



Independent Certification of Health and Safety
Management Systems for the Construction Industry

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SAFE-T-CERT SCHEME GUIDE

The Construction Sector Health and Safety Management Certification Scheme



CEF CONSTRUCTION
EMPLOYERS
FEDERATION



SSIP
Registered Member



Contractors Registration Qualifications Limited trading as Safe-T-Cert
Registered No.316675 Registered Office: Construction House, Canal Road, Dublin 6

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OVERVIEW OF SCHEME;

Introduction

Safe-T-Cert is a certification scheme designed for certifying the Safety Management Systems of contractors working in the construction industry. The Scheme's objective is to improve health and safety management by providing objective standards and certifying those contractors whose safety management systems have been assessed, and can demonstrate that they;

- Meet the base requirements – see Appendix No 1 and No 2
- Implement an occupational health and safety management system which meets the requirements of Safe-T-Cert standard – incorporating continual improvement – see ILO Guidelines for Safety Management Systems (available from www.safe-t-cert.ie).
- Address relevant national legislation

Key features of the Scheme

Safe-T-Cert is a construction sector specific safety management system standard.

The **Scheme** is applicable to contractors of all sizes.

The **Scheme** was developed jointly by the Construction Industry Federation (CIF) in Dublin and the Construction Employers Federation (CEF) in Belfast.

Safe-T-Cert certification is based on the International Labour Office (ILO) "Guidelines on Occupational Safety and Health Management Systems – www.safe-t-cert.ie for guidance.

Safe-T-Cert is a recognised in the Republic of Ireland by the Government Construction Contracts Committee (GCCC) as meeting the health and safety suitability requirements for public procurement purposes. Also, Safe-T-Cert is a recognised system under the "Build Safe" initiative in Northern Ireland. It is also supported by the Construction Safety Partnership in the Republic of Ireland – see www.csponline.ie. It is also included under the guidelines for Competency Assessment of Contractors in the Health and Safety Authority (HSA) guidelines to the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Safe-T-Cert is accredited by Safety Schemes in Procurement (SSIP) Forum in the UK. - Note: Special conditions apply, see page 9.

The Benefits of Safe-T-Cert Certification

Certification under the Scheme is a unique selling point for contractors to clients and others to indicate a professional approach to the health and safety management function and is thus a potential differentiator.

The Scheme satisfies the health and safety suitability requirements for contractor organisations for public procurement in the Republic of Ireland and removes the requirement to provide additional information.

The Scheme satisfies the “Build safe” requirements for contractor organisations, to operate a certified Safety Management System when tendering for publically funded work in Northern Ireland.

Safe-T-Cert is also approved by Safety Schemes in Procurement (SSIP) Forum as a qualifying scheme. This exponentially increases the recognition of **Safe-T-Cert** amongst clients in Great Britain. SSIP is a group of health and safety pre-qualification schemes in Great Britain which has formalised mutual recognition across the schemes. SSIP qualifying schemes must demonstrate that they assess health and safety competence with the SSIP Core Criteria (<https://SSIP.org.uk/wp-content/uploads/2019/12/RB-Issue-8.10-Website.pdf>) – See Appendix 4.

Safe-T-Cert is the only scheme supported by IOSH.

- Certification demonstrates real commitment to health and safety risk management.
- Certification demonstrates commitment to the well-being of the workforce.
- **Safe-T-Cert** certification provides contractors with third party recognition which can be submitted for pre-qualification and selection procedures.
- Certified contractors are listed on the Safe-T-Cert and SSIP register which is available to public and private sector clients. (Conditions Apply – See Page 9).
- Certification promotes reductions in liability insurance premiums.

Certification

In order to achieve certification companies must demonstrate that they have a robust health and safety management system in place (following the philosophy of the ILO Guidelines to Safety Management Systems ([see www.safe-t-cert.ie](http://www.safe-t-cert.ie) for guidance))

A Joint Standards Advisory Panel (JSAP) consisting of Client representatives, Professional bodies, the Institute of Occupational Safety and Health (IOSH), the Health and Safety Authority (HSA), Trade Unions and contractors advise on the standards for certification.

Companies that have gone through a detailed certification audit process and have met the minimum criteria will receive certification.

