The quality management system covering:

1.1.1. Current certification with a UKAS accredited Certification Body to ISO 9001 is encouraged by SSIP and constitutes a Deem 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. During the annual SSIP audit the member scheme will be required to share their latest ISO9001 audit report.

1.2. If the organisation does not hold ISO 9001 certification then the auditor is to confirm that the scheme has a Quality Management System which covers the following:

- 1.2.1. Quality policy, objectives and manual (1.2.1)
- 1.2.2. Assignment of responsibilities and authority (1.2.1)
- 1.2.3. Control of document and records procedures (1.2.3 & 1.2.4)
- 1.2.4. Internal audit process (1.2.6)
- 1.2.5. Corrective action process including complaints and appeals (1.2.7)
- 1.2.6. Actions to address risks (1.2.5.2)
- 1.2.7. Feedback from clients and interested parties (1.2.5.2)
- 1.2.8. Management review (1.2.5)

Note: The above requirements are contained in the SSIP document Quality Management Requirements for Registered Members.

2. Part B

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

2.1.1. 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 & 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.

- 2.1.2. Assessor competence;
- 2.1.3. Quality assurance checks;
- 2.1.4. Conflict of interest.

2.2. All costs relating to the audit, including any additional audit requirements will be met by the Scheme being audited.

2.3. 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.

2.4. However, as determined by the SSIP Chair, an audit result that directly impacts on the Deem to Satisfy agreements between Member Schemes may be communicated to all affected Member Schemes.

3. If Non-Conformities have been identified during the SSIP Audit a Corrective Action Plan (CAP) is required.

3.1. Definitions of findings:

- 3.1.1. Non-conformity: Non-fulfilment of a requirement.
- 3.1.2. Minor non-conformity: Non-conformity that constitutes a single lapse that does not impact on the overall credibility of SSIP and/or prevent the DtS process from being realised.
- 3.1.3. Major non-conformity: Non-conformity that affects the capability of the member scheme to achieve compliance to the SSIP Rules and Bylaws. Non-conformities could be classified as major in the following circumstances:
 - Significant SSIP Portal irregularities causing rejections of DtS process
 - Assessors and/or reviewers non-compliant to Appendix 16 requirements
 - DtS process not being implemented
 - A number of minor non-conformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.
- 3.2. The CAP should provide details of their proposed action including responsibilities, time frames, containment and corrective action to prevent recurrence including evidence of their internal verification of the effectiveness of the corrective action. (This is standard ISO 9001 requirements).
- 3.3. Non-conformances must be resolved by the applicant without undue delay-
- 3.4. Those that can be resolved immediately, must be resolved on the day of audit and signed off by auditor:
- 3.5. Those that cannot be resolved immediately must be covered in a Corrective Action Plan (CAP) produced by the applicant, this may be submitted with the audit report, (if time allows)
- 3.6. Corrective Action Plan to resolve the issues (actions by the applicant under audit):
 - 3.6.1. Send CAP to the designated auditor, (ensuring it covers all the identified issues and is in line with the discussion at the time of the audit)
 - 3.6.2. Auditor sends a copy to the lead auditor, (to ensure consistency of auditors/auditing process, and identify time framed actions for pursuance)
 - 3.6.3. Lead Auditor forwards a copy to the Membership Group. (It must be acceptable to SSIP and agreed by SSIP Membership Group (& FMG if required).
- 3.7. Applicants must resolve the issues within the agreed time-frame and relative to the type of non-conformity raised.
- 3.8. Lead auditor is responsible for pursuance of resolution if required.
- 3.9. Applicants must provide the designated auditor /lead auditor organisation confirmation and proof of resolution.
- 3.10. Auditor to review new information, leading to positive/negative recommendations and possibly audit report sign off.
- 3.11. Auditor to send copies to the lead auditor, (for comments/discussion/advice with auditor and/or guidance to membership group)
- 3.12. Forwarded to the Membership Group (for membership group review, & FMG action if required, leading to positive/negative results for membership)
- 3.13. Failure to resolve (agreed time-frames) or allowing a repeat occurrence of non-conformances within the organisation, will result in renewal of membership not being granted.
- 3.14. However, as a final caveat and under exceptional circumstances and only if agreed by FMG: those non-conformances with time restrictive implications must be resolved by the time of the next year's audit to ensure a successful renewal of membership.

