



SSIP First-Time Approval for a Contractor

A growing facilities services contractor needed to obtain SSIP member accreditation to qualify for framework tenders. Previous attempts stalled due to documentation gaps and unclear evidence standards. The in-house team lacked bandwidth and confidence navigating CHAS and Constructionline portals, and renewals across multiple schemes were looming. Mapped criteria, closed gaps, packaged evidence — and achieved first-time approvals.

Our Approach

1. **Gap Analysis:** We reviewed policies, risk assessments, method statements, inspection logs, accident/incident records and insurance documents. We created a “criteria vs. evidence” tracker for CHAS/Constructionline/SafeContractor to show exactly what was missing.
2. **Document Optimisation:** We refreshed H&S policies, ensured signatures and dates, aligned responsibilities, and added missing procedures (permits, contractor control, emergency planning). COSHH assessments and DSEAR screening were updated where relevant.
3. **Training & Competency:** We mapped roles to required training, collated certificates, and created a central training matrix with expiry alerts (e.g., IPAF, PASMA, first aid, electrical safety).
4. **Evidence Pack & Submission:** We packaged evidence against each criterion, added cover notes, and performed pre-submission checks to avoid rejection on technicalities.
5. **Future-Proofing:** We created a renewals calendar and “evidence at source” habits so that ongoing compliance becomes routine.

Deliverables

- Evidence tracker + document pack for upload.
- Updated policy set with version control.
- Training matrix with expiry alerts.
- Template RAMS library & toolbox talk schedule.

Outcomes

- **First-time approvals** for CHAS and SafeContractor within 14 days.
- Zero resubmissions; all clarifications answered within one business day.
- **Bid-ready** evidence pack reusable for frameworks and client PQQs.
- Confidence across the team thanks to clear roles, templates and renewals calendar.