

Reference: Greenlight Safety Assessment Scheme.

Dear Sir/Madam,

Thank you for contacting Greenlight Safety Assessment Scheme Ltd, this document aims to explain our process of assessing contractors in line with current legislation (CDM Guidance 8) and best practice.

How will this assessment process assist your organisation?

1. It will assist you in proving your competency when tendering for future works.
2. Other SSIP assessment schemes (www.ssip.org.uk) will recognise and accept our certification should a client request a particular SSIP certification.
3. It will reduce the likelihood of accidents/incidents and near misses within your organisation.
4. The assessment process will help to improve your companies H&S management system.
5. It demonstrates that your organisation has had an external audit conducted.
6. It helps to fulfil your legal requirements under regulation 8 of the CDM Regulations 2015.
7. As stated within Guidance 8, Section 64 of the CDM Regulation 2015, an SSIP assessment can demonstrate organisational capability at the pre-qualification stage of the appointment process.

How do you become accredited:

1. Complete the attached questionnaire, checking your supporting documentation to ensure it is fully answering the question (e.g. ensure the document has been reviewed within the last twelve months).
2. Send your completed questionnaire with your supporting documentation to us for assessment.
3. Please send a cheque addressed to Greenlight Safety Assessment Scheme Ltd £150+vat (£180). Alternatively, an invoice will be sent to you which payment instructions. This payment covers our time and expertise to initially contact you, complete the assessment process (providing feedback were required), inputting your organisations information into our shared database, providing you with your certification and obtaining your new insurance certificate/schedule when your current insurances expire. We are unable to complete any assessments until we have received payment. Bergstrand House, Parkwood Close, Roborough, Plymouth, PL6 7SG enquiries@greenlightsc.co.uk www.greenlightsc.co.uk 01752 604713.

Upon successful completion of the assessment process we will immediately amend your status on our shared database, thereby displaying your company as approved. We will also send you an email containing your certificate.

Can you please return your completed questionnaire and supporting documentation within four weeks. All documentation and payment should be sent to Greenlight Safety Assessment Scheme Ltd, Bergstrand House, Parkwood Close, Roborough, Plymouth, Devon, PL6 7SG (Please make cheques payable to Greenlight Safety Assessment Scheme Ltd).

You can send supporting documentation by post (e.g. paper, CD Rom or memory stick) or by email. Should you wish to email the Greenlight Safety Assessment Scheme (GSAS) questionnaire and/or supporting documentation, please use the following email address enquiries@greenlightsc.co.uk .

Greenlight Safety Assessment Scheme Ltd is a registered member of Safety Schemes in Procurement (SSIP), which is actively supported by the HSE. SSIP acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes. In turn this dramatically reduces the burden of re-assessments and the full cost of these processes. An organisation that has been approved by a member of SSIP will be recognised and accepted by other members of SSIP should a client direct them to a particular assessment company. If you have been assessed and accredited by a SSIP approved company within the last twelve months (with more than three months remaining on your certification) this negates the requirement of this assessment process. Can you please complete the front page of our questionnaire and supply copies of your SSIP certificate and your insurance certificate/schedule. This process will incur an admin fee of £50.00+vat (£60.00).

Yours Sincerely,
Daniel Symons
Daniel Symons CMIOSH,
Director of Greenlight Safety Assessment Scheme Ltd.