Companies can use **Safe-T-Cert** certification to demonstrate to clients and others that they have effective safety health and management systems and procedures.

Independent Audit

Audits are carried out by **Safe-T-Cert** approved Auditors from a panel of Auditors overseen by the Institution of Occupational Safety and Health (IOSH).

Auditors must:

1. Have appropriate construction experience
2. Hold Chartered membership of IOSH.
3. Be an IRCA Registered Lead Auditor (International Register of Certified Auditors)
4. Have completed **Safe-T-Cert** Auditor Training and attend regular updates as required by **Safe-T-Cert** and IOSH.

The audit itself entails a detailed examination of the company's safety and health documentation and procedures together with interviews and site inspections.

UK – SSIP

Companies who operate in the UK can be listed on the SSIP Portal for procurement purposes. In order to achieve SSIP recognition an audit must be carried out against the requirements of the United Kingdom (England, Scotland, Wales & Northern Ireland) – i.e. reviewing the associated documentation for the jurisdictions where CDM Regulations are applicable. (See Appendix 4)

THE CERTIFICATION PROCESS

STAGE 1 - APPLICATION to Scheme

1. The Contractor requests / downloads a Safe-T-Cert application for registration form from Safe-T-Cert (<http://safe-t-cert.ie/downloads/>)
2. The applicant company submits completed application form including the appropriate registration fee and verification of turnover (previous full financial year).
3. The Scheme registers the applicant company - The Company is now a “**Registered Applicant**”
4. The Scheme issues the Registered Applicant with details of registration.
5. The Registered Applicant company is listed on the Safe-T-Cert website.

Note: Once a company becomes a Registered Applicant the rules of the Scheme require them to proceed to full certification within **nine months** of registration. Failure to do so may result in the company’s registration with Safe-T-Cert being suspended.

To assist Registered Applicants to prepare for audit they may seek basic advice from the Scheme Manager. Should further assistance or a pre-assessment audit be required a list of independent Health and Safety Practitioners, familiar with the Safe-T-Cert scheme, can be provided (<http://safe-t-cert.ie/downloads/>).

Safe-T-Cert requires that the Safety Management System be in place for at least 3 months prior to certification audit taking place.

STAGE 2 - AUDIT

Before applying for audit the contractor should ensure that its health and safety management systems are ready for audit – note the base requirements in Appendix 1 & 2. The Registered Applicant completes and submits the Audit Application Form and appropriate fee (see <http://safe-t-cert.ie/downloads/>) to the Scheme Manager.

On receipt of the application for audit and appropriate fee, the Scheme Manager appoints an Auditor. Confirmation of the Auditor appointment is sent to the Applicant company.

The Auditor contacts the company to arrange a suitable date to conduct the Safe-T-Cert audit.

Scope of the Audit

The Audit Application Form should clearly state the contractor's construction activities to be audited. The implementation of the safety management system must be consistent across all the construction activities to be audited.

Activities defined by the local market sector, may also be acceptable subject to approval by the Scheme Manager (e.g. Public-Sector Housing Response Maintenance).

The Safe-T-Cert audit is conducted in three stages, *(4 if SSIP Accreditation is required)*:

1. A Documentation Audit
2. Site Audits
3. Senior Management Interviews
4. SSIP – Core Criteria

1. Documentation Audit

Each audit commences with an opening meeting with the Registered Applicant's senior management, at which the Auditor explains the purpose, scope and standard being applied to the audit.

The Registered Applicant must make the relevant documentation available for review by the Auditor - note Appendix 1

The Auditor will check to ensure that all necessary documentation is available. The Auditor assesses the Registered Applicant's documentation against the requirements of the scheme.

If the Auditor identifies shortfalls in the documentation, indicating a failure to meet the scheme or statutory requirements, the audit may be suspended at this stage.

If the Auditor suspends the audit and requests outstanding or additional documentation, then the time taken to review these items will be chargeable to the Registered Applicant Company.

When the Auditor is satisfied with the Registered Applicant's documentation he (or she) will agree the remaining audit arrangements and confirm these with the company.

A further element to the documentation audit requires the Auditor to identify documentary evidence that the Company has been operating its management arrangements throughout the period since the last audit or for at least 3 months in advance of the initial audit. The

Company should make available documents from completed projects during the auditable period to confirm that its systems have been followed.

