

## SUPPLIERS' GUIDE TO SSIP REGISTRATION

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### Purpose

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

### Definitions

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

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

*An organisation can be both a supplier and buyer.*

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

### How does a supplier register with an SSIP member scheme?

**1. The supplier is told they must register with a specific scheme.**

Often the supplier is told to register with the buyer's preferred scheme. However, a supplier registered with another scheme can seek registration with the buyer's preferred scheme on the basis of "deemed to satisfy" through SSIP.

**2. The supplier is free to choose the scheme they want to be registered with.**

A buyer might choose to instruct their suppliers to register with any SSIP member scheme. This gives the supplier the freedom of choice as to which they feel provides best value for them. This being the case, the supplier should visit the SSIP schemes' web sites and decide which is for them. They should select based on things like assessment and registration fees, the buyer's use of a particular scheme or whether the scheme covers their particular duty holder role such as Contractor or Designer.

**3. The supplier is already registered with another SSIP member scheme.**

A supplier wanting registration with another SSIP scheme may, in some circumstances, be registered under the "deemed to satisfy" agreement. Acceptance will depend on various factors. For example, they are compliant but the scheme does not include assessment of the Contractor or Designer duty holder. The duty holder's roles assessed by each scheme are described in the Table of Equivalences as detailed on the SSIP website.

**4. The supplier is invited to complete an assessment by a non-SSIP member.**

One of the challenges SSIP faces is the need to educate buyers.

This will take time but we need to assure buyers that they can place faith in a current compliant assessment completed by an SSIP member scheme and that this substitutes the need for them to complete a stage 1 assessment. Suppliers can help by advising these non SSIP buyers of their compliance by providing a copy of their certificate and asking that buyer to visit our web site to seek more information about SSIP.

**How long is a compliant SSIP member registration valid?**

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

**How long does registration take?**

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

**What are the assessment and registration costs?**

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

**How long does an assessment take?**

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

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

Yes, you may have to. There are two circumstances in which extra information is needed.

1. Some of the schemes gather additional data for use by their buyer which may include (but not limited to) insurances, financial information, Quality Procedures, Environmental Procedures.
2. Some schemes may need extra health and safety questions to be answered and evidence provided to meet buyers’ specific needs.