

Form 16

Sample Contractor: Assessment of Competence	
Project:	
Proposed Contractor:	
Assessment undertaken by:	
Date of assessment:	
Assessment Item: Knowledge of construction, particularly in relation to the nature of the project.	
Details:	
Assessment Item: Safety and Health qualifications and training (e.g. degree, diploma, certificate, managing safety in construction, continual professional development).	
Details:	
Assessment Item: Experience on similar projects.	
Details: • Experience of working with different contractors? Yes/No	

Assessment Item:

Sufficient Staff with qualifications, training and experience including Safety Awareness program, e.g. SOLAS Safe Pass and relevant Construction Skills cards, e.g. Construction Skills Certification Skills cards for the project.

Details:

Assessment Item:

Evidence of a functioning Safety Management System, including:

Details:

- Is there a company safety and health policy and arrangements for the effective organisation of safety and health matters?
Yes/No
- Is there an up to date Safety Statement?
Yes/No
- Are there site specific risk assessments?
Yes/No
- Is there evidence of communicating to employees information on hazards and protective and preventative measures, for example, the Authority's Safe System of Work plan?
Yes/No
- Are individuals identified with responsibility for Safety and Health for each project?
Yes/No
- Is there a safety representative?
Yes/No
- Is there evidence of checking, e.g. scaffolding, lifting equipment, excavation inspections and/or audits?
Yes/No
- Is there evidence of corrective actions, learning from past experience?
Yes/No
- Is there evidence of accreditation of the SMS, up to Safe T Cert or ISO 45001
Yes/No

Assessment Item:

Evidence of Regulatory Compliance, including:

Details:

- Are notifiable accidents reported to the Health and Safety Authority? How many in last 3 years? Is there evidence of corrective actions, learning from past experience?
Yes/No
- Does the organisation collect information on non-reportable accidents?
Yes/No
- Regulatory compliance, Convictions, Enforcement Notices, in particular repeat notices, corrective actions?
Yes/No
- Does the company/organisation have a good Safety, Health and Welfare at Work record on previous projects with Cork City Council?
Yes/No

What resources will be allocated to this project:				
Adequate Resources Allocated:	Yes		No	
Assessed as Competent:	Yes		No	
Signed:				
Date:				