Appendix 8 – Registered Membership Criteria

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.

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 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 Deem 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

SSIP Certification Body Members

This membership is potentially open to any UKAS Accredited Certification Body holding:

- > OHSAS 18001 or ISO 45001 (when adopted),
- > SSIP Sector Scheme,
- > IAF28 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 UKAS Accreditation Audit Process.

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 an application for SSIP Certification Body Membership is declined or delayed, the applicant may appeal to the SSIP Forum 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 FORUM MANAGEMENT GROUP

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 & 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 FORUM MANAGEMENT GROUP

Appendix 12 – SSIP Deem to Satisfy Percentage Cost Savings Requirements

Deem to Satisfy Percentage Cost Savings:

To ensure that the Deem to Satisfy savings to suppliers/contractors is visible on the SSIP website, all Registered Member Schemes will supply percentage saving data to the SSIP secretariat.

The SSIP Forum will request the following data from SSIP Registered Member Schemes.

- The percentage saving between the schemes full assessment fee(s) and the schemes deem to satisfy fee(s);
 - If you operate with a range of fees, provide the range of percentage savings (lowest to highest).
 - This data must be updated when costs/savings are altered by the operating scheme.

To ensure the Deem to Satisfy Chart which will be displayed on the SSIP website, portrays the most accurate message regarding financial savings gained by applicants, Registered Member Schemes must provide the above information on an annual basis.

Appendix 13 – SSIP Complaints, Appeals Process

In the event of a complaint requiring the attention of the FMG or following disciplinary and/or suspension from SSIP, the Chair will appoint three persons 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 FMG 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 or within any timescales set out 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.

Suspension Clause

7. Without limiting its other rights or remedies, SSIP may suspend or terminate membership, in their absolute discretion, with immediate effect by giving written notice to the Member Scheme if:
 - 7.1. The Member Scheme commits a material breach or minor persistent breaches of the Rules and Bylaws or any documents referred to within it, and if such a breach is remediable fails to remedy that breach within 28 days of receipt of notice in writing of the breach issued by SSIP Chair, subject to any extension granted by SSIP;
 - 7.2. The Member Scheme is subject to a complaint which, following an investigation by the FMG, is upheld by the FMG and the Forum Management Group agrees, acting in their absolute discretion, that suspension or termination of membership is the appropriate course of action;
 - 7.3. If the FMG resolve by a quorum that a member be suspended or their membership terminated; and
 - 7.4. If the Voting Members in an Annual General Meeting resolve by a quorum to suspend or terminate the membership of a Member.
 - 7.5. A suspension or termination of membership status will be communicated internally to other members and publicly within 1 day of status confirmation by the FMG.

Appendix 15 – Exit Strategy Process

In the event 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 Deem 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.
8. Failure to re-apply for membership and/or failure to meet the SSIP Audit requirements will instigate the Exit Strategy.

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 Health & Safety qualification required for conducting a Health & 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 & Safety;
 - NCRQ Level 6 Certificate in Applied Health & Safety;
 - Or higher health and safety qualifications.
- 2.2. Completed and passed the 1 day SSIP Assessor Training Course. New assessors appointed by existing SSIP Members must attend and pass the SSIP Assessor Training Course within 6 months.
- 2.3. SSIP Refresher Assessor Training must be completed on a three yearly basis and within 3 years of the initial 1 day training course

3. Assessor Skills and Experience

- 3.1. The Assessor must have adequate Health & Safety experience as defined below:
- 3.2. Have at least 2 years' general Health & Safety work experience and experience in assessing health and safety management systems.
- 3.3. Have appropriate knowledge of relevant Health & Safety Legislation.

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.

7. Assessor Register

- 7.1. All assessors are encouraged to have their details recorded on the SSIP Assessor Register database. This database will include the following information:
 - Delegate Name;
 - Training Date;
 - Company Name (i.e. name of SSIP Member Scheme);
 - Contact email address.
- 7.2. Assessors will be contacted following successful completion of the course and requested to provide evidence of minimum qualifications and details of any professional membership.
- 7.3. Code of Conduct for all SSIP Assessors
 - To act in a trustworthy and unbiased manner.
 - Not to act as a consultant for an applicant.
 - To disclose any relationships, you may have with the organisation to be assessed.
 - Not to accept any inducement from the organisation being assessed.
 - Not to disclose findings to other third parties during the assessment process.
 - Not to act in any prejudicial way.
 - Co-operate fully in any formal enquiry.

