
SELF-ASSESSMENT WORKSHEET

S.E.A.P — Safety & Environmental Awareness in Procurement

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

- 1 Get the right people together**
Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.
- 2 Read each clause and the evidence prompt**
The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.
- 3 Write what you actually do today**
Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.
- 4 Rate honestly from 0 to 3**
0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.
- 5 Agree actions, owners and due dates**
For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.
- 6 Summarise and review**
List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

PILLAR 1**Health and safety**

Evidence that you plan, manage and monitor health and safety risks proportionately.

Evidence to look for: Policy, risk assessments, competence and incident records.

Examples of suitable evidence

- ✓ Workplace risk assessments showing hazards, controls, responsible staff and review dates
- ✓ Health and safety training matrix with completed induction records
- ✓ Monthly workplace inspection checklists recording hazards and completed corrective actions
- ✓ Accident and near miss log with investigation findings and follow-up actions

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3
PILLAR 2**Environmental management**

Evidence that you identify and control environmental impacts and meet environmental law.

Evidence to look for: Waste, energy and pollution prevention controls.

Examples of suitable evidence

- ✓ Environmental aspects register identifying waste, emissions, energy use and existing controls
- ✓ Environmental legal register with compliance checks and assigned responsibilities
- ✓ Waste transfer notes and waste carrier registration checks
- ✓ Spill kit inspection records and photographs of secure chemical storage

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

PILLAR 3**Procurement readiness**

Shows buyers you can evidence safety and environmental performance in a consistent, assessable way.

Evidence to look for: An evidence pack aligned to the published assessment criteria.

Examples of suitable evidence

- ✓ Completed buyer questionnaire referencing supporting health, safety and environmental evidence
- ✓ Tender evidence pack containing approved policies, risk assessments and performance summaries
- ✓ Document register showing evidence owners, version numbers and review dates
- ✓ Supplier portal submission receipt listing uploaded safety and environmental documents

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

PILLAR 4**Continual improvement**

Demonstrates monitoring, review and improvement over time rather than a one-off pass.

Evidence to look for: Annual review records and improvement actions.

Examples of suitable evidence

- ✓ Quarterly management review minutes recording performance trends and agreed improvement actions
- ✓ Improvement action tracker showing owners, deadlines and verified completion
- ✓ Monthly dashboard tracking accidents, waste volumes and energy consumption
- ✓ Revised risk assessments showing changes following incidents and staff feedback

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

SCORING

Assessment approach

Applicants are assessed against the SEAP Standard 01:2026 criteria published by the scheme owner.

Evidence to look for: Check the current published criteria before submitting.

Examples of suitable evidence

- ✓ Copy of the scheme owner's published SEAP Standard 01:2026 assessment criteria
- ✓ Completed self-assessment checklist mapping evidence against the published assessment criteria
- ✓ Assessor's report recording scores, evidence reviewed and assessment findings
- ✓ Assessment action plan addressing gaps identified against the published criteria

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
-------	--	-----	--	--------	---	---	---	---

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact