



SAFETY
SCHEMES IN
PROCUREMENT

SAFETY SCHEMES IN PROCUREMENT - COMPETENCE FORUM

*“Safety competence at the heart of
procurement”*

TERMS OF REFERENCE AND CONDITIONS OF MEMBERSHIP

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1. The purpose of the Forum

The main purpose of the Safety Schemes in Procurement Competence Forum (SSIP) is to act as an umbrella organization that will facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so. Additionally, the forum will actively advise and influence clients about acceptable interpretation and appropriateness of health and safety competence standards in UK schemes. The SSIP will use the Construction (Design and Management) Regulations 2007 “core criteria” as its threshold.

2. Aims

The SSIP will support client users to demand and maintain integrity and suitable standards in health, safety and welfare competence in procurement and the management of contractors. To do this the SSIP is committed to:

- Encourage mutual recognition amongst pre-qualification schemes where possible.
- Help and encourage client users to recognise SSIP and its aims and objectives.
- Help client users and contractors to achieve value for money through avoiding unnecessary duplication or differing requirements, wherever possible.
- Provide confidence in first stage safety competency assessments through a consistent, reliable, and quality-controlled standard of vetting.
- Promote appropriate core criteria in non-construction works.
- Promote the work of SSIP through relevant trade press and other effective publicity vehicles.

3. Membership of the SSIP

Membership of the Forum is open to all third-party accreditation schemes that have been successfully audited by the SSIP independent auditor. Co-opted membership is given to the Health & Safety Executive, client contractor representative groups namely the UK Contractors Group, the Construction Clients Group, the Construction Industry Council, the National Specialist Contractors Council and the Specialist Engineering Contractors Group. Consideration will be given to applications from other bodies representing trade associations.

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3a. Election and appointment of the SSIP Forum Chair

The SSIP chairperson must be a representative from an SSIP member scheme. The chair will be elected annually at the April meeting of the Forum by majority vote. The SSIP chairperson will also chair the Forum Management Group.

4. Meetings and Venue

The SSIP will meet quarterly at a venue selected in rotation by founder members.

5. The Forum Management Group (FMG)

The FMG is responsible for establishing the SSIP and ensuring all essential elements of the management of the SSIP and its day-to-day running are in place. The FMG is chaired by the SSIP Forum chairperson. The FMG will consist of founder member schemes and representatives from the UK Contractors Group, Construction Clients Group and the Specialist Engineering Contractors Group. The FMG will report to the SSIP quarterly meeting.

a. Future membership

The SSIP at its meeting in September 2008 agreed the Forum Management Group should move to a position where permanent (un-elected) membership continues for the Construction Clients Group, the UK Contractors Group and trade associations (Specialist Engineering Contractors Group) and elected membership of two representatives from public sector schemes and two from private sector schemes. The election of the FMG will be called by the SSIP chairperson on the anniversary of the Forum's establishment as a legal entity.

b. Meetings

The FMG will meet monthly to progress the business of the SSIP but will change to quarterly meetings when prudent to do so.

6. Co-opted membership

Membership of the SSIP may be offered (subject to majority FMG agreement) to other expert interested parties or organisations that may have a role to play in promoting, improving or enhancing health and safety competence in procurement. The Health and Safety Executive has permanent co-opted membership with the SSIP.

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6a. Voting Rights

Decisions are made on the basis of a majority vote. In the event of a tie, the chair will make the casting vote. Founder members of the SSIP, the Construction Clients Group and the Specialist Engineering Contractors Group are awarded two votes each. This additional vote is recognition of the significant work and / or financial commitment given by them to launch the SSIP.

Co-opted members have no voting right.

7. Press & Public Relations

No SSIP member shall communicate with representatives of the general or technical press, radio, television or other communications media in relation to the SSIP and its work unless agreed by the Forum Management Group.

8. Commercial Confidentiality and Data for use in promoting the SSIP

SSIP members will at all times respect every element of commercial confidentiality relating to their and others SSIP members. Promoting the work of the SSIP to the wider audience including its aims is important and to assist this schemes are invited to provide monthly or quarterly details of:

- Percentage of applications successfully achieved compliance
- Percentage of applications failed their assessment outright
- Lessons learnt from assessments over the period
- Estimated savings to schemes clients including savings in fees and resources.

9. Commercial Gain

No scheme shall permit either their scheme or those conducting an assessment to make any commercial or personal gain from any part of the assessment, reassessment or verification visit. Any accusation of a breach will be informed to the FMG as soon as possible and a full internal investigation launched by the relevant scheme.

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10. Complaints and Appeals

Member schemes are responsible for managing complaints or appeals relating to any assessment undertaken by them. The SSIP shall not become involved in complaints about an individual scheme unless the complaint is one that has either brought the SSIP into disrepute or has the potential to do so. In the event of a complaint of this nature the Chair will appoint three persons (two non scheme members and one from the relevant scheme) to undertake an investigation.

Each scheme will operate its own appeal process.