2. Site Visits / Audit

The Auditor nominates a representative number of operational sites for a visit during the Audit as per the list supplied with the Audit Application. During the site visit(s), the Auditor examines objectively, evidence to confirm the functioning of the company's health and safety management system as outlined in the documentation. This is achieved by observations, interviews and the examination of records.

Before the closing meeting, the Auditor reviews any matters arising from the audit. The Auditor ensures that all aspects of the management system have been considered.

3. Management Interviews

The Registered Applicant must ensure that the Principal Officer / Managing Director / Director with responsibility for health and safety, is available during the audit, along with appropriate safety management personnel.

During the interviews, the Auditor seeks to ascertain the levels of commitment from management to health and safety and continuous improvement in the function throughout the company.

The Auditor gives an overview of the results of the audit and shall ensure that each point, including perceived non-compliances, are clearly explained.

No issue shall be raised subsequently in the audit report that has not been discussed with the company at the closing meeting.

The Auditor shall inform the company of his/her recommendation regarding certification under the scheme.

The Auditor makes one of three recommendations, as follows:

- (i) Approved for Immediate certification.**
- (ii) The postponement of certification subject to the rectification of limited non-compliance.**
- (iii) Not approved, if in the opinion of the Auditor the company has failed to meet the standards of the Scheme.**

If the result of the audit is either (ii) or (iii) above, the Auditor informs the company of its right of appeal.

UK - SSIP – Core Criteria

If the company wishes to be listed on the SSIP Portal, (i.e. operates in UK), then:

- (a) Clear demonstration of compliance with SSIP Core Criteria is required
- (b) Extra fee applies

All the Registered Applicant's documentation is returned by the Auditor.

The Auditor, completes an audit summary report form, reviews his findings with the company and agrees on appropriate corrective action to any non-compliance.

Post Audit Action

As soon as practical following completion of the audit, the Auditor forwards the completed documentation together with his (or her) recommendations to the Scheme Manager.

The audit report forwarded to the Scheme Manager normally consists of:

- 1 The audit analysis.
- 2 Audit summary and recommendations.
- 3 Any other supporting documentation.

If certification is approved, the Scheme Manager issues the Applicant Company with a Safe-T-Cert certificate, their certification number together with a copy of the Auditor's Report. (This is presuming all invoices have been paid)

If certification is not approved, the Scheme Manager issues the company with a copy of the Auditor's Report (on payment of the invoice for the costs of the audit).

STAGE 3 - ANNUAL VERIFICATION AUDITS

Successful contractors are subject to an Annual Verification Audit (AVA) for each of the two subsequent years following initial certification.

The Scheme Manager contacts the certified company at an appropriate time to advise them that an AVA is due (10 weeks prior to certification expiry). It is the certified company's responsibility to complete an audit application form and to ensure that it is ready to undergo the AVA.

At the Annual Verification Audit, an Auditor appointed by the Scheme Manager, will look for evidence that the health and safety management standards of the company that resulted in initial

certification have been maintained and that the suggested improvements notified to the company at the previous audit have been actioned.

After three years of continuous certification, the certified company is required to undergo a full audit process again (as described above).

Fees

The professional fees for **Safe-T-Cert** certification are based on the verified turnover of an Applicant company.

An auditor will not be allocated to the company until payment for the audit has been received. If an audit is cancelled within 7 working days of the agreed date, a cancellation fee will be charged.

If a return visit is required an additional fee is chargeable,

Conditions attached to use of the Safe-T-Cert certificate and Safe-T-Cert logo



Certified Contractors who have been awarded certification under the Scheme are entitled to use the Safe-T-Cert Certificate and the Safe-T-Cert logo. The logo may be used on the Contractor's premises, documentation, advertisements, vehicles and sites which are engaged solely in the activities within the scope of the Safe-T-Cert audit.

Use of the logo and certificate are also restricted to contractors who hold current certification – i.e. have been audited in the last year.

Registered Applicants **may not** make use of the logo.

COMPLAINTS PROCEDURE

The Scheme has an appropriate complaints procedure.

