

Subcontractor competence checklist

Two questions, not one: can the company do this work, and can the people they are sending?

Accreditation tells you about a company's management arrangements. It does not tell you whether the two people arriving on Monday have done this task before. Both halves of this sheet have to be filled in.

SUBCONTRACTOR	TRADE	WORK APPOINTED FOR
SITE / PROJECT	ASSESSED BY	DATE

COMPANY

Registered name and number

Address

Contact and position

How long trading, and in this trade

Will any of this work be sub-let, and to whom?

INSURANCE

Record the expiry date. Whether the cover is adequate is a contractual question, not one this sheet answers.

Employers' liability — insurer, policy number, expiry

Public liability — insurer, policy number, expiry

Any other cover the contract requires — expiry

Certificates seen and copied on

HEALTH AND SAFETY ARRANGEMENTS

	SEEN	GAP	N/A
Written health and safety policy	☐	☐	☐
Access to competent health and safety advice	☐	☐	☐
Arrangements for risk assessment and method statements	☐	☐	☐
Training and competence records kept	☐	☐	☐
Accident and incident reporting procedure	☐	☐	☐
Accident history provided, for the period your procurement policy asks for	☐	☐	☐
Enforcement action history disclosed	☐	☐	☐
Plant and equipment inspection and maintenance records	☐	☐	☐
Arrangements for supervising their own people	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ACCREDITATION

Record what it actually verifies, not that it exists. An SSIP assessment covers management arrangements, not a particular gang on a particular task.

Scheme and membership number

Date of assessment, and expiry

Scope of the assessment

Anything excluded from it

THE PEOPLE BEING SENT

A card shows a scheme has checked something about that person, and what it checks varies by card. It is evidence to weigh, not an answer.

Name — card / ticket held — expiry — does it cover this task?

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Supervisor on site — competence for this work

Task-specific training evidenced for this gang

BEFORE THEY START

	DONE	N/A
RAMS received for the work	☐	☐
RAMS reviewed and accepted, or returned with comments	☐	☐
Induction booked for everybody attending	☐	☐
Relevant parts of the construction phase plan issued to them	☐	☐
Permits identified that this work will need	☐	☐
Welfare and site arrangements explained	☐	☐
	☐	☐
	☐	☐
	☐	☐

DECISION AND ANYTHING OUTSTANDING

Including anything accepted on condition, and by when it must be provided.

SIGN-OFF

ASSESSED BY

DATE

APPROVED BY

DATE

RE-ASSESSMENT DUE

HELD ON FILE AT
