**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:** |
| ISOQARAuditor: 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 policyResponsibilities & 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 adviceIs 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 trainingSamples of relevant training records/certificates of attendance | **X** |  |  |
| **X** |  |  |
| **X** |  |  |
| 5. Individual Qualifications & Experience |
| Evidence of suitable qualifications & experience Contractors – managers, supervisors, site workersDesigners – relevant qualifications/professional membershipsPrincipal Designer’s – relevant qualifications/professional memberships | **x** |  |  |
|  |  | **x** |
|  |  | **x** |
| 6. Monitoring, Audit & Review |
| Management reports relating to health & safetyExamples of inspection reports for site or premises | **x** |  |  |
| **x** |  |  |
| 7. Workforce Involvement |
| Workforce consultation arrangementsRecords 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 & incidentsArrangements to investigate accidents & incidentsEnforcement Action over the past 5 Years checked on HSE WebsiteRIDDORS 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 assessmentsExamples of safe systems of work/method statements and their implementationExamples 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 workEvidence of hazards eliminated & risks controlled in design process Examples of how risks reduced through designEnsure 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 dutiesEvidence 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 projectArrangements to ensure co-operation, co-ordination & communication between all project membersPractical evidence showing co-operation & co-ordination of work |  |  | X |
|  |  | X |
|  |  | X |
|  |  | X |
|  |  | X |