

Q Ref	Summary of supporting document required	Evidence Provided	
		Yes	No
The following outlines the documents required to undergo the Acclaim assessment, blank and generic forms will not be accepted as evidence of compliance			
Q1	1. Your health and safety policy statement of intent (signed and dated within past 12 months) 2. Your organisation for health and safety (showing duties and responsibilities of staff)		
Q2	1. Index of arrangements/procedures. 2. Your full HS Policy or Manual. Or as a minimum arrangements/procedures for: <ul style="list-style-type: none"> • risk assessment • consultation with employees • safe plant and equipment • hazardous substances • information, instruction and supervision • training • accidents, first aid and work related ill health • monitoring • fire and emergency procedures • asbestos • welfare facilities 3. Your arrangements/procedures for how the company will discharge their specific duties under CDM2015. 4. Your means of communicating this information to the workforce		
Q3	1. Details of competence of H&S advisor(s) including CV or details of trade body providing advice 2. Two examples of advice received from your advisor (from within last 24 months)		
Q4	1. How information is provided to employees 2. Training arrangements/procedure 3. Training matrix/records for all staff AND certificates		
Q5	1. Proportion of your workforce that hold CSCS/CSR cards. 2. Proportion of your staff who hold SMSTS, SSSTS or equivalent qualifications. 3. Details of how you operate, at all levels, if you do not use cards/SMSTS/SSSTS. 4. Statement on achieving 100% qualification if necessary. 5. Copies of Licenses/certificates		
Q6	1. Arrangements/procedure for monitoring audit and review 2. Evidence of safety monitoring or audit report with resultant management action Or OHSAS 18001 certification Or Health and safety advisor's annual review with resultant management action 3. Examples of recent site or work activity inspections		
Q7	1. Arrangements/procedures for consulting with your workforce 2. TWO examples of evidence of consulting with workforce on safety issues (e.g. signed tool box talks, briefings, memos, newsletters). Of which should be less than 12 months old.		

Q8	<p>1. Accident statistics for last 3 years</p> <p>2. Your arrangements/procedures for recording, reporting and investigating accidents and incidents</p> <p>3. TWO examples of accident investigation (if applicable)</p> <p>4. Details of any HSE enforcement action within the last 5 years and the action you took in response to the enforcement action.</p> <p>If no enforcement action has been taken against you in the last five years you must say so.</p>		
Q9	<p>1. Competence assessment arrangements/procedures</p> <p>2. Completed sub-contractor assessment and evidence of any ongoing checks of existing subcontractors</p> <p>3. Statement confirming no subcontractors engaged at all (if applicable)</p>		
Q10	<p>1. Arrangements/procedures for carrying out risk assessments and method statements</p> <p>2. TWO examples of specific risk assessments and TWO method statements relevant to the work your company does. (Copies should be signed and dated)</p> <p>3. Example Construction Phase Plan from within the past 12 months OR a statement explaining why they are not applicable to your work.</p>		
Q11	<p>1. Arrangements/procedures for co-operation and co-ordination of your work</p> <p>2. Evidence of communication with others on your projects. This could be clients, customers, councils, suppliers, contractors etc. (e.g. meeting notes/minutes, emails or similar)</p>		
Q12	<p>1. Arrangements/procedures for provision of suitable welfare facilities</p> <p>2. Statement on how you check that they are suitable and available if you do not provide welfare facilities yourselves.</p>		

Additional Documentation Required for Principal Contractor		Evidence provided	
		Yes	No
Q4	Examples of construction related qualifications and/or experience. These examples must include evidence of competency for adequately undertaking the Principal Contractor role.		
Q10	Example of a recent Construction Phase Plan prepared by your business		
Q11	Details of your arrangements which ensure you plan, manage and co-ordinate work during the construction phase of a project.		
Q11	Evidence of how you ensure good co-operation and co-ordination of your work activities		
Q12	Details of your arrangements for welfare provision and practical evidence illustrating this.		

Additional Documentation Required for Designer		Evidence provided	
		Yes	No
Q5	CVs of Designers showing qualifications and experience		
Q10	Arrangements/procedures for meeting duties under Regulation 9.		
	Evidence of co-operation and co-ordination of design work with other designers/ contractors.		
	Evidence showing how you identify and eliminate hazards and reduce risk.		
	Evidence of how you pass on information regarding residual risks.		
	Evidence showing how you ensure a structure will meet requirements of Workplace Regs 1992.		
	Procedures for managing design changes.		

	Additional Documentation Required for Designer & Principal Designer	Evidence provided	
		Yes	No
Q5	CVs of Designers showing qualifications and experience		
Q10	Arrangements/procedures for meeting duties under Regulation 9.		
Q10	Evidence of co-operation and co-ordination of design work with other designers/ contractors.		
Q10	Evidence showing how you identify and eliminate hazards and reduce risk.		
Q10	Evidence of how you pass on information regarding residual risks.		
Q10	Evidence showing how you ensure a structure will meet requirements of Workplace Regs 1992.		
Q10	Procedures for managing design changes.		
Q10	Two examples showing how risk was reduced through design.		
Q11	Arrangements/procedures for meeting your duties under Regulation 11 which must include the 6 bulleted items above.		
Q11	Evidence showing how you communicate with clients to make sure the client is aware of their duties.		
Q11	Evidence showing how you co-ordinate designers e.g. evidence of written instructions, meeting minutes.		
Q11	Evidence showing how you assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of preconstruction information collated for a project.		
Q11	Evidence showing how you ensure all designers comply with their duties in regulation 9.		
Q11	Evidence showing how you oversee design decisions.		
Q11	Evidence showing how you communicate with the principal contractor.		
Q11	Evidence showing how you prepare and handover the health and safety file.		