



FPAL VERIFY ASSESSMENT



This document is for the FPAL Verify service and provides guidance on how to produce the pre-visit response for the Health & Safety and the Environmental questions together with a full set of the questions.

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VERIFY SUBMISSION GUIDANCE

1. What type of response is FPAL looking for?

The response is a hardcopy submission and should reflect your corporate capabilities and approach to Health, Safety and Environment.

Many of the questions have several parts and you are advised to consider and respond to all of them.

The Verify process includes a verification visit, where further evidence is sought and clarifications from the submission are discussed. Following the visit the results are agreed with the Supplier before any information is made available via the database.

Where used in the questionnaire the following meanings are implied:

- "Describe"** Response to a single question should be no longer than one page.
- "List"** Only elaborate on the content of an item listed where considered important.
- "Outline"** A few sentences (no more than 100 words in total).
- "Evidence"** Where the question requests supporting documentation by way of an extract or an example, please ensure that the document carries a reference to the question.

The following points are given to help you in the format of your submission:

- Normally the response is a formal submission presented in a binder (standard ring or lever-arch).
- Each question response should have the question number clearly indicated.
- Any appendices should be clearly marked with the question number and should be cross-referenced in the question.
- Whilst we are looking for supporting material, this will not normally include copies of complete manuals or procedures. Where confidentiality is an issue, it is acceptable to block out certain information e.g. a person's name on an accident report.
- Answer the question - do not include any non-relevant information to the question.
- Double sided printing is acceptable.
- Do not use plastic wallets unless absolutely necessary e.g. for items that cannot be punched.

If you believe an individual question in any of the elements is not relevant, please indicate as "N/A" (not applicable) and provide a brief explanation of why you consider it so.

You may find it helpful to view a copy of a blank Verify report. This is available under the Verify heading of the downloadables section of FPAL services and forms on the FPAL home page www.fpal.com.

2. How are the results displayed?

There are three outputs from the FPAL verify visit;

- a) A detailed Verify report, available only to Verify Purchasers

- b) An Improvement plan submitted by the Supplier, available only to Verify Purchasers.
- c) Updated Capability Profile bars for Health & Safety and Environment available to all FPAL Purchasers. The Capability Profile is part of the FPAL database and involves the generation of a profile from a submission evaluation. This profile covers up to eleven elements, including Health & Safety (element 8) and Environment (element 9), and has been used as part of the Verify output. Where an existing profile exists the more rigorous Verify approach will take precedence.

3. When can the information be updated?

The Supplier can update their status by making use of the improvement plan facility. Improvement plans can be updated throughout the period to reflect the changes in circumstances.

The Verify profile elements are valid for a maximum of 2 years from the Verify visit. After this time, to retain the Verify status, the process must be repeated. If not repeated, the Verify status on profile elements 8 and 9 will be removed as well as the Verify report and the Improvement plan.

The Verify profile may be updated prior to the 2-year expiry by engaging in a further visit.

4. Where can I get help?

Telephone: 01224 337533

E-mail: profiling@fpal.com

Copies of this document and its contents may be printed from our website www.fpal.com under the FPAL Services and Forms section.

After you have read the guidance and questions and you are not clear in the actions you should take, we strongly encourage you to contact an FPAL Assessment Engineer.

5. What are the administration arrangements?

Your completed submission should be returned to FPAL at the following address:

First Point Assessment
Assessment Services Department
7 Burnbank Business Centre
Souterhead Road
Altens
ABERDEEN
United Kingdom
AB12 3LF

A copy of the full submission will be kept at the FPAL offices throughout the two-year validity period on the database. Approximately one month following the expiry of the profile, or the release of a new one, the submission and supporting documentation will be confidentially destroyed.

ELEMENT 8 HEALTH AND SAFETY

Scope

This element relates to controls for the management and performance of health and safety. Questions have been aligned with NORSOK (S006) standard, which is based on OGP industry standards.