- 1 The firm contacts the Scheme Manager in writing outlining the complaint
- 2 On receipt of this correspondence the Scheme Manager shall acknowledge and send a holding letter within 24 hrs of receipt of the complaint.

The Scheme Manager shall conduct a full investigation of the complaint within 7 days and a full response will be sent to the complainant. If the investigation is not complete within 7 days, the Scheme Manager will write to the complainant summarising what steps will be taken and when they should expect to receive a full response

APPEALS PROCEDURE

The Scheme has an appropriate appeals procedure.

- (a) To start the Appeals Procedure the firm must contact the Scheme Manager within 14 days of the date of communication of the decision.
- (b) On receipt of this correspondence the Scheme Manager shall send an acknowledgement letter to the appellant within 7 working days of receipt.
- (c) The Scheme Manager shall inform the JSAP within 7 working days of receipt. The JSAP will appoint an independent chairman for the Appeals Tribunal and request two members of JSAP to sit on the Appeals Tribunal.
- (d) The Appeals Tribunal will convene within 30 working days of the appeal being lodged.
- (e) The Appeals Tribunal will consider the appeal, interviewing relevant parties as necessary.
- (f) Relevant parties will be contacted 5 working days before a hearing.
- (g) The Appeals Tribunal will forward its written findings to the Scheme Manager within 45 working days of the appeal being lodged.
- (h) The Scheme Manager will inform the appellant of the adjudication of the Appeals Tribunal within 15 working days of the receipt of the Appeals Tribunal's findings.
- (i) The decision of the Appeals Tribunal will be final.
- (j) The members of the Appeals Tribunal are not liable for any consequences their decision may have for the Appellant.
- (k) If an appeal is rejected, the full costs of the appeal investigation will be borne by the contractor.

Suspension and revocation

In the event of breach of the Scheme rules, Safe-T-Cert is entitled to suspend, revoke certification at any time during the certification period.

DATA PROTECTION PROCEDURE

At Safe-T-Cert, we are committed to ensuring the security and protection of all personal data / information that we process and in developing a data protection regime that is effective, fit for purpose and compliant with the General Data Protection Regulation 2016.

Personal information is stored, archived and destroyed compliantly and ethically. Safe-T-Cert carry out strict due diligence checks to assess data obtained and to verify that appropriate safeguards are implemented. Safe-T-Cert will only use information of a personal nature to administer the account and to provide the service level agreement entered into following registration of interest in the Safe-T-Cert scheme or as agreed with client.

All IT systems are monitored and backed-up on a continual basis to prevent unlawful access or loss of data. In the event of a data breach or loss, Safe-T-Cert would identify, assess, investigate and

report any personal data breach not later than 72 hours after having become aware of it, Safe-T-Cert would notify the data breach to the supervisory authority, unless the data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Safe-T-Cert will accommodate formalised data access requests (by email or in writing) from Safe-T-Cert members for information held by Safe-T-Cert for that respective member, within 30-days of receipt.

Safe-T-Cert provides a full list of companies certified to the scheme, and a list of companies that have registered their intention to proceed to certification stage on the Safe-T-Cert webpage:

<http://safe-t-cert.ie/certified-companies/>

For companies certified to the scheme, details limited to company name, contact phone number, email address and website are declared on the website. By comparison, only the company name is publicised for registered companies. Additionally, companies certified to Safe-T-Cert, who have demonstrated compliance with the SSIP Core Criteria, are listed in terms of company name and postal address on the SSIP webpage: <http://SSIP.org.uk/>

Information

For further information, please contact;

Dermot Carey	
Safe-T-Cert	Phone: 01 406 6000
Construction House	Fax: 01 496 6953
Canal Road	e-mail: safetcert@cif.ie
Dublin 6	website: www.safe-t-cert.ie

