



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



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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.csonline.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 a Registered Member of the Safety Schemes in Procurement (SSIP) Forum in the UK. - Note: Special conditions apply, see page 7.

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 – 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 7).
- 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 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 facilitated stakeholders 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 completes the online registration form by visiting www.safe-t-cert.ie
2. The Scheme registers the applicant company - The Company is now a **“Registered Applicant”**
3. The Scheme issues the Registered Applicant with details of registration.
4. 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.

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, online through the Safe-T-Cert website.

On receipt of the application for audit and the appropriate fee, the Scheme Manager shall appoint an approved scheme auditor. Confirmation of the Auditor appointment is sent to the applicant company.

The Auditor shall contact 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 ifSSIP Certification 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 Applicant's senior management, at which the Auditor explains the purpose, scope and standard being applied to the audit.

The 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 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 Applicant Company.

When the Auditor is satisfied with the Applicant's documentation, they 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 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 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 their 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.

Upon receipt of the audit fee, the Scheme Manager shall appoint an approved scheme auditor. Confirmation of the Auditor appointment is sent to the applicant company and the auditor contacts the Applicant directly to agree a date for audit.

At the Annual Verification Audit, the Auditor 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 10 working days of the agreed date, a cancellation fee will be charged.

Auditors travelling expenses are charged at cost post audit and are additional to the audit fee.

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 as soon as reasonably possible 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:

www.safe-t-cert.ie

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: www.ssiportal.org.uk

Information

For further information, please contact;

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

- 1 Safe-T-Cert “Application for Audit” Form. After Registration is completed, the Audit Application can be made available.
- 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 Safety for Construction Managers Programme. 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 recordsThese 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.	A signed, current copy of the company Health and Safety Statement (indicating Revision Numbers & Revision Dates and by whose authority it is published). The Safety Statement should be provided with an Amendment Record Table briefly identifying each change made at the time of each revision. The timely communication of the Safety Statement to each Company Employee must be formally evidenced.
2.	Health and safety 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 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. The physical implementation / application of Company commitments and physical duties / responsibilities as delineated in Safety Statement must be evidenced.
3.	Competent advice – corporate and construction related	Your organisation, and your employees, must have ready access to competent Health & Safety advice, - from within your own organisation or externally. The advisor must be able to provide general and construction specific health and safety advice.	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. Evidence of the ongoing implementation of advice received must be available for audit. Advice received must be from a competent source.
4.	Training and information	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. This will include duties as contractors, Project Supervisor Construction Stage (PSCS) – if accepting this role. 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	Headline training records. 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 / Safety for Construction Managers Programme, PSCS Programme. Evidence of an active CPD programme could include sample of ‘toolbox talk’, renewals of Safe Pass / CSCS / MSIC etc.

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
		throughout the organisation from board or equivalent, to trainees.	Evidence of a system to verify the competence / qualifications of both internal and external trainers & tutors must be presented for audit. 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.
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.	Details of qualifications and/or experience of specific corporate post holders for example Senior Managers, Health & Safety Advisor. Other key roles should be named or identified, and details of relevant qualifications and experience provided. For contractors: Details of personnel engaged in the organisation who have completed Safe-Pass / Construction Skills Certification Scheme (CSCS) For Site Managers, details of any specific training such as Site Safety for Supervisors, IOSH Managing Safely in Construction or equivalent. For Project Supervisor for Construction Stage (PSCS) – evidence of specific PSCS training For professionals, details of qualifications and/or professional institution membership – Engineers Ireland etc. For site workers, details of any relevant qualifications or training such as Safe Pass / Construction Skills certification Scheme (CSCS). Evidence of a company-based training programme suitable for the work to be carried out.
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.	This could be formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response. Copies of workplace / site inspection reports. Company Top Management must demonstrate pro-active auditable leadership in the promotion and enforcement of their Company Health & Safety Management System.