Questions

Objective	Question	Weighting
<p>8.1 To ensure top-down commitment and the correct culture essential to the success of your company.</p>	<p>Commitment to Health & Safety through Leadership</p> <ul style="list-style-type: none"> (a) Outline how senior managers are personally involved in H&S management and in setting objectives and monitoring targets. Provide an indication of where H&S values sit in relation to other business values. (b) Outline how senior managers promote a positive culture towards H&S matters. Provide evidence of how H&S accountabilities are established throughout your company. (c) Provide evidence that senior management communicate at all levels of your company about safety performance. (d) Provide a copy of your latest H&S improvement plan or a copy of this years health and safety objectives. Indicate your progress against the plan or stated objectives. 	<p>0.7</p>
<p>8.2 To ensure your corporate H&S intentions and aspirations are met.</p>	<p>8.2.1 Health & Safety Policy Documents</p> <ul style="list-style-type: none"> (a) Provide a copy of your policy document. (b) Outline who has overall and final responsibility for H&S in your company. (c) Provide name, title and experience for the most senior person in your company responsible for ensuring that the policy is observed in the workplace. Identify if this person or somebody else has similar responsibility at all sites where your employees are working. (d) Outline how you ensure that your H&S policy accords with your client's policy. <p>8.2.2 Availability of Policy Statements to Employees</p> <ul style="list-style-type: none"> (e) Outline how your company informs all employees about your H&S policy. (f) Outline your company arrangements for advising employees of changes to the policy. 	<p>0.5</p> <p>0.2</p>
<p>8.3 To ensure the organisation, training of people, resources and documentation leads to sound H&S performance.</p>	<p>8.3.1 Organisation - Commitment and Communication</p> <ul style="list-style-type: none"> (a) Outline how your company is structured to achieve effective H&S management, communication and consultation. (b) Outline what your company expectations are for the provision of H&S communication meetings and provide evidence of compliance. 	<p>0.3</p>

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Objective	Question	Weighting
	<p>(c) Outline any other staff H&S communication and consultation processes.</p> <p>8.3.2 Health & Safety Competence</p> <p>(d) Outline your company competence assurance process for staff with H&S responsibilities. Include details on the basis of assessment and the frequency of review.</p> <p>8.3.3 Managers and Supervisors Health & Safety Training</p> <p>(e) Outline what formal H&S training is given to the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work and provide evidence of compliance.</p> <p>8.3.4 New and Existing Staff Health & Safety Training</p> <p>(f) Outline your company arrangements to ensure that all employees have knowledge of basic industrial H&S, and that this knowledge is maintained up to date and provide evidence of compliance.</p> <p>(g) Outline your company arrangements to ensure that all employees have knowledge of your H&S policies and practices.</p> <p>(h) Outline your company arrangements to ensure that all employees have been instructed and have received information on any specific hazards resulting from your activities.</p> <p>(i) Outline your company arrangements for emergency response instruction / training and provide evidence of drills / practices.</p> <p>8.3.5 Specialised Health & Safety Training</p> <p>(j) Outline areas your company has identified where specialised H&S training is required to deal with potential hazards e.g. radioactive, asbestos removal, chemical or other occupational hazards and provide evidence of such training.</p> <p>(k) Outline any other arrangements that you have for the provision of training beyond the basic level e.g. Internal Safety Advisors.</p> <p>8.3.6 Assessment of Subcontractors Suitability</p> <p>(l) Outline and provide evidence how your company assesses the H&S competence, expertise and performance records for those companies with whom you place contracts.</p> <p>(m) Outline where your company spells out the performance standards that you require your contractors to meet and how you ensure that these standards are met and verified.</p> <p>8.3.7 Performance Standards</p> <p>(n) Outline how your company communicates the H&S performance standards (leading indicators) that you require to be met by your own employees and how you ensure that these standards are met and verified.</p>	<p>0.4</p> <p>0.3</p> <p>0.3</p> <p>0.3</p> <p>0.3</p> <p>0.4</p> <p>0.4</p> <p>0.4</p>

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Objective	Question	Weighting
	<p>(o) Outline how you identify new industry or regulatory standards that may be applicable to your business.</p> <p>(p) Outline the overall structure for producing, updating and disseminating your performance standards.</p>	
<p>8.4 To ensure that H&S risks relating to operations, products and services are identified and evaluated and that risk reducing measures are developed.</p>	<p>8.4.1 Hazards and Effects Assessment</p> <p>(a) Outline your company management processes for the identification, assessment, control and mitigation of hazards and effects associated with your activities. Include specific reference to any specialised work involving occupational health hazards and potentially hazardous materials / substances and provide and extract of your records.</p> <p>(b) Outline the activities covered and provide a copy of a typical completed risk assessment report.</p> <p>8.4.2 Exposure of the Workforce to Occupational Health Risks</p> <p>(c) Outline your company policy on Occupational Health including your health promotion policy.</p> <p>(d) Outline your company arrangements used to assess the occupational health risks resulting from your business activities and provide a copy of a typical assessment. Include reference to the monitoring workforce exposure to chemical or physical agents and how your workforce is advised on handling of chemicals or dangerous substances they use in the course of their work.</p> <p>(e) Outline your company arrangements for the monitoring and prevention of personal work related illness and sickness absence.</p> <p>8.4.3 Personal Protective Equipment</p> <p>(f) Outline your company arrangements for the provision and upkeep of personal protective equipment and clothing, both standard issue and that required for specialised activities.</p> <p>8.4.4 Drugs and Alcohol Policy</p> <p>(g) Provide a copy of your company drugs and alcohol policy or if no policy exists outline your approach. Describe your arrangements for pre-employment and random testing.</p>	<p>0.7</p> <p>0.6</p> <p>0.4</p> <p>0.3</p>
<p>8.5 To ensure the effective planning and conduct of work operations.</p>	<p>8.5.1 Health & Safety Operations</p> <p>(a) Where you maintain a H&S manual (or Operations Manual with relevant sections on H&S) that describes in detail your company approved H&S practices relating to your work activities, provide a copy of the manual contents page(s).</p> <p>(b) Outline how your company ensures that your working practices and procedures are consistently in accordance with your H&S policy objectives and H&S arrangements.</p>	<p>0.7</p>