Appendix 16 B– Assessor Competence Requirements

	Who is suited to this grade?	Education	Work Experience	Assessor Training	Assessment Experience
SSIP Assessor	This grade recognizes you as a competent SSIP assessor, contributing as an effective member of an assessment team within an SSIP Forum Members.	NEBOSH General Certificate or equivalent as a minimum. See Appendix 16	Have at least 2 years’ general Health & Safety work experience and experience in assessing health and safety management systems.	Successful completion of the SSIP Assessor Course examination and subsequent completion of the online Assessor Refresher course on a 3 yearly basis.	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 Plus the sign off from a reviewer.
SSIP Reviewer	A reviewer as referred to in the Rules and Bylaws and conditions of SSIP membership. Each SSIP forum member is required to have at least one person undertaking the role of reviewer. A reviewer is expected to ensure assessments carried out are appropriate, assessors are competent and that there is consistency between assessors this grade is reserved for competent assessors highly experienced in assessing organisations H&S Management systems.				Assessment experience as an SSIP Assessor. 10 verifications as a reviewer in training and sign off from an existing reviewer.

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. Registered Members that have had their application approved by the Forum are entitled to exclusive use of the **Registered Member logo**.
4. Certification Body Members that have had their application approved by the Forum are entitled to exclusive use of the **Certification Body Member logo**.
5. Supporter Members that have had their application approved by the Forum are entitled to exclusive use of the **Supporter Member logo**.
6. 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**.
7. 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 & Safety pre-qualification schemes wherever it is practicable to do so)
8. The logo may be used on a Member's website or websites subject to a reference to Copyright.
9. The SSIP Competence Forum logo is protected under SSIP Copyright 2009. Its use is exclusively controlled.
10. The SSIP logo cannot be reproduced from any other source other than from originals supplied by the SSIP Secretariat.
11. 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.
12. The logo can be re-sized, providing the lettering remains legible.
13. **How the logo may be used**
 - 13.1. 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.
 - 13.2. The logo may be used in the following:
 - 13.2.1. a Member's stationery (including letter headed paper, envelopes, compliment slips and business cards);
 - 13.2.2. on a Member's website;
 - 13.2.3. a Member's advertisements (TV, press, posters, magazines, internet);
 - 13.2.4. a Member's promotional literature; and,
 - 13.2.5. a Member's exhibition stand or stands.
14. **Variations**
 - 14.1. 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 Rules and Bylaws 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 Rules and Bylaws and in accordance with the SSIP Rules and Bylaws, 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 Deem 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 Deem to Satisfy request via the Portal, where such verification results in the granting of a Deem to Satisfy, we will use the functionality provided (Match button) in the Portal to record this and accept that SSIP will have access to the resulting statistical data concerning successful Deem to Satisfy requests.
12. We agree that the Deem 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

ASSESSMENT CHECKLIST			
Assessing Member:	Organisation:	Assessment Date:	Assessment Result:

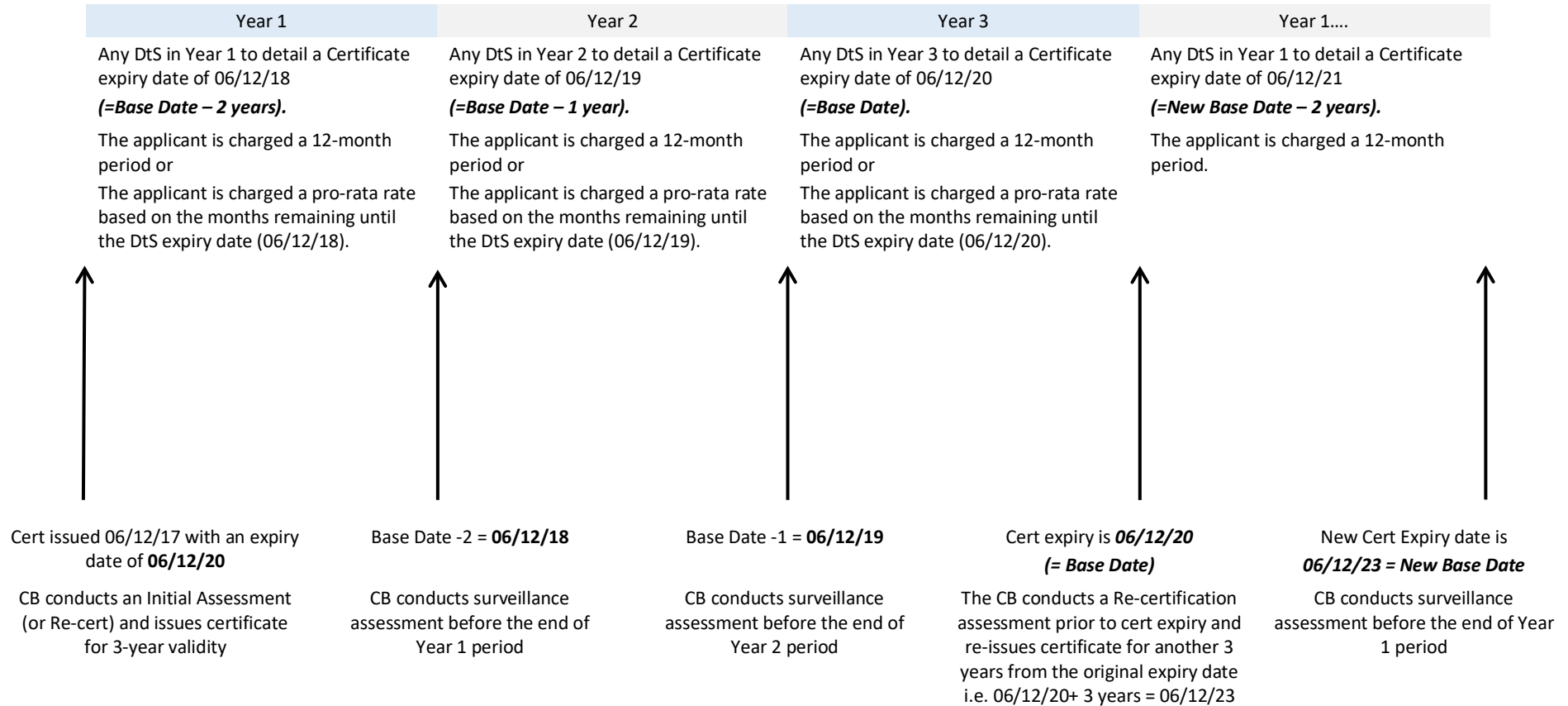
The following checklist should be utilised by members if they have a query with a DtS application.

SSIP CORE CRITERIA SECTION	YES	NO	N/A
1. Health & Safety Policy & Organisation for Health & Safety			
<ul style="list-style-type: none"> > Signed Health & Safety policy > Responsibilities & duties clearly defined 			
2. Adequate Arrangements			
<ul style="list-style-type: none"> > Arrangements for Health & Safety Management > Covering items such as: <ul style="list-style-type: none"> • Asbestos • Hazardous substances • Working at height • Manual handling • Work equipment • First aid • Health surveillance • Fire & evacuation emergency procedures 			
3. Competent Advice			
<ul style="list-style-type: none"> > Access to suitable competent corporate advice > Is competent corporate advice from an external source? > Access to suitable competent construction advice where applicable > Is competent construction advice from an external source? > Example of advice given & action taken 			
4. Training & Information			
<ul style="list-style-type: none"> > Training arrangements including a programme for refresher training and Continuing Professional Development (CPD) > Evidence of induction training > Samples of relevant training records/certificates of attendance 			
5. Individual Qualifications & Experience			
<ul style="list-style-type: none"> > Evidence of suitable qualifications & experience for the scope / trade > Contractors – managers, supervisors, site workers > Designers – relevant qualifications/professional memberships > Principal Designer’s – relevant qualifications/professional memberships 			
6. Monitoring, Audit & Review			
<ul style="list-style-type: none"> > Management reports relating to Health & Safety > Examples of inspection reports for site or premises. 			
7. Workforce Involvement			
<ul style="list-style-type: none"> > Workforce consultation arrangements > Records of Health & Safety committees (appointed safety representatives trade union or other) 			

