**Core Criteria Check List Issue 2 January 2019**

SSIP LTD RULES AND BYLAWS Version 8.09

***Please ensure there is traceability to evidence within the body of the main report. Use X or ***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSESSMENT CHECKLIST** | | | | |
| **Assessing Member:** | **Certificate Number:** | **Organization:** | **Date:** | **Assessment Result:** |
| ISOQAR  Auditor: Tanya Richardson | 7366 | A1 Group | 15.3.19 | Pass |

**CMD 2015**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal Contactor** |  | **Contractor** | **x** | **Principal Designer** |  | **Designer** |  |
| **Non Construction** |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SSiP Core Criteria Section** | **Yes** | **No** | **N/A** |
| 1. Health & Safety Policy & Organisation for Health & Safety | | | |
| Signed health & safety policy  Responsibilities & duties clearly defined | **x** |  |  |
| **x** |  |  |
| 2. Adequate Arrangements - Arrangements for Health and Safety Management Covering items such as: | | | |
| • Asbestos  • Hazardous substances  • Working at height  • Manual handling  • Work equipment  • First aid  • Health surveillance  • Fire & evacuation emergency procedures |  |  | **x** |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| 3. Competent Advice - Access to suitable competent corporate advice | | | |
| Is competent corporate advice from an external source? Access to suitable competent construction advice  Is competent construction advice from an external source? Example of advice given & action taken | **X** |  |  |
| **X** |  |  |
| 4. Training & Information | | | |
| 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 | **X** |  |  |
| **X** |  |  |
| **X** |  |  |
| 5. Individual Qualifications & Experience | | | |
| Evidence of suitable qualifications & experience Contractors – managers, supervisors, site workers  Designers – relevant qualifications/professional memberships  Principal Designer’s – relevant qualifications/professional memberships | **x** |  |  |
|  |  | **x** |
|  |  | **x** |
| 6. Monitoring, Audit & Review | | | |
| Management reports relating to health & safety  Examples of inspection reports for site or premises | **x** |  |  |
| **x** |  |  |
| 7. Workforce Involvement | | | |
| Workforce consultation arrangements  Records of health & safety committees (appointed safety representatives trade union or other) | **x** |  |  |
| **x** |  |  |
| 8. Accident Reporting | | | |
| Arrangements to record accidents & incidents  Arrangements to report accidents & incidents  Arrangements to investigate accidents & incidents  Enforcement Action over the past 5 Years checked on HSE Website  RIDDORS Reviewed | **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **x** |  |  |
| **SSiP Core Criteria Section** | **Yes** | **No** | **N/A** |
| 9. Sub-Contracting | | | |
| Evidence of suitable sub-contractor competence assessments Arrangements to manage sub-contractor competence | **x** |  |  |
| **x** |  |  |
| 10. Risk Assessment Leading to Safe Method of Work | | | |
| 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 | **X** |  |  |
| **X** |  |  |
| **X** |  |  |
| 11. Co-operation & Co-ordination | | | |
| Systems in place to ensure good co-operation & co-ordination of work | **x** |  |  |
| 12. Welfare Provision | | | |
| Arrangements in place to ensure appropriate welfare facilities in place | **x** |  |  |
| **ADDITIONAL CONSTRUCTION SECTOR CRITERIA** | | | |
| 13. Hazard Elimination & Risk Control (Designers & Principal Designers) | | | |
| 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 |  |  | X |
|  |  | X |
|  |  | x |
| 14. Principal Designers Duties (Principal Designer) | | | |
| 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 |  |  | X |
|  |  | X |
|  |  | X |
|  |  | X |
|  |  | X |