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Objective	Question	Weighting
	<p>(c) Outline how human factors are considered in the undertaking of your activities.</p> <p>(d) Outline the formal H&S interface arrangements between you, your clients and sub-contractors. Provide an index for the latest typical interface document or the procedures for establishing and implementing contract specific H&S programmes.</p> <p>(e) Outline your arrangements for emergency response situations.</p> <p>(f) Outline how your company H&S document control system operates and how documents are kept up-to-date.</p> <p>8.5.2 Equipment Control and Maintenance</p> <p>(g) Outline how your company ensures that plant and equipment used within your premises, on-site, or at other locations by your employees is correctly registered, controlled and maintained in a safe working condition. Include reference to controls for H&S critical plant and equipment where appropriate and provide an extract of records to demonstrate compliance.</p> <p align="center">Road Safety Management</p> <p>(h) Outline your company arrangements for combating road and vehicle incidents.</p>	0.4
<p>8.6 To ensure effective execution and monitoring of operations, and to ensure that corrective action is taken where necessary.</p>	<p>8.6.1 Performance Monitoring of Work Activities</p> <p>(a) Outline your company arrangements for the supervision and monitoring of H&S performance e.g. safety inspections or tours. Include how health and safety performance is reviewed and recorded, the use of any safety observation systems and the performance criteria used. Provide evidence that you monitor your H&S performance e.g. copy of a recent report or extract from meeting minutes.</p> <p>(b) Outline your company arrangements for passing on any results and findings of this supervision and monitoring to both your base management and site employees.</p> <p>(c) Outline any key performance indicators (KPI's) your company uses to measure performance and provide details of your achievements against current performance improvement plans.</p> <p>8.6.2 Incident Investigation and Reporting</p> <p>(d) Outline the process your company has for investigating near misses and incidents, the process for communicating findings to employees and the process for follow up corrective or preventive action. Provide a copy of your current incident corrective action list.</p> <p>(e) Provide the names, titles and experience of the personnel who head investigations into undesirable events. Provide a copy of the latest typical completed incident investigation report.</p> <p>(f) Outline how near miss safety learnings are used and reported. Provide a copy of the latest typical completed near miss investigation report.</p>	0.7

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Objective	Question	Weighting
	<p>8.6.3 Health & Safety Performance Records</p> <p>The Health and Safety performance statistics requested here complement the RIDDOR statistics already provided in your company registration information.</p> <p>(g) Provide the following statistics for the last five calendar years:</p> <ul style="list-style-type: none"> • Exposure man hours (Employees – full-time & part-time and contract workers). • Number of fatalities - total number of employees who died as a result of an incident. • Number of lost workday cases (LWDC) – any work related injury other than fatal which results in a person being unfit for work on any day after the occurrence. • Number of restricted workday cases (RWDC) – any work related injury other than a fatality or lost workday case which results in a person being unfit for full performance of the regular job on any day after the occurrence. • Number of medical treatment cases (MTC) – cases not severe enough to be reported as fatalities or lost day cases or restricted work day cases but more severe than first aid treatment. <p>The following data will be calculated by FPAL from the data provided above.</p> <ul style="list-style-type: none"> • Fatal Accident Rate (FAR) – number of fatal accidents per 100 million man-hours worked. • Lost Time Injury Frequency (LTIF) – number of lost time injuries (fatalities+ lost workday cases) per million man-hours worked. • Total Recordable Incident Rate (TRIR) – total number of recordable incidents (fatalities + lost workday cases + restricted workday cases + medical treatment cases) per million man-hours worked. 	1.3
<p>8.7 To ensure the effectiveness of the stated H&S arrangements by periodic review and audit.</p>	<p>Auditing and Review</p> <p>(a) Outline your company arrangements for H&S auditing (as opposed to safety inspections or tours) including any stated standards for auditing (including unsafe act auditing) and the competence assessment process for auditors.</p> <p>(b) Outline the extent of auditing and the use of schedules where appropriate. Provide a copy of the latest typical audit report and schedule.</p> <p>(c) Outline how your company management report and follow up on audits.</p> <p>(d) Outline how the effectiveness of your safety management system is verified by audits, and how often this effectiveness is reviewed and by whom. Indicate any improvements against an improvement plan.</p>	0.7
<p>8.8</p>	<p>Health & Safety Management – Additional Features</p> <p>(a) Describe any other additional H&S features or arrangements not covered elsewhere in your response to the above questionnaire.</p>	

