

# About the Audit

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A summary of the audit process from nomination to registration and beyond.

# Nomination

- How this works?
  - Forum Clients currently meet monthly.
  - NEW and existing Contractors working in the Humber region are highlighted to the group.
  - NEW Contractors are added to a preferred list and the Clients using these Contractors agree a priority based on the complexity/risk factors in their scope of work.
  - Existing Contractors are reviewed to ensure: -
    - Renewal of their nomination/priority, as appropriate,
    - Progress with outstanding actions
    - Their Audit programme is being met (biennial visit).

# Registration

- Following your nomination: -
  - Clients inform Contractor of the nomination,
  - Clients ask Impress to send an invoice covering the cost of registration,
    - Two fee levels based on 'Humber' headcount,
    - Range  $\leq 250$  & 250+,
    - Contractor annual fees £250 p.a. & £1000 p.a.
    - Client annual fees £2000 p.a. & £6000 p.a.
    - Starter pack from Impress included with invoice (key letters, an information sheet, a latest flyer, a blank audit checklist).
  - Impress follows up starter pack to answer any questions about the scheme and encourage early registration.

# Beyond Registration

- NEW Contractor registration leads to;
  - Entry on the audit planning tool,
  - Being contacted by Impress to set a first audit date,
  - Impress arranging audit support from a high priority Client,
  - Audit being carried out,
    - Preferably at the Contractor's H/O or a regional office to the Humber area.
    - Sometimes, it is possible to audit here at CATCH, if a Contractor is prepared to put together a suitable portfolio of evidence and the Client agrees that it is a worthwhile exercise.
    - Checklist completed, Action Plan agreed.

# The Audit Checklist

- Consists of 10 sections,
  - Each has a series of questions directed towards operating systems and not individual employees,
    - Health & Safety, Training, Recruitment, Quality and importantly the Management of Sub-contractors.
  - Some key questions (urgent action required).
- Traffic light results analysis
- Related action plan with timing.
- Standards sheet gathers information on trade areas, qualifications, card systems in use etc.

# Our Checklist

		Yes	Part	No	
1	Does the company have a written Health & safety policy?	Yes			
2	A Is the policy reviewed, signed and dated at regular intervals?		Part		
3	B Is the Health & Safety policy communicated to the workforce?			No	
4	C Do all your employees working away from shop premises have a safety...		Part		
5	D Manage the renewal of your...		Part		
6	E Annual review with evidence...		Part		
7	F Copy to all, informal and tool meetings. Federation group problems back to work...		Part		
8	G On noticeboard.		Part		
9	H CCNSG		Part		

# Results?

- You will be given a result on the day of the audit.
- Actions will be subject to an agreed timescale.
- You will be asked to declare which Clients you are working for on the Humber Bank.
- You will receive a completed/signed audit checklist before the auditors leave your premises.
- Paper results are held at Impress' office.
- Electronic results are available to Clients over the internet via a secure web portal.