

SUPPLIERS' GUIDE TO SSIP REGISTRATION



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

A supplier – this is any business or individual who is offering to provide a service or services to a buyer.

A buyer – this is 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 should 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, the validity period for the assessment or whether the scheme covers their particular duty holder role such as CDMC 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 CDMC or Designer duty

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holder. The duty holder's roles assessed by each scheme are described in the table of equivalences attached or can be found on the SSIP web site at www.ssip.org.uk.

4. **Supplier is invited to complete a PQQ 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 convince buyers that they can place faith in a current compliant assessment completed by an SSIP member 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 compliance letter and asking that buyer to visit our web site to seek more information about SSIP (Especially the HSE view at <http://www.ssip.org.uk/hse-view.html>). Further, the supplier concerned may choose to write to the buyer concerned using the model letter at appendix 2 (kindly provided by the Specialist Engineering Contractors' (SEC) group).

How long is a compliant SSIP member registration valid?

The validity period for each SSIP member may be different. This may be for various reasons including risk and the needs of a scheme's buyer for example. Most schemes are based on a one or two year validity period. This means acceptance under a "deemed to satisfy" depends on when the original assessment was completed and how long the validity period is for the scheme you want to register with.

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. Some of the schemes gather additional data for use by their buyers. This might include financial data for example. Some schemes may need extra health and safety questions to be answered and evidence provided to meet buyers' specific needs.

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Appendix 1

TABLE OF EQUIVALENCES – as of 8 January 2010

Name of Scheme	Date Audited	Construction Contractor	Principal Contractor	CDMC	Designer	Group	Non-Construction
CHAS (accredited)	15 May 2009	✓	✓	✓	✓	✓	✓
CHAS (compliant)		✓	✓	✓	✓	✓	✓
NHBC (SafeMark)	12 June 2009	✓	✓	✓	✓	✓	NA
NHBC (Accreditation)		✓	✓	NA	NA	✓	NA
EXOR (Gold)	11 June 2009	✓	✓	✓	✓	NA	✓
EXOR (Silver Plus)		NA	NA	NA	✓	NA	NA
EXOR (Bronze Plus)		✓	✓	✓	✓	NA	✓
EXOR (Health & Safety Qualified)		✓	✓	✓	✓	NA	NA
SMAS	15 July 2009	✓	✓	NA	NA	NA	✓
Altius VA	21 September 2009	✓	✓	✓	✓	✓	NA
Facilities Services Group	23 September 2009	✓	✓	NA	NA	✓	✓

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Name of Scheme	Date Audited	Construction Contractor	Principal Contractor	CDMC	Designer	Group	Non-Construction
Eurosafe UK Ltd	28 September 2009	✓	✓	NA	✓	✓	NA
British Construction Steelworks Association	17 November 2009	✓	NA	NA	NA	NA	NA
Association for Project Safety (Registered Practice Scheme)	30 November 2009	NA	NA	✓	✓	NA	NA
HVCA	4 December 2009	✓	NA	NA	NA	NA	NA
BSI (one way deemed to satisfy arrangement)	11 December 2009	✓	✓	✓	✓	✓	✓
Schemes currently considering joining (and additional info)							
SPEcc Ltd	TBC						
Safe-T-Cert	TBC						
NG Health & Safety Consultancy	TBC						
Laing O'Rourke	TBC						
NASC	TBC						
NICEIC Group	TBC						
NFDC	TBC						
CQMS	TBC						
SM&MS	Scheme has declined an Invitation to join at this time. They will keep this under review.						
Achilles UVDB Verify	Scheme has declined an Invitation to join at this time.						
SAFEContractor	Scheme has declined an Invitation to join at this time. They will keep this under review.						

Key

- ✓ = Audit outcome was SSIP Forum Deem to Satisfy achieved
- NA = Not applicable as the audit scope did not include category

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Appendix 2

THIS IS A MODEL LETTER FOR SUPPLIERS TO SEND OUT TO PROSPECTIVE BUYERS (CLIENTS/CUSTOMERS) WHO HAVE ASKED FOR THEM TO BE HEALTH AND SAFETY PREQUALIFIED

Dear

I note that I am invited to pre-qualify under *[insert name of Scheme provider]* Scheme. I am aware that the Safety Schemes in Procurement Forum* - comprising Constructionline, CHAS, EXOR, Altius VA, SMAS, Facilities Services Group Ltd, Eurosafe UK, the National House Building Council and the British Standards Institute – is approved by the Government and the Health and Safety Executive. The Forum's member schemes all comply with the core criteria for health and safety competence in the Approved Code of Practice to the 2007 CDM Regulations and have undertaken to mutually recognise each other's schemes.

STATEMENT FROM THE HEALTH & SAFETY EXECUTIVE

"HSE recognises that an accreditation assessment carried out by any of the member schemes satisfies the requirements of the Core Criteria. Any client wishing to procure the services of a business which has achieved accreditation can be confident that a reasonable and robust judgment has been made that the standard for competency in CDM 2007 has been met for the first stage of procurement".

I have already pre-qualified under CHAS; EXOR; NHBC; SMAS; ALTIUS VA; FACILITIES SERVICES GROUP EUROSAFE UK (delete whichever is not applicable).

You should also know that I have undergone an OHSAS 18001:2007 audit undertaken by a UKAS accredited certification body which also satisfies the core criteria. This is a British Standard **[delete this sentence if not applicable]**.

In being invited to pre-qualify under the *[insert name of Scheme provider]* Scheme I would be grateful if you would kindly confirm whether:

1. *[insert name of Scheme provider]* Scheme is approved by Government/HSE, and
2. Whether *[insert name of Scheme provider]* Scheme is compliant with the guidance and, more specifically, with Stage 1 of the core criteria in the Approved Code of Practice (which is now part of the legal framework for health and safety in the 2007 CDM Regulations).

Thank you very much for your help in this matter.

Yours sincerely

If you require further information about the Forum please go to www.ssip.org.uk