ELEMENT 9 ENVIRONMENT

Scope

This element relates to controls used to identify and manage the significant effects that your business activity may have on the environment. Questions have been aligned with NORSOK (S006) standard, which is based on OGP industry standards.

Questions

Objective	Question	Weighting
<p>9.1 To ensure top-down commitment and the correct culture essential to the success of your organisation.</p>	<p>Commitment to Environmental Management through Leadership</p> <p>(a) Outline how senior managers are personally involved in environmental management and in setting objectives and monitoring targets. Provide an indication of where environmental values sit in relation to other business values.</p> <p>(b) Outline how senior managers promote a positive culture towards environmental matters. Provide evidence of how environmental accountabilities are established throughout the organisation.</p> <p>(c) Provide evidence that senior management communicate at all levels of the organisation about environmental performance.</p> <p>(d) Provide a copy of your latest environmental improvement plan or a copy of this years environmental objectives. Indicate your progress against the plan or stated objectives.</p>	<p>0.7</p>
<p>9.2 To ensure your corporate intentions and aspirations are met.</p>	<p>9.2.1 Environmental Policy Documents</p> <p>(a) Outline your company environmental policy and provide a copy of the policy document.</p> <p>(b) Outline who has overall and final responsibility for the environment in your organization.</p> <p>(c) Provide name, title and experience for the most senior person in the organisation responsible for ensuring that the policy is observed in the workplace and at sites where your employees are working.</p> <p>(d) Outline how you ensure that your environmental policy accords with your client's policy.</p> <p>9.2.2 Availability of Policy Statements to Employees</p> <p>(e) Outline how your company informs all employees about your environmental policy.</p> <p>(f) Outline your company arrangements for advising employees of changes to the policy.</p>	<p>0.5</p> <p>0.2</p>
<p>9.3 To ensure the organisation, training of people, resources and documentation leads to sound environmental performance.</p>	<p>9.3.1 Organisation - Commitment and Communication</p> <p>(a) Outline how your company is structured to achieve effective environmental management and communication.</p> <p>(b) Outline what your company expectations are for the provision of environmental communication meetings and provide evidence of compliance.</p>	<p>0.3</p>

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Objective	Question	Weighting
	<p>(c) Outline any other staff environmental communication and consultation processes.</p> <p>9.3.2 Environmental Competence</p> <p>(d) Outline your company competence assurance process for staff with environmental responsibilities. Include details on the basis of assessment and the frequency of review.</p> <p>9.3.3 Managers and Supervisors Environmental Training</p> <p>(e) Outline what formal environmental training is given to the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work and provide evidence of compliance.</p> <p>9.3.4 New and Existing Staff Environmental Training</p> <p>(f) Outline your company arrangements to ensure that all employees have basic environmental knowledge, and that this knowledge is maintained up to date and provide evidence of compliance.</p> <p>(g) Outline your company arrangements to ensure that all employees have knowledge of your environmental policies and practices.</p> <p>(h) Outline your company arrangements you have to ensure that all employees have been instructed and have received information on any specific hazards arising out of the nature of your activities.</p> <p>(i) Outline your company arrangements for emergency response instruction / training and provide evidence of drills / practices.</p> <p>9.3.5 Specialised Environmental Training</p> <p>(j) Outline any areas your company has identified in the company's operations where specialised environmental training is required to deal with potential hazards.</p> <p>(k) Outline any other arrangements that you have for the provision of training beyond the basic level e.g. Internal Environmental Advisors.</p> <p>9.3.6 Assessment of Subcontractors Suitability</p> <p>(l) Outline and provide evidence how your company assesses the environmental competence, expertise and performance record for those companies with whom you place contracts.</p> <p>(m) Outline where your company spells out the performance standards that you require your contractors to meet and how you ensure that these standards are met and verified.</p> <p>9.3.7 Performance Standards</p> <p>(n) Outline how your company communicates the environmental performance standards (leading indicators) that you require to be met by your own employees and how you ensure that these standards are met and verified.</p> <p>(o) Outline how your company identifies new industry or regulatory standards that may be applicable to your business.</p>	<p>0.4</p> <p>0.3</p> <p>0.3</p> <p>0.3</p> <p>0.3</p> <p>0.4</p> <p>0.4</p>

