
SELF-ASSESSMENT WORKSHEET

SSIP — Safety Schemes 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.

CORE 1**Health and safety policy and organisation**

A signed policy and named people responsible for health and safety.

Evidence to look for: Policy reviewed in the last 12 months.

Examples of suitable evidence

- ✓ Current health and safety policy signed by the managing director
- ✓ Organisation chart naming people responsible for health and safety
- ✓ Job descriptions setting out managers' health and safety responsibilities
- ✓ Staff briefing records confirming the health and safety policy was explained

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

Owner		Due		Rating	0	1	2	3
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CORE 2**Arrangements**

How you plan, manage and monitor work safely.

Evidence to look for: Documented arrangements matching your activities.

Examples of suitable evidence

- ✓ Health and safety arrangements document covering routine work activities
- ✓ Site safety plan showing supervision arrangements and emergency procedures
- ✓ Planned equipment maintenance schedule with completed service records
- ✓ Weekly workplace inspection checklist with recorded actions and completion dates

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

Owner		Due		Rating	0	1	2	3
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CORE 3

Competent advice

Access to competent health and safety advice, internal or external.

Evidence to look for: Named adviser with relevant qualifications.

Examples of suitable evidence

- ✓ Signed agreement with an external health and safety adviser
- ✓ Internal safety adviser's qualifications and relevant experience record
- ✓ Emails showing competent advice obtained for a specific workplace hazard
- ✓ Meeting minutes recording the safety adviser's recommendations and agreed actions

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

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CORE 4

Training and information

Staff receive relevant training and information.

Evidence to look for: Training matrix and records.

Examples of suitable evidence

- ✓ Training matrix showing required courses and refresher dates for each employee
- ✓ Signed induction records covering site hazards and emergency arrangements
- ✓ Toolbox talk attendance sheets with topics and delivery dates
- ✓ Records confirming workers received task instructions in a language they understand

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

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CORE 5

Individual qualifications

Workers hold qualifications and experience for their tasks.

Evidence to look for: Cards such as CSCS and certificates on file.

Examples of suitable evidence

- ✓ Copies of current trade qualifications relevant to workers' assigned tasks
- ✓ Forklift operator training certificates and documented employer authorisations
- ✓ Supervisor assessments recording workers' practical competence for assigned tasks
- ✓ Employment records detailing relevant experience for specialist work

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

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CORE 6-8

Monitoring, consultation and risk assessment

Monitoring arrangements, worker consultation and suitable risk assessments.

Evidence to look for: Inspection records, toolbox talks and task risk assessments.

Examples of suitable evidence

- ✓ Completed workplace inspection reports with corrective action closure records
- ✓ Safety meeting minutes recording worker concerns and management responses
- ✓ Task risk assessments identifying hazards, controls and responsible people
- ✓ Risk assessment review records following workplace changes or worker feedback

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

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CORE 9-12

Co-operation, incidents, subcontractors and CDM

Co-operating with others, recording and investigating incidents, managing subcontractors and meeting CDM duties where relevant.

Evidence to look for: Incident log, subcontractor checks and CDM documents.

Examples of suitable evidence

- ✓ Site coordination meeting minutes recording shared risks and agreed responsibilities
- ✓ Accident register entries with investigation findings and corrective actions
- ✓ Subcontractor competence checks with insurance records and site monitoring reports
- ✓ Construction phase plan recording project responsibilities, site rules and welfare arrangements

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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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