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
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

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
		appointing competent sub-contractors or consultants. You should have arrangements for monitoring sub-contractor/consultant performance.	from sub-contractors/consultants. Maintenance of a live Approved List of Sub-Contractors. Company Sub-Contractor Selection and Approval Systems. Pre-Contract meeting minutes. Evidence of a documented and subsequently considered Sub-Contractor Post Contract Evaluation System and its impact on the Company Approved List of Sub-Contractors. Evidence showing how you monitor sub-contractor/consultant performance .
10.	Risk assessment leading to a safe system of work	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements The identification of occupational health issues is expected to feature prominently in this system. For companies taking the PSCS Role: You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works	Evidence showing how the company will identify significant health & safety hazards and how the assessed risks will be controlled. Sample risk assessments/safe systems of work/method statements. 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. For companies taking PSCS Role: Sample construction phase plans. The plan should be: • 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.

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD
11.	Co-operating with others and co-ordinating your work with that of other contractors	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.	Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes. Evidence of how the organisation co-ordinates its work with other interested parties.
12.	Welfare provision	‘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. For Companies taking on Role of PSCS: You should be able to demonstrate how you will co-ordinate the provision of welfare facilities on site.	Evidence could include for example Health & Safety Statement commitment; contracts with welfare facility providers including cleaning arrangements. Physical review of facilities. For companies taking on role of PSCS: Evidence of compliance to Regulation 17(3)(a) of the 2013 Construction Regulations regarding co-ordination of welfare Details of type of welfare facilities provided on previous projects.

**Safe-T-Cert – Fee Structure
May 2025**

Appendix 3 - Fees

Registration Fees (€) -

Company Turnover (€)	Application Fee (€) Before VAT	VAT @ 23%	Total Amount (€) Including VAT
0 – 1.27 million	92.03	21.17	113.20
1.27 – 6.35 million	153.39	35.28	188.68
6.35 – 19.05 million	312.91	71.97	384.88
19.05 – 38.1 million	466.09	107.20	573.29
38.1 million +	625.81	143.94	769.75

Audit / Certification Fees (€)

Company Turnover (€)	Audit Fee (€) Before VAT	IOSH Certificate Fee	VAT @ 23%	Total Amount (€) Including VAT
0 – 1.27 million	752.46	63.50	187.66	1,003.63
1.27 – 6.35 million	1,088.17	63.50	264.87	1,416.55
6.35 – 19.05 million	1,504.91	63.50	360.73	1,929.15
19.05 – 38.1 million	2,431.01	63.50	573.74	3,068.25
38.1 million +	2,778.30	63.50	653.61	3,495.41

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 certification, (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.

APPENDIX 4 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT

SSIP LTD RULES AND BYLAWS
ISSUE NO. 8.21 | FEBRUARY 2026

SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT

THE FOLLOWING CORE CRITERIA RELATE TO SSIP APPROVED (NON-CONSTRUCTION ORGANISATIONS) AND CDM DUTY-HOLDERS UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015, THE SAFETY, HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013 (ROI) AND THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (NORTHERN IRELAND) 2016.

ADDITIONAL STANDARDS ARE REQUIRED TO DEMONSTRATE COMPETENCE AND COMPLIANCE WITH THE BUILDING SAFETY ACT AND SECONDARY LEGISLATION I.E. BUILDING REGULATIONS.

CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF EVIDENCE COULD INCLUDE
[1] Health & Safety policy and organisation for Health & Safety	The SSIP member is to verify that the supplier has created and implemented a suitable health and safety policy. The statement of intent must be signed by the Managing Director or equivalent and dated from within the previous 12 months. The policy should define the roles, responsibilities, and chain of command for health and safety within the company. It should specify who is responsible for what, from the management team down to individual employees. Details of who is responsible for H&S within the company i.e., name of H&S contact who should be a director of the business.	1. Policy statement – signed and dated within the previous 12 months 2. Details of the health and safety responsibilities of the key roles held within the organisation from senior management down This could be evidenced by the organisation / responsibility element of the H&S Policy / management system. 3. Details of the individual with responsibility for health and safety
[2] Arrangements	The SSIP member is to verify that the supplier has clearly defined arrangements, procedures and/or systems for managing Health & Safety within the organisation. The arrangements, procedures and/or systems should be appropriate / proportionate for the size of business assessed and the kind of work they undertake. The arrangements, procedures and/or systems should set out how the company will discharge their duties under the current Health & Safety legislation such as duties under the Construction (Design & Management) Regulations (CDM) or the Safety Health & Welfare (ROI) Verification if a drug and alcohol policy is in place. (Response Advisory – holding a policy is not a mandatory requirement) Verification if arrangements are in place covering mental health, fatigue and employee wellbeing	4. Arrangements, procedures and/or systems that detail how the supplier manages the health and safety requirements for their organisation and can include a wide range of topics, such as: • Accident Reporting & Investigation • Training & Supervision • Communication / Consultation • Monitoring Health & Safety • Risk Assessment • Occupational Health • Duties under regulatory requirements such as CDM 5. A copy of the drug and alcohol policy if not included with H&S Policy 6. Arrangements to include mental health, fatigue and

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	(Response Advisory – holding arrangements are not a mandatory requirement). Verification if a behavioural management or behavioural safety programme in place. (Response Advisory – holding arrangements are not a mandatory requirement).	employee wellbeing if not included with H&S Policy 7. Arrangements to include behavioural management / safety programme if not included with H&S Policy
[3] Competent advice – corporate and construction related	The SSIP member is to verify that the supplier has appointed one or more competent persons to assist the business in meeting its health and safety obligations. This individual(s) must have a combination of sufficient training, experience, knowledge, and other qualities to provide proper advice. This could include the holding formal health and safety qualifications such as NEBOSH or equivalent For suppliers working in the construction industry, the appointed competent person or adviser must possess specific knowledge of the Construction (Design and Management) Regulations 2015 (CDM) and related construction risks.	8. If advice source is the named person in CC 1, the individual will need to demonstrate competence and have relevant health and safety qualifications and/or industry experience and where applicable relevant trade qualifications 9. If internal advice source holds a formal H&S job title. The individual will need to demonstrate competence via CV or certification and written statement covering health and safety experience and qualification i.e. NEBOSH or equivalent 10. The name of the health and safety consultancy must be provided and evidence of competence including a breakdown of consultant qualifications and experience. This could be via CV's or company profile. 11. For micro-organisations advice can be via access to HSE Website or trade body 12. Evidence of advice given by either internal or external competent person or examples of health and safety actions taken by them from with the last 12 months. This could be evidenced via updates to documentation, site inspections or general advice.
[4] Training and information	The SSIP member is to verify that the supplier has implemented and maintained a system to ensure all employees and labour only sub-contractors have received appropriate health and safety (H&S) training relevant to their industry and the specific roles and activities they undertake. This could include evidence of initial training, refresher training, and ongoing competence development. The supplier is required to provide a sample of training records demonstrating that: Employees and labour only contractors have received	13. Training Matrix A current company-wide training matrix showing elements such as: - Employee names or unique identifiers. - Job roles / functions. - Mandatory industry training requirements. - Role-specific training requirements - Dates of last training and expiry/renewal dates. - Gaps or planned training activities. &/or 13.1. Training Plan A documented plan detailing information such as:

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	health and safety. • Training is current (in date), appropriate, and proportionate to the risk level of the work being undertaken. • A process exists to deliver ongoing training to maintain competence.	• How initial training needs are identified for new starters. • Refresher training schedules. • Induction processes for new employees and subcontractors. • Arrangements for role changes, new equipment, or introduction of new work methods. 14. Training Certificates • A sample of current training certificates referenced within the matrix or plan (e.g., CSCS cards, plant operator licences, asbestos awareness, manual handling, first aid, fire safety, etc.). • Certificates must be valid and in date (where applicable). 15. Evidence of ongoing training within the Last 12 Months • Records of toolbox talks, safety briefings, CPD logs, or in-house training attendance registers. • Evidence should show training relevance to current work activities and risks.
[5] Individual qualifications and experience	The SSIP member is to verify that the supplier employs individuals with the relevant skills, knowledge and experience for the activities they have selected to be assessed against. The level and type of evidence required will be proportionate and dependent on a number of factors, including industry sectors serviced and the activities selected. Each SSIP member will hold criteria on the need for specific evidence i.e. type of qualifications, industry body memberships or alternative experience criteria. The same standard of information will be required for both directly employed personnel and those that may be used on a labour only subcontracted basis.	16. Copies of any trade specific qualifications &/or industry body membership for individuals e.g. NVQ's, C&G's, industry body training etc 17. Evidence of membership of trade specific competent person scheme 18. For professionals, details of academic qualifications and/or professional institution membership ADDITIONALLY, FOR CONSTRUCTION SECTOR ORGANISATIONS: <u>For Principal Contractors and Contractors:</u> 19. Details of number/percentage of people engaged in the organisation who hold an appropriate skill specific CSCS card. 20. For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent <u>For Designers:</u> 21. Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, bachelor's degree or master's etc. 22. Details of professional institution membership such as

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		RiBA, ICE, APS, RiAS, CIAT, ARB, Instructs etc. For Principal Designers: 23. All Principal Designers must hold a relevant Design Qualification plus supporting health and safety qualification (or access to suitable H&S advice). 24. NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc. 25. Details of design qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, bachelor's degree or master's etc. 26. Details of relevant professional institution membership such as member of the registers administered by APS or the ICE Construction Health & Safety register etc.
[6] Monitoring, audit and review	The SSIP member will verify how the supplier proactively checks reviews and where necessary improve the H&S performance of their organisation. The level and type of evidence required will be proportionate to the size of organisation, industry sectors serviced and the activities selected.	27. For organisations employing 4 or less personnel a statement explaining how you check the compliance levels of site work may be sufficient 28. Examples of completed site inspection checklists, management walk throughs or safety observation reports 29. Management review meetings covering H&S performance 30. Internal audit reports covering health and safety processes or procedures 31. Corrective action plans to address non-conformities found during H&S audits
[7] Workforce involvement	The SSIP member will verify how the supplier meets their legal duties to consult with their workforce on health and safety matters	32. Evidence showing how consultation is carried out could include any of the following: • Minutes of health and safety meetings • Signed toolbox talk attendance sheets and content • Photos of staff noticeboards providing information / asking for feedback • E-mails to staff providing feedback on health and safety asking for feedback 33. For suppliers employing 4 or less personnel, a description of how they consult with their employees to achieve the consultation required
[8] Accident reporting and enforcement action; follow up investigation	The SSIP member will require the supplier to provide a breakdown of simple health and safety statistics for accidents and incidents recorded under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	34. A breakdown of accident numbers, rates or statistics for fatalities, specified injuries, over 7-day injuries and reportable cases of ill health for the previous 3 years. 35. Summary of the last two accidents details of actions

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	(RIDDOR). Including the number of fatalities, specified injuries, over 7-day injuries and reportable cases of ill health that have occurred over the previous years. If any accident or incidents have been recorded, the supplier must provide a summary of the last two accidents / incidents and details of the action take to prevent reoccurrence. <i>Note: 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.</i> <i>Note: Suppliers based in the Republic of Ireland will need to provide date as required by the Safety Health and Welfare at Work (General Application) Regulations 2016 as amended</i> The SSIP member will require the supplier to provide a breakdown of the HSE prosecutions or enforcement taken over the previous 5 years. The supplier will be required to provide information on the corrective action taken to put matters right. All member schemes will verify your response against the HSE Register of Convictions and Enforcement Notices to include any names under which the Company was known i.e. due to change of Company Name. <i>Where a supplier is based, or works, in the Republic of Ireland the supplier is to provide a breakdown of any HSA prosecutions or enforcement taken over the previous 5 years. The supplier will be required to provide information on the corrective action taken to put matters right.</i>	taken to prevent reoccurrence. This could be via a description of action taken or a discussion with the supplier 36. Evidence showing the way in which you record and investigate accidents and incidents. 37. Records of any H&S related prosecutions or enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE / HSA over the last five years).
[9] Sub-contracting / consulting procedures (if applicable)	The SSIP member will verify whether or not the supplier appoints bona-fide contractors / consultants to work alongside them or work on behalf of them. If a supplier does utilise the services of sub-contractors or consultants, the SSIP member will assess the suitability of the appointment criteria used by the supplier to ensure the sub-contractor / consultant has the suitable organisational capability	38. Arrangements or procedures for appointing contractor /sub-contractors / consultants 39. Example of completed contractor / sub-contractor / consultant PQQ forms or assessments carried out for bona fide contractor / sub-contractors / consultants. 40. Evidence showing how you monitor contractor / sub-contractors/consultant performance. 41. Details or arrangements followed if you allow contractors / sub-contractors / consultants to sub-