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Objective	Question	Weighting
	(p) Outline the overall structure for producing, updating and disseminating your performance standards.	
9.4 To ensure that environmental risks relating to operations, products and services are identified and evaluated and that risk reducing measures are developed.	<p>9.4.1 Hazards and Effects Assessment</p> <p>(a) Outline your company management processes for the identification, assessment, control and mitigation of environmental hazards and effects associated with your activities. If you maintain an environmental effects register, provide an extract.</p> <p>(b) Outline the activities covered and provide a copy of a typical completed environmental risk / hazard assessment report.</p>	1.0
	<p>9.4.2 Waste Management</p> <p>(c) Outline your company approach to waste management. Include specific reference to minimisation of waste, minimisation of energy usage, separation / recycling as appropriate</p>	0.8
	<p>9.4.3 Regulated Controls</p> <p>(d) List the relevant processes and substances for which your company is Integrated Pollution Control (IPC) or Integrated Pollution Prevention and Control (IPPC) regulated. If specific environmental regulations apply, name the regulation and the regulatory body e.g. Environment Impact Assessment regulation, EU IPPC Directive or UK PPC Act.</p>	0.7
9.5 To ensure the effective planning and conduct of work operations.	<p>Environmental or Operations Manuals</p> <p>(a) Where you maintain an environmental manual (or Operations Manual with relevant sections on environmental matters) that describes in detail your company approved environmental practices relating to your work activities, provide a copy of the manual contents page(s).</p> <p>(b) Outline how your company ensures that the working practices and procedures used by your employees on-site are consistently in accordance with your environmental policy objectives and environmental arrangements.</p> <p>(c) Outline how human factors are considered in the undertaking of your activities.</p> <p>(d) Outline the formal environmental interface arrangements between you, your clients and sub-contractors. Provide an index for the latest typical interface document or the procedures for establishing and implementing contract specific environmental programmes.</p> <p>(e) Outline your arrangements for emergency response situations.</p> <p>(f) Outline how your company environmental document control system operates and how documents are kept up-to-date.</p>	1.0

Verify Assessment

Objective	Question	Weighting
<p>9.6 To ensure effective execution and monitoring of operations, and to ensure that corrective action is taken where necessary.</p>	<p>9.6.1 Performance Monitoring of Work Activities</p> <p>(a) Outline your company arrangements for the supervision and monitoring of environmental performance. Include how environmental performance is reviewed and recorded, how corrective and preventive actions are used to minimise future environmental impact and the performance criteria used. Please provide a copy of the latest performance monitoring report.</p> <p>(b) Outline your company arrangements for passing on any results and findings of this supervision and monitoring to both your base management and site employees.</p> <p>9.6.2 Incident Investigation and Reporting</p> <p>(c) Outline the process your company has for investigating near misses and incidents, the process for communicating findings to employees and the process for follow up corrective or preventive action. Provide a copy of your current incident corrective action list.</p> <p>(d) Provide the names, titles and experience of the personnel who head investigations into undesirable events. Provide a copy of the latest typical completed incident investigation report.</p> <p>(e) Outline how near miss environmental learnings are used and reported. Provide a copy of the latest typical completed near miss investigation report.</p> <p>9.6.3 Measurement of Performance</p> <p>(f) Outline any key performance indicators (KPI's) your company uses to measure environmental performance and provide details of your achievements against current performance improvement plans. Provide an example of a recently introduced improvement.</p>	<p>0.6</p> <p>0.4</p> <p>1.0</p>
<p>9.7 To ensure the effectiveness of the stated environmental arrangements by periodic review and audit.</p>	<p>Auditing and Review</p> <p>(a) Outline your company arrangements for environmental auditing including any stated standards for auditing and the competence assessment process for auditors.</p> <p>(b) Outline the extent of auditing and the use of schedules where appropriate. Provide a copy of the latest typical audit report and schedule.</p> <p>(c) Outline how your company management report and follow up on audits.</p> <p>(d) Outline how the effectiveness of your environmental management system is verified by audits, and how often this effectiveness is reviewed and by whom. Indicate any improvements against an improvement plan.</p>	<p>0.7</p>
<p>9.8</p>	<p>Environmental Management – Additional Features</p> <p>(a) Describe any other additional environmental features or arrangements not covered elsewhere in your response to the above questionnaire.</p>	