Typical documents, records and forms required by Safe-T-Cert

- 1 Safe-T-Cert “Application for Audit” Form. Contact CIF at 01-4066057 or email: safetcert@cif.ie or download from www.safe-t-cert.ie.
 - 2 Company Employer / Public Liability Insurance Certificate.
 - 3 Your company organisational structure listing key personnel, duties and responsibility for the management of health and safety.
 - 4 Your company Health and Safety Statement, which should include your site rules and emergency procedures.
 - 5 Details of staff qualifications - this should include:
 - (a) Safety awareness (Safe Pass or equivalent) and specific skills training e.g. SOLAS CSCS training of personnel. Contact SOLAS for a list of approved training providers.
 - (b) Senior and Middle Management training - e.g. CIF Managing Safely in Construction course. Contact CIF, telephone 01-4066000 or website: www.ciftraining.ie
 - (c) Company inductions including topic schedule copy of sample attendance record.
 - (d) Tool box talks records.
 - 6 Your company risk assessment procedure to include - site work, workshop and stores as appropriate – this should outline details of general risk assessment and site-specific assessments. Samples completed and dated.
 - 7 Your company safety competence assessment procedure for sub contractors.
 - 8 Sample Construction Stage Health and Safety Plans containing the methodology for completing a project.
 - 9 Your company procedure for the recording relevant statutory inspections – e.g.:
 - (a) Inspection of excavations
 - (b) Scaffold erection and weekly inspection
 - (c) Lifting appliances / plant
 - (d) Any other relevant records
- These records must also be available on site.
- 10 Details of the company’s personal protective equipment policy and sample records of issue
 - 11 Your company noise assessment procedure .
 - 12 Chemical risk assessments including record of manufacturer’s data sheets. Regular recording and reviewing of assessments.

- 13 Your company procedure for general plant maintenance including the operator's checklist and maintenance records/charts.
- 14 Your company procedure for portable appliance tests including confirmation and copies of earthing test records – if relevant
- 15 General Records

(a) Site safety inspections and site safety audits including safety inspection checklists and audit report forms.

(b) Regular management meetings including reviews of projects, accidents, audits and objectives. Copies of minutes / notes signed and dated.

(c) Annual review meetings including reviewing accident statistics, objectives. Copies of the minutes and action plan.

(d) Accident handling/reporting procedure. Accident book detailing reports to HSA of three days accidents and Dangerous Occurrences. Also reports of company/insurance investigations or reports outlining improvements arising from accident reviews.

(e) Details of any enforcement actions taken by the Health and Safety Authority – e.g. Improvement or Prohibition notices, Agreed closures / Prohibition orders or prosecutions.

(f) Your company long term/annual safety objectives / targets.

Appendix 2

Safe-T-Cert – Base Criteria for Certification:

Notes:

1. Members should consult the ILO Guidelines on Safety Management Systems – see link in download section of www.safe-t-cert.ie.
2. Safe T Cert will accept presentation of documents in either soft or hardcopy. For softcopy presentations the platform must be sufficiently sized and in a physical condition so as to best facilitate ease of reading of documents.
3. The definition of Competence will be that as is specified in Irish Health & Safety Legislation.
4. Legislation must strictly adhered to, but must also be in-line with the spirit and intent of such legislation.
5. The Safety Management System must be in operation for a minimum of 3 months

	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
1.	Health & Safety Statement	You are expected to have, and be implementing a current, appropriate Health and Safety Statement as per <i>Safety, Health and Welfare at Work Act 2005</i> , regularly reviewed, and signed by the Managing Director or equivalent. The Statement must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation.	<p>A signed, current copy of the company Health and Safety Statement (indicating Revision Numbers & Revision Dates and by whose authority it is published).</p> <p>The Safety Statement should be provided with an Amendment Record Table briefly identifying each change made at the time of each revision.</p> <p>The timely communication of the Safety Statement to each Company Employee must be formally evidenced.</p>
2.	Health and safety Arrangements	<p>These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work.</p> <p>They should set out how the company will discharge their duties under current Health & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce</p>	<p>A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation. This will normally form part of your Health and Safety Statement.</p> <p>The physical implementation / application of Company commitments and physical duties / responsibilities as delineated in Safety Statement must be evidenced.</p>
3.	Competent advice – corporate and construction related	<p>Your organisation, and your employees, must have ready access to competent Health & Safety advice, - from within your own organisation or externally.</p> <p>The advisor must be able to provide general and construction specific health and safety advice.</p>	<p>Name and competency details of the source of advice, e.g. Trade Organisation (CIF or similar), Safety Group (NISO or similar), consultant or in house who provides Health & Safety information and advice.</p> <p>Evidence of the ongoing implementation of advice received must be available for audit. Advice received must be from a competent source.</p>
4.	Training and information	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties.</p> <p>This will include duties as contractors, Project Supervisor Construction Stage (PSCS) – if accepting this role.</p>	<p>Headline training records.</p> <p>Evidence of a Health & Safety training culture including records, certificates of attendance and adequate Health & Safety induction training e.g. Safe Pass / CSCS / Site Safety for Supervisors / Managing Safely in Construction, PSCS Programme.</p>