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	The supplier will also be required to evidence how they monitor the health and safety performance of the sub-contractor / consultant Where a supplier allows a sub-contractor / consultant to further sub-contract out work to an additional subcontractor, the SSIP member will be required to assess how that process is managed and monitored.	contract to other businesses further down the supply chain tier
[10] Risk assessment leading to a safe system of work	The SSIP member will require a supplier to provide evidence of documented procedures that cover: - The identification of hazards, including occupational health issues and the completion of risk assessments - The development and implementation of safe systems of work (method statements) The supplier will be required to provide examples of the following documents for the work categories selected for assessment: - Site or project specific risk assessments that have been created for a project within the last 12 months - Site or project specific safe systems of work or method statements for a project within the last 12 months (where applicable) - COSHH assessments/chemical agents risk assessment for any chemicals or hazardous substance they use as part of their service offering (where applicable) If a supplier employing 4 or less personnel and does not have written arrangements, they should be able to describe how they identify hazards and complete risk assessments / safe systems of work. Suppliers working in the construction sector and taking on the CDM roles of principal contractor or the sole contractor	42. Evidence showing how the supplier will identify significant health and safety hazards and how the assessed risks will be controlled. 43. Site specific risk assessments dated within 12 months covering the work categories selected 44. Site specific safe systems of work or method statements dated within 12 months covering the work categories selected 45. COSHH assessments that go through periodical review 46. Construction phase plan for a project undertaken in the previous 12 months

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	on site will be required to provide an example of a construction phase plan for project undertaken in the previous 12 months. The construction phase plan should be: • Proportionate to the size and nature of the work and the risks involved • Workable and realistic • Sufficiently developed to allow work to start onsite • Regularly reviewed and added to as new trades start The SSIP member will determine a sensible approach for new start-ups, who may have not completed a full project prior to starting an approval process. This may be via example documents showing the capability to highlight hazards and manage risk appropriately for the types of work they undertake.	
[11] Co-operating with others and co-ordinating your work with that of other parties	The SSIP member will require the Supplier to demonstrate effective systems and procedures for co-operation and co-ordination with other project duty holders.	47. Statement confirming liaison with other dutyholders 48. Evidence showing how co-operation and co-ordination could include: • Risk assessments • Safe systems of work or method statements • Construction phase plans • Project meeting minutes • Procedural documents
[12] Welfare provision	The SSIP member will require the supplier to evidence the arrangements they have in place to ensure suitable and sufficient welfare facilities are provided to all their workforce Suppliers undertaking the role Principal Contractor role must evidence the arrangement they have in place to ensure suitable welfare facilities are provided from the start of the construction phase that complies with the requirements of Schedule 2 of the CDM Regulations 2015.	49. Documented welfare arrangements contained within a health and safety policy, management systems, RAMS, and further detailed in the Construction Phase Plan to outline site-specific welfare provisions. 50. Evidence of contracts with welfare facility providers
[13] Hazard elimination and risk control (Designers & Principal Designers only)	The SSIP member is to verify that the supplier is able to evidence how they meet the following duties on Designers under CDM 2015:	51. A letter, email or other form of correspondence that references the client duties under CDM2015 52. Meeting minutes with the designer and client present

