



SSIP ASSESSOR REGISTER

GUIDANCE NOTES

1. INTRODUCTION

- 1.1 In January 2017 Safety Schemes in Procurement (SSIP) Ltd advised all Member Schemes that the Assessor SSIP Training would no longer be managed by IRCA; alongside this training was the Assessor Register which retained CPD records for all SSIP Assessors.

SSIP now own the Intellectual Property for both the Training Course (now re-branded SSIP Assessor Training) and the previous Assessor Register.

We, SSIP, would like to improve the Assessor Register to ensure:

1. SSIP Assessors have regular access to SSIP News and Updates
2. Suitable records are maintained for all SSIP Assessors to ensure the minimum Health and Safety qualifications and SSIP Assessor Training is held to ensure we can establish credibility of our auditors.

Information held on the SSIP Assessor Register is maintained by the SSIP Administrator and will not be shared with any third party organisation.

SSIP Ltd are registered with the Information Commissioners Office [Registration Number: ZA251057] under the Data Protection Act and all information will be securely stored.

2. HOW THE REGISTER WILL WORK

- 2.1 All SSIP Assessors are required to complete the SSIP Assessor Register Application Form which will enable SSIP to verify that they meet the SSIP Assessor Criteria as detailed in section 1.

- 2.2 Information provided on the SSIP Assessor Register Application Form will then be transferred onto the SSIP Assessor Register database which is maintained by the SSIP Administrator.

- 2.3 Details of all delegates who have attended an SSIP Assessor training course will be shared with the SSIP Administrator. Subsequently all delegates will be required to complete the SSIP Assessor Register Application Form and submit with supporting evidence of the required training records.

3. SUPPORT FOR ASSESSORS

- 3.1 The SSIP Assessor Register enables all new and existing SSIP Assessors to opt in to receive important information from SSIP such as updates to the Rules and Bylaws/ Core Criteria as required. Assessors can change their communication preference at any time by contacting the SSIP Administrator.

4. HOW TO APPLY

- 4.1 For entry onto the approved SSIP Assessor Register, all applicants must comply with Appendix A and B of this guidance note and provide the relevant evidence as requested within the application form.

If for any reason SSIP has reason to reject an application for either a SSIP Assessor or SSIP Reviewer Grade, SSIP will inform the applicant in writing explaining the reasons why.

The applicant can appeal a rejected application by providing additional information / evidence to support their application. Any appeal will be forwarded to the SSIP Assessor Training and Competence group for review.

Any appeal decision for acceptance or rejection onto the register made by the SSIP Assessor Training and Competence group will be final and provided to the applicant in writing, with no further point in escalation.

All Assessors should complete the **Assessor Application form** (as an SSIP Assessor* or an SSIP Assessor Reviewer) and return to the SSIP Administrator. * Assessor Grades are detailed within Appendix B.

5. ONGOING MANAGEMENT OF THE REGISTER

- 5.1 SSIP reserves the right to contact any SSIP scheme who has been named under Part 6 of the SSIP Assessor Register Application Form as the 'Organisation Employing Assessor' (OEA) to validate any information contained with the application.

Any SSIP scheme is able to provide an employment status update to SSIP at any point whilst a SSIP Assessor / Reviewer is included on the register with the scheme referenced as the OEA and ask to have the schemes details as OEA be removed from the named SSIP Assessor / Reviewer.

Any changes to employment status as referenced above of a SSIP Assessor / Reviewer will not affect their inclusion within the register.

If at any point of inclusion within the register a SSIP Assessor / Reviewer does not continue to hold a valid SSIP Assessor Training or Refresher Training certificate, SSIP will contact the SSIP Assessor / Reviewer and inform them that their inclusion within the register will be suspended or terminated until an update in training status has been validated.

In the event that SSIP receives information from any source providing evidence that an SSIP Assessor / Reviewer has not willingly complied with the SSIP Rules and Bylaws or has willingly undertaken an act that could have a negative bearing on SSIP, SSIP has the right to suspend or remove an Assessor / Reviewer from the register. The SSIP Assessor / Reviewer will be notified in writing of any action taken and the any right to appeal.

APPENDIX 1

Assessor Competence Requirements (Rules & Bylaws extract)

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 2

Assessor Competence Requirements (Rules & Bylaws extract)

	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 C

SSIP ASSESSOR REGISTER APPLICATION FORM

Completion of this application form is required for your inclusion on the **SSIP Assessor Register**.

All sections should be completed in full and any questions or queries directed to the SSIP Administrator admin@SSIP.org.uk.

All information supplied will be held securely and no personal information will be shared with any third party organisation.

PART 1: PERSONAL INFORMATION			
Full Name:			
Contact email address:			
PART 2 - PLEASE TICK TO IDENTIFY THE ASSESSOR GRADE YOU ARE APPLYING FOR*:			
SSIP Assessor	<input type="checkbox"/>		
SSIP Reviewer	<input type="checkbox"/>		
PART 3 HEALTH & SAFETY QUALIFICATIONS			
COURSE TITLE	TRAINING DATE	CERTIFICATE ATTACHED	
NEBOSH Certificate (or equivalent)		<input type="checkbox"/>	
PART 4 ASSESSOR TRAINING			
COURSE TITLE	TRAINING DATE	CERTIFICATE ATTACHED	
SSIP Assessor Training (1 day course)		<input type="checkbox"/>	
SSIP Assessor Training (online refresher)		<input type="checkbox"/>	
PART 5 MEMBERSHIP OF PROFESSIONAL BODIES			
PROFESSIONAL BODY	DATE OF MEMBERSHIP	MEMBERSHIP TYPE	
PART 6: ORGANISATION EMPLOYING ASSESSOR (OEA)			
Name of SSIP Scheme:			
PART 7 DECLARATION			
<p>I hereby apply for entry onto the SSIP Assessor Register and confirm that I understand and agree to the following conditions:</p> <ul style="list-style-type: none"> ✓ I will observe and abide by the SSIP Rules and Bylaws at all times. ✓ The details supplied by me on this application form will be published on the SSIP Assessor Register. ✓ I will declare any information that may be considered to adversely affect my ability to perform my Assessor obligations effectively. ✓ I observe the right for SSIP to contact the OEA to validate any of the information provided within this application <p>I confirm that the information contained in this application is correct to the best of my knowledge and belief. I understand and accept that, if I provide incorrect information or withhold relevant, requested information, I am likely to be excluded or removed from the SSIP Assessor Register. I also understand that once certified, I am obliged to notify SSIP without delay of any changes to my circumstance which, if declared when I made my first application, might have caused SSIP to exclude me from the SSIP Assessor Register.</p>			
Signature		Date	
<input type="checkbox"/>	Please tick here if you would like to receive future updates from SSIP via the supplied email address. See section 3.0 of the SSIP Assessor Register Guidance Notes for further information		
<input type="checkbox"/>	Please tick here to confirm that you give consent for SSIP to share information in relation to your SSIP Assessor status with your OEA.		
<input type="checkbox"/>	Please tick here to confirm that you give consent for SSIP to share your full name, SSIP assessor grade and date of entry onto the assessor register on an online register.		

APPENDIX D

THE REGISTER

On completion of the SSIP Assessor Training the SSIP Training Instructor will pass completed 'Record of Attendance' documents to the SSIP Administrator. The SSIP Administrator then inputs delegate information onto the SSIP Training Register. Only on receipt of a completed SSIP Assessor Register Application will details be entered onto the SSIP Assessor Register.

PROPOSED SSIP ASSESSOR TRAINING - RECORD OF ATTENDANCE

DELEGATE NAME (PLEASE PRINT)		SIGNATURE	CONTACT EMAIL ADDRESS	PLEASE ADD MY DETAILS ONTO THE SSIP ASSESSOR REGISTER ¹	H&S QUALIFICATIONS HELD ²
Eleanor Eaton			eleanor@cqms-ltd.com	Yes	Yes
				Yes / No	Yes / No
				Yes / No	Yes / No

DATA TO BE TRANSFERRED ONTO THE SSIP TRAINING REGISTER

SSIP Assessor Training - date	SSIP Assessor Training - tutor	Full Name	H&S Quals. ie NEBOSH	SSIP Member Scheme	Email Address
17/08/2017	A Cleere	Eleanor Eaton	Yes	CQMS Safety Scheme	eleanor@cqms-ltd.com

REPORTS AVAILABLE FOR SSIP ADMINISTRATION

i.e. Assessors registered to each member scheme

SSIP Member Scheme	Full Name	SSIP Assessor Grade	Reviewer (f3)	Date added to SSIP register
CQMS Safety Scheme	Eleanor Eaton	Assessor & Reviewer	<input checked="" type="checkbox"/>	12/09/2017