		<p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p>	<p>Evidence of an active CPD programme could include sample of 'toolbox talk', renewals of Safe Pass / CSCS / MSIC etc.</p> <p>Evidence of a system to verify the competence / qualifications of both internal and external trainers & tutors must be presented for audit.</p> <p>Evidence of relevant training as required by Health & Safety legislation or Approved Code of Practice e.g. Safe-Pass / Construction Skills Certification Scheme (CSCS), etc.</p>
5.	Individual qualifications and experience	<p>Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.</p>	<p>Details of qualifications and/or experience of specific corporate post holders for example Senior Managers, Health & Safety Advisor.</p> <p>Other key roles should be named or identified, and details of relevant qualifications and experience provided.</p> <p>For contractors: Details of personnel engaged in the organisation who have completed Safe-Pass / Construction Skills Certification Scheme (CSCS)</p> <p>For Site Managers, details of any specific training such as Site Safety for Supervisors, IOSH Managing Safely in Construction or equivalent.</p> <p>For Project Supervisor for Construction Stage (PSCS) – evidence of specific PSCS training</p> <p>For professionals, details of qualifications and/or professional institution membership – Engineers Ireland etc.</p> <p>For site workers, details of any relevant qualifications or training such as Safe Pass / Construction Skills certification Scheme (CSCS).</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p>
6.	Monitoring, audit and review	<p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.</p>	<p>This could be formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of workplace / site inspection reports.</p> <p>Company Top Management must demonstrate pro-active auditable leadership in</p>

			the promotion and enforcement of their Company Health & Safety Management System.
7.	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on health & safety matters.	Evidence showing how consultation is carried out. Records of Health & Safety committees should same be maintained. Evidence of safety representatives, should same be required.
8.	Accident reporting and enforcement action; follow up investigation	You should have records of accidents at least the last three years or since your company commenced operations. You should also have in place a system for reviewing all incidents, and recording the action taken as a result. You should record any enforcement action taken against your company by the Health and Safety Authority over the last five years, and the action which you have taken to remedy matter remedy matters subject to enforcement action.	Evidence showing the way in which you record, investigate and complete ongoing collective analysis of all accidents and incidents. Records of all accidents/incidents over the previous 3 years in the case of an initial Certification Audit and previous 12 months for all subsequent Safe T Cert Audits and of root causation exercises and actions taken to prevent recurrences. Records of all HSA & RSA interactions over the last five years (or since the company commenced trading), and actions was taken to rectify matters should same be required. Statistics of complexity appropriate to Company size and operations identifying all adverse event occurrences and showing breakdown of event types, accidents, incidents, near misses, good catches, RTAs, disciplinaries etc, the nature and fall-outs of all such occurrences. Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors. Group Companies may present individual component company or collective records for audit.
9.	Sub-contracting /consulting procedures (if applicable)	You should have arrangements in place for appointing competent sub-contractors/consultants. You should be able to demonstrate how you ensure that sub-contractors/consultants will also have arrangements for	Evidence showing how you ensure sub-contractors/consultants are competent. Examples of sub-contractor/consultant assessments you have carried out – Safety Statements / Insurance / RAMS etc. Evidence showing how you required similar standards of competence assessment