11. Verification Visits - for future consideration (Some may already refer to these as site audits)

- *The SSIP meeting in September 2008 agreed in principle an interpretation of the CDM 2007 Approved Code of Practice could involve an on-site visit to verify contractors are working in a safe manner. Those schemes not already doing these “verification visits” will undertake to implement an acceptable level of verification as soon as reasonably practicable.*
- *For the purposes of the scheme a “verification visit” is a visit by a competent person to a construction site operated by a compliant accredited or registered contractor registered with the SSIP scheme member. The visit will ensure (verify) the contractor works safely through a proper and established safe system of work or works on site.*
- *Verification visits will be undertaken on between 3 and 5% of compliant or approved contractors. These verification visits can take several forms:*
 - *Visits arranged between the assessing scheme and the contractor where the contractor meets all relevant costs relating to that visit.*
 - *Visits arranged between the assessing scheme and the contractor where the scheme meets all relevant costs relating to that visit.*
 - *Visits carried out by another SSIP scheme.*
 - *Visits carried out by another third-party such as a client or their agent.*
 - *Visits carried out by safety consultants on behalf of the contractor or a client.*

12. Certificate of Accreditation

SSIP members will issue their certificates in a style and manner decided by them. However, where possible certificates should carry the SSIP logo / message as

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representation of achievement to the SSIP threshold. The presentation of a certificate on its own should not be considered proof of registration.

12.1 SSIP logo

Membership of the SSIP entitles a SSIP scheme member to use the logo on stationery, livery, web sites and other promotional materials subject to terms and condition for use at Appendix 1.

13. Assessor Competence

SSIP forum members will ensure assessors or auditors appointed or employed by them to do the assessment or audit has all the competence and associated skills, knowledge and experience to enable them to undertake it. Assessors or Auditors who are tasked to complete an application beyond their skills, knowledge and experience must be instructed to pass it to a manager or colleague for action.

The SSIP will ensure as far as possible a common framework for CPD among assessors.

14. Subject to Annual Audit

Membership of SSIP is subject to a successful and continued annual audit by an independent auditor appointed by the SSIP. The audit will be in two parts, the quality management system and the ability of reviewers, assessors or auditors. Current registration with ISO 9000 constitutes “deem to satisfy” for part one of the audit. All costs relating to the audit will be met by the scheme being audited.

15. Intellectual Property

The intellectual property relating to any assessments or audits remain the property of the assessing or auditing member and can only be used subject to agreement within a “deem to satisfy” agreement.

16. Annual Membership Fee

SSIP membership is subject to annual payment by invoice of a membership fee paid in advance. Non-founding SSIP members will fund the repayment of the (£12K) start-up loan made by Founder Members over a five year period or sooner if it can be achieved.

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17. Deem To Satisfy

SSIP membership requires a “deem to satisfy” agreement that lays down what mutual (or non-mutual) recognition is in place amongst SSIP members. The categories of duty holders for which deem to satisfy can apply are described within the relevant agreement. The independent audit will identify which duty holder roles can be agreed under the agreement.

18. Membership of the SSIP

Membership of the SSIP is open to any health and safety competence pre-qualification scheme used in the United Kingdom and may be public or private sector schemes including schemes run by individuals or individual organisations.

Membership is subject to the satisfactory provision of a portfolio of evidence and subsequent independent annual third party audit.

19. Start up loan

Founder members contributed £3000 for SSIP to employ a half time SSIP Coordinator with responsibility for the administration and management of the scheme including the costs for developing and managing the web site and publicity costs in promoting the scheme. This loan will be repaid from the annual membership fees paid by non-founder scheme members.

20. Annual Membership Fee

An annual membership fee is payable based on the number of contractors or consultants registered with the scheme. The fee will be invoiced following acceptance into the SSIP and successful completion of the third-party audits. Founder member schemes will pay a discounted fee.

Number of registered businesses	Annual Fee	Annual Founder Member fee
Fewer than 1000	£1000	Not applicable
Between 1000 and 10000	£3000	£2000
Greater than 10000	£5000	£4000

Trade Association Membership

Trades Association wanting to support and influence the work of the SSIP will

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pay an annual subscription fee of £1000.

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21. Application for Membership

The initial application should be completed and submitted to the SSIP Coordinator. It is available from the SSIP web site (SSIP.org.uk) and includes a non-refundable application fee to cover administrative costs.

Appendix 1

**THE SAFETY SCHEMES IN PROCUREMENT (SSIP)
COMPETENCE FORUM**

0.1.

Licence to use the SSIP Competence Forum Logo

Terms and Conditions of Use

- 1) Only full SSIP Members who have paid their annual membership fee are authorised to use the *Safety Schemes in Procurement logo*.



- 2) Founder Members of the SSIP have exclusive use of the logo below identifying them as a founder member.



- 3) The logo may be used on promotional material but must be accompanied by an objective explanation of the SSIP. (For example; The Safety Schemes in Procurement Competence Forum (SSIP) is an

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umbrella organization to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so)

4) The logo may be used on a member’s website or websites subject to a reference to SSIP Copyright 2009 being included.

5) *The SSIP Competence Forum* logo is protected under SSIP copyright 2009. Its use is exclusively controlled.

6 How the logo may be used

The logo must be used subject to the terms and conditions laid out in this license.

Use of the logo is exclusive to those who maintain membership of the SSIP and have paid their annual license. The logo may be used in the following:

- a) a scheme members stationery (including letter headed paper, envelopes, compliment slips and business cards);
- b) on the members website;
- c) a member’s advertisements (TV, press, posters, magazines, internet);
- d) a member’s promotional literature; and,
- e) a member’s exhibition stand or stands.

The SSIP logo cannot be reproduced from any other source other than from originals supplied by the SSIP Coordinator.

The logo must appear in a sensible size and position. It must not appear lower or after any other logo other than the member’s own branding (if applicable). The logo can be re-sized, providing the lettering remains legible. Applications for use of the logo outside these guidelines and restrictions must be made in advance and in writing to The SSIP Coordinator, 3rd Floor, Civic Centre, London Road, Morden. SM4 5DX