



AUDIT APPLICATION FORM

APPLICANT DETAILS

Company Name: _____

Registered Address: _____

Telephone: _____

Email: _____

No. of Direct Employees: _____ No. of Sub-Contractors: _____

No. of Labour Only Sub-Contractors: _____

CONTACT FOR THE AUDIT PROCESS

Contact Name: _____

Position: _____ Consultant
Employee

Telephone: _____ Mobile: _____

Email: _____

AUDIT/CERTIFICATION FEES

Please tick appropriate box

Size	Turnover (€)	Audit Fee	Certificate Fee	VAT @ 23%	Total (Including VAT)
<input type="checkbox"/> Small (A)	0–1,270,000	716.63	63.50	179.43	959.55
<input type="checkbox"/> Small (B)	1,270,000–6,350,000	1,036.35	63.50	252.97	1,352.82
<input type="checkbox"/> Medium	6,350,000–19,050,000	1,433.25	63.50	344.25	1,841.00
<input type="checkbox"/> Large	19,050,000–38,100,000	2,315.25	63.50	547.11	2,925.86
<input type="checkbox"/> Very Large	38,100,100+	2,646.00	63.50	629.19	3,332.69

Notes: VAT is charged at the current rate (23%)

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

Cancellation Policy: 10 working days' notice will incur a 50% cancellation fee. 5 working days' notice or less will incur a 100% cancellation fee.

In the case of a deferment of recommendation, an additional fee will be issued based on the time required to complete the follow up review,

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

The above fees relate to audits carried out in the Republic of Ireland or Northern Ireland – audit requests in other jurisdictions are subject to individual quotation.

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



AUDIT APPLICATION FORM

SSIP

If you operate in the UK and require SSIP accreditation, please note that you must be able to demonstrate clear evidence of compliance with the SSIP Core Criteria – full details of the Core Criteria is available in the Safe-T-Cert Scheme Guide (Appendix No 4) - <https://safe-t-cert.ie/wp-content/uploads/2021/03/STC-1-Scheme-Guide-Rev-22.03.2021.pdf>

Do you require SSIP Accreditation? Yes No

Please note: An additional fee of €250.00 + VAT applies

Should you wish to exclude SSIP initially, and then upgrade prior to subsequent audit, this can be completed by conducting a desktop review, and an extra fee of €250 plus VAT will be chargeable

PAYMENT METHOD

Please indicate your method of payment by ticking the relevant box

BACS

BACS Payment of €

IBAN:

SWIFT/BIC:

Bank Name:

Branch Address:

has been transferred to:

IE30AIBK93101207253539

AIBKIE2D

AIB

1 – 4 Lower Baggot Street

Cheque

I enclose my cheque for €

made payable to **Safe-T-Cert**



AUDIT APPLICATION FORM

DECLARATION

On behalf of the above company, I confirm that:

- a) *all* the contractor's activities are being conducted under a health and safety management system
- b) the above system has been in operation for at least three months
- c) the contractor's organisation is ready to be audited

I, therefore, make application on behalf of the company for audit according to the rules of the Safe-T-Cert Scheme.

NAME (Print): _____
(Principal or Director)

SIGNED: _____

DATE: _____

Please return your application, along with your most recent **Verification of Turnover** to:

Safe-T-Cert, Construction House, Canal Road, Dublin, D06 C6T2

Do you wish to be contacted by the CIF regarding potential membership of the CIF? Yes No



AUDIT APPLICATION FORM

CONSTRUCTION ACTIVITIES (Please list the construction activities to be covered by the audit)

CONSULTANT USED TO PREPARE FOR THE AUDIT (if applicable)

Consultancy Firm: _____

Address _____

Consultant Name: _____

Qualifications _____

AUDIT APPLICATION FORM

CURRENT PROJECTS						
Project Title	Address	Client	Start Date	End Date	Type of Project	No. of Workers

Please provide additional sheets if require

PREVIOUS PROJECTS (last 3 no. major projects completed)						
Project Title	Address	Client	Start Date	End Date	Type of Project	No. of Workers



AUDIT APPLICATION FORM

HEALTH AND SAFETY TRAINING OVERVIEW OF CURRENT STAFF			
Course Title (1)	Type of Staff Who Attended (2)	Number of Certs	

(Please see extra sheet if required)

1. E.G.: Managing Safely in Construction, SafePass, CSR Card, CSCS Card, Safety Representative Training etc.
2. E.G.: Senior/Middle Management, Site Staff, Administrators etc.