		<p>appointing competent sub-contractors or consultants. You should have arrangements for monitoring sub-contractor/consultant performance.</p>	<p>from sub-contractors/consultants.</p> <p>Maintenance of a live Approved List of Sub-Contractors.</p> <p>Company Sub-Contractor Selection and Approval Systems. Pre-Contract meeting minutes.</p> <p>Evidence of a documented and subsequently considered Sub-Contractor Post Contract Evaluation System and its impact on the Company Approved List of Sub-Contractors.</p> <p>Evidence showing how you monitor sub-contractor/consultant performance .</p>
10.	<p>Risk assessment leading to a safe system of work</p>	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p> <p>For companies taking the PSCS Role:</p> <p>You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works</p>	<p>Evidence showing how the company will identify significant health & safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>Generic Risk Assessments in the Company Safety Statement; Site Specific Risk Assessments in Site Specific Safety Statements and Construction Stage Health & Safe Plans and Task Specific Risk Assessments in Method Statements.</p> <p>For companies taking PSCS Role:</p> <p>Sample construction phase plans.</p> <p>The plan should be:</p> <ul style="list-style-type: none"> • proportionate to the size and nature of the work, and the risks involved • workable and realistic • sufficiently developed to allow work to start on site • Maintained as a live document - regularly reviewed and added to as new trades start. • Evidenced as having been provided to Sub-Contractors in a timely manner so as to best permit them to generate their own Site Specific documentation.
11.	<p>Co-operating with others and co-ordinating</p>	<p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up risk assessments, method</p>	<p>Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes.</p> <p>Evidence of how the organisation co-ordinates its work with other interested</p>

	your work with that of other contractors	statements/safe systems of work.	parties.
12.	Welfare provision	<p>'Welfare facilities' are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p>For Companies taking on Role of PSCS:</p> <p>You should be able to demonstrate how you will co-ordinate the provision of welfare facilities on site.</p>	<p>Evidence could include for example Health & Safety Statement commitment; contracts with welfare facility providers including cleaning arrangements. Physical review of facilities.</p> <p>For companies taking on role of PSCS:</p> <p>Evidence of compliance to Regulation 17(3)(a) of the 2013 Construction Regulations regarding co-ordination of welfare</p> <p>Details of type of welfare facilities provided on previous projects.</p>

Safe-T-Cert – Fee Structure

March 2016

Appendix 3 - Fees

Registration Fees (€)

Company Turnover (€)	Application Fee (€)	Total (Inc. VAT @ 23%)
0 – 1.27 million	79.50	97.79
1.27 – 6.35 million	132.50	162.98
6.35 – 19.05 million	270.30	332.47
19.05 – 38.1 million	402.80	495.44
38.1 Million +	540.60	664.94

Audit / Certification Fees (€)

Company Turnover (€)	Audit Fee	Certificate Fee	Total (Excluding VAT)	Total (Including VAT)
0 – 1.27 million	650.00	63.50	713.50	877.60
1.27 – 6.35 million	940.00	63.50	1,003.50	1,234.30
6.35 – 19.05 million	1,300.00	63.50	1,363.50	1,677.10
19.05 – 38.1 million	2,100.00	63.50	2,163.50	2,661.10
38.1 Million +	2,400.00	63.50	2,463.50	3,030.10

Notes:

Vat is charged at the current rate (23%)

Safe-T-Cert reserves the right to revise these charges.

Auditors travelling expenses are charged to the audited company, at cost post audit and are additional to the fees outlined above.

An additional fee will be added to cover the administration of the SSIP accreditation, (if required).

Appendix 4 – SSIP Core Criteria for the Demonstration of Organisational Capability Assessment

NOTE

CRITERIA ELEMENTS 1 TO 12 ARE APPLICABLE TO ALL ORGANISATIONS. CRITERIA ELEMENTS 13 TO 14 ARE ONLY APPLICABLE TO CONSTRUCTION SECTOR ORGANISATIONS (WHO HAVE SPECIFIC DUTIES) AND ARE IN ADDITION TO CRITERIA ELEMENTS 1 TO 12. THIS LIST MAY BE AMENDED FROM TIME TO TIME AS NECESSARY, TO REFLECT REGULATORY OR OTHER RELEVANT DEVELOPMENTS

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
1	Health & Safety policy and organisation for Health & Safety	<p>You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health & Safety management at all levels within the organisation.</p>	A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).
2	Arrangements	These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under current Health & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce	A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation.
3	Competent advice – corporate and construction related	<p>Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health & Safety information and advice.</p> <p>An example from the last 12 months of advice given and action taken.</p>
4	Training and information	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p>	<p>Headline training records.</p> <p>Evidence of a Health & Safety training culture including records, certificates of attendance and adequate Health & Safety induction training.</p> <p>Evidence of an active CPD programme. Sample of 'toolbox talk' type training.</p> <p>Evidence of relevant training as required by Health & Safety legislation or approved code of practice e.g. asbestos awareness training.</p>
5	Individual qualifications and experience	Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.	<p>Details of qualifications and/or experience of specific corporate post holders for example board members, Health & Safety advisor etc. relevant for the industry sector for both construction and non-construction activities.</p> <p>Other key roles should be named or identified and details of relevant qualifications and experience provided.</p> <p>Additionally, for construction sector organisations:</p> <p>For principal contractors and contractors: Details of number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for</p>