SSIP CORE CRITERIA SECTION	YES	NO	N/A
8. Accident Reporting			
<ul style="list-style-type: none"> > Arrangements to record accidents & incidents > Arrangements to report accidents & incidents > Arrangements to investigate accidents & incidents 			
9. Sub-Contracting			
<ul style="list-style-type: none"> > Evidence of suitable sub-contractor competence assessments > Arrangements to manage sub-contractor competence 			
10. Risk Assessment Leading to Safe Method of Work			
<ul style="list-style-type: none"> > Evidence showing how H&S Risks are identified and controlled > Procedures in place for carrying out risk assessments. > Examples of safe systems of work/method statements and their implementation > Examples of job/site specific risk assessments > Sample of a Construction Phase Plan. 			
11. Co-operation & Co-ordination			
<ul style="list-style-type: none"> > Systems in place to ensure good co-operation & co-ordination of work 			
12. Welfare Provision			
<ul style="list-style-type: none"> > Arrangements in place to ensure appropriate welfare facilities in place 			
ADDITIONAL CONSTRUCTION SECTOR CRITERIA			
13. Hazard Elimination & Risk Control (Designers & Principal Designers)			
<ul style="list-style-type: none"> > Arrangements to ensure co-operation & co-ordination of design work > Evidence of hazards eliminated & risks controlled in design process > Examples of how risks reduced through design > Ensure any workplace meet the relevant requirements of The Workplace (Health, Safety and Welfare) Regulations 			
14. Principal Designers Duties (Principal Designer)			
<ul style="list-style-type: none"> > Evidence showing communication with client informing them of their duties. > Evidence showing assistance to 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 > Arrangements to ensure co-operation, co-ordination & communication between all project members > Practical evidence showing co-operation & co-ordination of work 			

Appendix 20 – Deem to Satisfy Date Recognition between Certification Body (Originator) and Registered Member

**NOTE: DATES USED FOR GUIDANCE PURPOSES.
 BASE DATE REFERRED IS EQUAL TO THE CERTIFICATE EXPIRY DATE**



Appendix 21 – SSIP Member Fees

Initial / Annual Application fee	£ 250.00
Portal integration fee	POA
SSIP Annual Audit Fee	£870.00 PLUS AUDITOR EXPENSES

REGISTERED / CERTIFICATION BODY MEMBER ANNUAL MEMBERSHIP FEES:	
Number of registered suppliers	Annual Membership Fee 01.01.2019 onwards*
Fewer than 500	£ 1,250.00
Between 501 and 1000	£ 2,500.00
Between 1001 and 2500	£ 3,750.00
Between 2501 and 5000	£ 5,000.00
Between 5001 and 10000	£ 6,250.00
Greater than 10001	£ 7,500.00

Affiliate Member	£1,250.00	PER ANNUM (MAX 2 YEARS MEMBERSHIP AT AFFILIATE MEMBER LEVEL)
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*Note w/e/f 01.10.2018 Membership fees and all other associated fees with SSIP to be reviewed on an annual basis.

Appendix 22 – Group Certificate Portal Integration

EXAMPLE PORTAL INFORMATION FOR A GROUP ENTRY



Generate New Image

Enter Characters From Above

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SEARCH

We Found Matches

Organisation Name	Scope/Trade	Address	Less than 5 Emp.?	Expires
Site Safe Scaffold Ltd	SSIP Approved: Contractor Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	49 Baldock Street Newtonaids DG2 0FD		13/08/2020
Site Safe Scaffold Ltd	SSIP Approved: Designer Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	49 Baldock Street Newtonaids DG2 0FD		13/08/2020
Site Safe Scaffold Ltd T/A SSS Galgate	SSIP Approved: Contractor Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	104 Sandyhill Road Galgate LA2 8XN		13/08/2020
Site Safe Scaffold Ltd T/A SSS Galgate	SSIP Approved: Designer Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	104 Sandyhill Road Galgate LA2 8XN		13/08/2020
Site Safe Scaffold Ltd T/A SSS Grantham	SSIP Approved: Contractor Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	The Annexe The Maltings Wharf Road Grantham NG31 6BH		13/08/2020
Site Safe Scaffold Ltd T/A SSS Grantham	SSIP Approved: Designer Assessed Against: Provision of design,supply,erection,hire,maintenance and dismantling of scaffold work	The Annexe The Maltings Wharf Road Grantham NG31 6BH		13/08/2020