

NHBC Safemark Competency Accreditation Service

Alternative SSiP scheme appointment form

This form appoints Santia Accreditation to carry out NHBC Safemark Competency Accreditation via an existing alternative SSiP scheme your company has in place:

1. Information about you (the client)

Company name: _____ Contact name: _____

Company address: _____

Town: _____ County: _____ Postcode: _____

Telephone number: _____ Mobile number: _____

Fax number: _____ Email address: _____

2. Schedule of services

Service ref	Description	Tick service required	Rate (exc. VAT)	Inc. VAT @ 20%
HS20	Safemark Competency Accreditation via alternative SSiP accredited organisation	<input type="checkbox"/>	£75.00	£90.00

Please tick your preferred payment option:

Cheque (made payable to Santia Accreditation) Credit/debit card (please call 0292 085 5600)

3. Agreement

The client agrees to employ NHBC Services Ltd to provide the service(s) outlined in Section 2.

Full terms and conditions regarding the supply of Safemark accreditation (administered by Santia Accreditation) are available on request by post from: Safemark Scheme, Santia House, Parc Nantgarw, Cardiff CF15 7QX, or by email from nhbc.accreditation@santia.co.uk.

Signed for client: _____ Full name: _____

Position in company: _____ Date: _____

4. NHBC appointment ID (to be completed by NHBC)



Guidance and references

The pack you have downloaded is for registration to the NHBC Safemark scheme via an existing registration with an alternative SSiP.

Why choose this route to Safemark accreditation?

You have an existing registration to an SSiP-accredited supplier (refer to www.ssiip.org.uk for details of accredited suppliers) but the client that you want to work for requires you to have a Safemark registration.

You have an existing registration to other SSiP-accredited suppliers but wish also to have a Safemark registration.

What are the alternative SSiP schemes?

NHBC Safemark has mutual recognition agreements in place with a number of SSiP schemes. We are able to offer additional registration to the Safemark scheme through verification of your existing registration. These other schemes include:

CHAS, SMAS, Exor, Altius, SAFE contractor

The original supplier of your certificate must be SSiP-accredited to carry out the assessment and be part of the mutual recognition agreement.

What do you need to do now?

- Complete the appointment form and attach payment.
 - Complete the alternative SSiP application form with your company details and existing SSiP accreditation details.
 - Complete the checklist.
 - Return the forms, checklist and payment with a copy of your SSiP certificates to the address opposite.
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What does it cost?

Initial cost of registration to Safemark via this route is £75.00 (plus VAT). This includes your Safemark certificate, use of the Safemark logo, vehicle and helmet stickers.

The Safemark registration will be in the same Construction Design and Management (CDM) duty areas as your original registration and will run until the expiry date of that registration.

If your alternative SSiP certificate has three months or less to expiry, NHBC will issue a Safemark certificate to the expiry date of that registration. On renewal of the original registration, you should forward a copy of the new certificate to NHBC and we will issue a replacement certificate to the new expiry date. This will be issued free of charge.

Contact details

Should you have any questions about the Safemark scheme, or technical issues with the application form, contact us on:

Safemark Scheme, Santia House, Parc Nantgarw, Cardiff CF15 7QX. Email nhbc.accreditation@santia.co.uk or call 0292 085 5600.

Safemark appointment form – alternative SSiP

A	Company type	please tick	Application for registration as:	please tick
A1	Limited company	<input type="checkbox"/>	A4 Contractor/developer	<input checked="" type="checkbox"/>
A2	Sole trader	<input type="checkbox"/>	A5 Principal Designer	<input checked="" type="checkbox"/>
A3	Other (i.e. LLP)	<input type="checkbox"/>	A6 Designer	<input checked="" type="checkbox"/>
			A7 Principal Contractor	<input checked="" type="checkbox"/>

B	Number of employees				
B1	Directors and management	<input type="text"/>	B3	Tradesmen and operatives (including sub-contractors and self-employed operatives)	<input type="text"/>
B2	Administration	<input type="text"/>	B4	Total number of employees	<input type="text"/>

C	Company details			
C1	Company registration number	<input type="text"/>		
C2	Type of work your business undertakes	<input type="text"/>		
	Please give brief description	<input type="text"/>		
C3	List membership of trade organisations			
	Organisation	Member no.	Expiry date	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Please include copies of membership certification			
C4	Details of membership of other SSiP organisations			
	Organisation	Member no.	Expiry date	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Please include copies of membership certification			

Declaration to be completed by a senior director of the company

As the director responsible for health and safety, I confirm that the information provided with this application form is a true and accurate reflection of my company health and safety system. I understand that if any misleading or false information is submitted, this may result in the cancellation of my registration with Safemark.

Signed for client: _____ Full name: _____

Position in company: _____ Date: _____

FOR INTERNAL USE ONLY:

Safemark assessment checklist – alternative SSiP

To minimise delay in your assessment, please enclose the following attachments with your application.

All documents listed should be up to date and fully completed (blank and generic documents can not be accepted as suitable evidence). Please send copies, not original documents, as all documents sent will be scanned and destroyed.

Please tick against each attachment for your records.

Copies of alternative SSiP membership certificate(s)	<input type="checkbox"/>
Completed appointment form	<input type="checkbox"/>
Correct payment including VAT	<input type="checkbox"/>

Have you remembered to sign and date the appointment and appointment forms?

Once you have completed the appointment form, please return to Safemark Scheme, Santia House, Parc Nantgarw, Cardiff CF15 7QX, email nhbc.accreditation@santia.co.uk, or call 0292 085 5600.