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			<p>example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.</p> <p>For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.</p> <p>For professionals, details of qualifications and/or professional institution membership.</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates.</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p> <p>For Design Organisations:</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of professional institution membership such as RIBA, ICE, APS, RIAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p> <p>For Principal Designers:</p> <p>Details of qualifications, to confirm the organisations operational capability to manage construction Health & Safety which may include NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc.</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of relevant professional institution membership such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' registers), or the ICE construction Health & Safety register etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health & Safety.</p>
6	Monitoring, audit and review	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.	<p>Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of workplace / site inspection reports.</p>
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.	<p>Evidence showing how consultation is carried out.</p> <p>Records of Health & Safety committees.</p> <p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.</p>
8	Accident reporting and enforcement action; follow up investigation	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>	<p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Records of the last two accidents/incidents and action taken to prevent recurrence.</p> <p>Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).</p> <p>For larger companies, simple statistics showing incidence rates of major injuries, over seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p> <p>Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors.</p>

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#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
9	Sub-contracting /consulting procedures (if applicable)	<p>You should have arrangements in place for appointing competent sub-contractors/consultants.</p> <p>You should be able to demonstrate how you ensure that sub-contractors/consultants will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor/consultant performance.</p>	<p>Evidence showing how you ensure sub-contractors/consultants are competent.</p> <p>Examples of sub-contractor/consultant assessments you have carried out.</p> <p>Evidence showing how you required similar standards of competence assessment from sub-contractors/consultants.</p> <p>Evidence showing how you monitor sub-contractor/consultant performance.</p>
10	Risk assessment leading to a safe system of work	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p> <p>For construction sector principal contractor organisations:</p> <p>You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works</p>	<p>Evidence showing how the company will identify significant Health & Safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>For construction sector principal contractor organisations or, where relevant, construction contractors:</p> <p>Sample construction phase plans.</p> <p>The plan should be:</p> <ul style="list-style-type: none"> • proportionate to the size and nature of the work, and the risks involved • workable and realistic • sufficiently developed to allow work to start on site • regularly reviewed and added to as new trades start.
11	Co-operating with others and co-ordinating your work with that of other contractors	<p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up risk assessments, method statements/safe systems of work.</p>	<p>Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes.</p> <p>Evidence of how the organisation co-ordinates its work with other interested parties.</p>
12	Welfare provision	<p>‘Welfare facilities’ are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p>For construction sector principal contractor organisations:</p> <p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>	<p>Evidence could include for example Health & Safety policy commitment; contracts with welfare facility providers including cleaning arrangements.</p> <p>For construction sector principal contractor organisations:</p> <p>Evidence of compliance to Schedule 2 of the CDM 2015 Regulations.</p> <p>Details of type of welfare facilities provided on previous projects.</p>
Additional Construction Sector Criteria			
13	Hazard elimination and risk control (Designers & Principal Designers only)	<p>You should have in place and implement, arrangements for meeting your duties under CDM 2015.</p>	<p>Evidence showing how you:</p> <p>Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;</p> <p>Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.</p> <p>Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.</p>

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#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
			<p>Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.</p> <p>Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.</p> <p>Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.</p> <p>Examples showing how risk was reduced through design</p> <p>Evidence showing how design changes are managed during pre-construction and construction phases</p>
14	Principal Designer duties (Principal Designers only)	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	<p>Evidence showing how you:</p> <ul style="list-style-type: none"> Communicate with clients and make sure the client is aware of their duties. Assist 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 and distributed to the relevant project team members. Co-ordinate designers e.g. evidence of written instructions, meeting minutes Oversee design decisions Communicate with the principal contractor Manage design changes after appointment of the principal contractor and during the construction phase Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.