

A large version of the SSIP logo, where the letter 'I' is a prominent blue vertical bar with a white outline and a blue ribbon-like shape at the bottom.

SSIP ASSESSOR TRAINING COURSE

Maximising the value of Health & Safety supplier assessment

INTRODUCTION

SSIP actively aims to reduce health and safety assessment costs and bureaucracy in the supply chain, by making cross-recognition between member schemes as effective as possible and highlighting the savings to buyers and suppliers. All SSIP member schemes have fully committed to the vision of driving unnecessary cost and confusion out of supplier health and safety assessment and SSIP' core philosophy is to enable effective cross-recognition between existing schemes.

COURSE INTRODUCTION

An important element in the mutual recognition of SSIP assessments is ensuring a consistent approach by assessors working for SSIP scheme members. This course is designed for SSIP Assessors and any other personnel involved in the management of an SSIP scheme to ensure there is a clear understanding of the scheme rules and core criteria assessment methodology.

AIMS & OBJECTIVES

The SSIP Assessor Training aims to ensure that all SSIP Assessors understand:

- the aim of the SSIP scheme
- the role of the SSIP Assessor in delivering the scheme
- the differences between Registered Member (RM) and Certification Body (CB) Member Scheme Assessments
- understanding the correlation between ISO 45001 requirements and the SSIP Core Criteria
- the scope of SSIP and other criteria (e.g. OHS legislation)
- the significance of the risk assessment processes for the SSIP Assessor
- understanding SSIP Rules and Bylaws
- how to interpret the SSIP Core Criteria in the context of a typical assessment
- how to conduct a typical SSIP assessment effectively (RM and CB)
- how to communicate and report an assessment and any non-conformities detected
- how to undertake follow-up activities, including an assessment of the effectiveness of corrective actions identified

COURSE PRE-REQUISITES

Delegates who wish to be practising SSIP Assessors will have to meet the full requirements of Appendix 15 of the SSIP Rules and Bylaws:

- Have achieved the NEBOSH General Certificate in Occupational Health & Safety; British Safety Council (BSC) Level 3 Certificate in Occupational Safety & Health; NEBOSH Certificate in Construction or NCRQ Level 6 Certificate in Applied Health & Safety.
- Have at least 2 years' general Health & Safety work experience and experience in assessing health and safety management systems.
- Have a comprehensive knowledge of current Health & Safety Legislation including CDM 2015 requirements

COURSE DURATION One day (08:45-17:15), with a 45-minute exam to be completed within 24 hours of course completion.

COURSE PROVIDER SSIP Ltd and their approved tutors

COURSE FEES Please refer to the Booking page on the SSIP Website for course fees.

SSIP TRAINING SERVICES - TERMS AND CONDITIONS

1. GENERAL

- 1.1. In addition to SSIP Ltd' standard terms and conditions the following terms apply to all training courses:
- 1.2. All reservations should be confirmed by the client to SSIP Ltd in writing and accompanied by an official purchase order or purchase order number.
- 1.3. These Terms and Conditions are correct at the date shown above but SSIP Ltd reserves the right to vary them without notice. An updated copy if applicable will be supplied to the Client.

2. TRAINING COURSES - DELEGATES' REQUIREMENTS

- 2.1. Certificates are awarded at the discretion of the trainer and only to those delegates who successfully complete the training. Certificates are NOT issued purely for attendance unless otherwise agreed prior to the course being carried out and in which case the certificates will be worded accordingly.
- 2.2. Delegates are required to be punctual at all courses and sessions and full attendance is required to successfully complete the course. Delegates arriving late may be refused entry onto the course. The Client will be liable for all costs of the training where delegates arrive after the course has commenced and have been refused entry.
- 2.3. Consumption of alcohol is not permitted during training, nor should it be consumed immediately prior to training. If there is any evidence of such trainers are obliged to refuse to train the delegates.

3. CLIENT SUPPLIED INFORMATION

- 3.1. Should any information or data supplied to SSIP Ltd for the preparation of the quotation prove to be insufficient or inaccurate the SSIP reserves the right to amend the quotation to cover any cost difference.

4. PRICES

- 4.1. Unless otherwise indicated written quotations remain valid for 30 days. SSIP Ltd reserves the right to vary its standard prices, and its products and services which will be supplied at SSIP Ltd's prices applicable at the time of delivery.
- 4.2. All prices are subject to Value Added Tax if applicable at the prevailing rate at the time of booking.
- 4.3. Candidates failing the exam and/or continuous assessment will be subject to a supplementary fee.

5. SETTLEMENT TERMS

- 5.1. All non-member course fees must be paid at the time of booking to secure a place on the course.

Payments are made via SSIP's online shop and links to this are sent by SSIP at the time of booking.

- 5.2. SSIP reserves the right to re-allocate the course places to other delegates on the waiting list, if the fees are not paid on time.
- 5.3. For customers with approved credit accounts, unless otherwise specified in the quotation or other agreement, invoices for goods or services should be paid within 30 days from the date of invoice. The Client shall not be entitled to make any deduction from price in respect of any set-off or counterclaim. Certificates will not be issued until the invoice has been paid in full.

6. CANCELLATION AND POSTPONEMENT

- 6.1. SSIP Ltd reserves the right to charge a cancellation fee in respect of courses already confirmed.
- 6.2. Notice of all cancellations or transfers must be provided in writing (e.g. via email) in accordance with the following timescales:
- 6.3. Cancellation 30 days or more prior to the course start date: No fees
- 6.4. Cancellation 29-14 days prior to course start date: 50% Service Charge
- 6.5. Cancellation 13 days or less prior to course start date: Full fee payable
- 6.6. Delegates who fail to attend for any reason: Full fee payable

7. TRANSFERS

- 7.1. If within 14 working days of the original course date, a delegate wishes to transfer a booking to a later course, there will be an administration charge of 25% of the course fee. If the transfer is subsequently cancelled at any time, the full fee remains payable.
- 7.2. Whilst SSIP Ltd will do everything possible to accommodate the transfer request, all transfers are at the discretion of SSIP Ltd and subject to places being available on the alternative course.
- 7.3. Only one transfer request per delegate is allowed, any subsequent transfer request will be treated as a cancellation and the full fee will become payable.

8. COURSE CONTENT

- 8.1. SSIP Ltd consistently develop their training courses in line with evolving best practice and therefore reserves the right to make changes to the advertised course content without prior notice.

9. APPLICABLE LAW

- 9.1. English law shall apply and any dispute shall be settled by English Courts. These terms and conditions do not affect any statutory rights available to the client.