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	- How the designer ensures the client is aware of their legal duties - The arrangements the designer has in place to take into account the general principles of prevention to eliminate, as far as is reasonably practicable, foreseeable risks to the H&S of any person or, if not possible to eliminate, to reduce or control the risks when preparing or modifying designs. - The level of detail required in passing on information about risks should be proportionate to the risks involved. - The arrangements the designer has in place to provide information to other CDM Dutyholders using or implementing the design	that include reference to the clients duties 53. Contracts that include the client duties 54. 55. Training or briefing content provided to the client that include the client duties 55. The supporting evidence requirements listed within points 56 to 60 could be supplied in the form of meeting minutes, action plans, email trails, notes on drawings and sketches, risk registers: 56. Evidence demonstrating how the designer ensures sufficient co-operation and co-ordination of design work withIN the design team and with other designers / contractors 57. Take into accounts 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. 58. 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. 59. Information on how design changes are managed during pre-construction and construction phases 60. Information confirming that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations. 61. Arrangements or evidence demonstrating how the designer collates and provides information to the principal designer for the inclusion in pre-construction information and the health and safety file 62. Arrangements for providing design information to a principal contractor or contractor to aid with the preparation of the construction phase plan and/or construct the design
[14] Principal Designer duties (Principal Designers only)	The SSIP member is to verify that the supplier is able to evidence how they meet the following duties on Principal Designers under CDM 2015: The arrangements the PD has in place to assist a client in the provision of pre-construction information and providing the information to every designer and contractor appointed to a project	63. Project specific evidence showing the collation and distribution of pre-construction information e.g. meeting minutes, email trails or the application of project specific software 64. Project specific evidence showing the co-ordination of designers e.g., evidence of written instructions, meeting minutes.

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	- The arrangements the PD has in place to ensure that designers carry out their duties, and that all duty holders cooperate with each other in the pre-construction phase. - The arrangements the PD has in place to take account of the general principles of prevention and identify, eliminate or control foreseeable health and safety risks from all designs - The arrangements the PD has in place to liaise with the Principal Contractor in order to share information on the planning, management and monitoring of the construction phase and the co-ordination of H&S matters during the construction phase - The arrangements the PD has in place to prepare, review, update and revise the H&S file as a construction project progresses and handing over the file to a client at the end of the project	65. Project specific evidence demonstrating how the PD oversees design decisions to identify and eliminate or control foreseeable risks 66. Project specific evidence showing communication and sharing of information between PD and the PC 67. Project specific evidence demonstrating how the PD prepares and handover the health and safety file
[15] Principal Contractor duties (Principal Contractor only)	The SSIP member is to verify that the supplier is able to evidence how they meet the following duties on Principal Contractor under CDM 2015: - The arrangements the PC has in place to ensure all workers received a suitable site induction - The arrangements the PC has in place to provide the Principal Designer with information for the H&S file. - The arrangements the PC has in place to ensure that building fire safety information is handed over to the Responsible Person(s) no later than the date of completion of the work, or the date of occupation of the building, whichever is earliest. - The arrangements the PC has in place to ensure site-specific emergency plan is in place prior to the commencement of works.	68. Site induction content and attendance records for a current or past construction project completed within the previous 12-months 69. Evidence showing the PC providing information to the PD for the health and safety file e.g. meeting minutes, email trails, uploads to project specific software 70. Evidence showing the PC handing over fire safety information to the responsible person e.g. meeting minutes, email trails and uploads to project specific software 71. Evidence could include a Construction Phase Plan or site-specific emergency plan which includes hazard identification and emergency procedures for a current or past construction project completed within the previous

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	The arrangements the PC has in place to ensure that the Client is aware of their duties before commencing work.	12-months 72. A letter, email or other form of correspondence that references the client duties under CDM2015 73. Meeting minutes with the PC and client present that include reference to the clients' duties 74. Contacts that include the client duties 75. Training or briefing content provided to the client that include the clients' duties
[16] Fleet Operations	The SSIP member will verify whether the supplier holds membership of any fleet operations / management scheme (Response Advisory – holding membership is not a mandatory requirement).	76. Copy of a certificate or confirmation form a data base search from the certificate provider