5 steps to help you become an approved **Site Safety Plus** training provider

citb

Introduction

Plan.
Do.
Check.
Act.

This document has been produced to assist you with the process of applying to become a Site Safety Plus (SSP) training provider.

Our aim is to provide as much information and guidance to ensure that new applications are approved upon their first submission.

It is important to read and understand the SSP documentation following the '**Plan, Do, Check, Act**' cycle, which ensures that you take ownership of your role in the application process.

The next five steps will guide you through your application process.

Step 1 - Read

Click the links below for information about the application process, as well as documentation and scheme rules that you should be aware of.

- [SSP course suite – CITB](#) – this will take you through the requirements you need to meet to become an approved centre, such as fees and the application process

- [How to become an ATO](#) – upon becoming an SSP training provider, you will also become known as an approved training organisation (ATO)

- [Scheme rules](#) – this covers the quality assurance (QA) requirements, scheme rules and the principal scheme rules. It also includes the appendices for each course.

If you have any questions, please email: sitesafetyplus@citb.co.uk

The SSP Product Specialist will be able to arrange a call to support the application.

Step 2 - Apply

Once all of the relevant documentation has been read and you're happy that you meet the requirements, you can then complete [the initial enquiry form](#).

The form needs to be completed in full, even if you are already a CITB centre or ATO but are applying to offer a different product.

Step 3 - Evidence

Once you've submitted your initial enquiry form, and whilst awaiting a response, we recommend collating a file of evidence that you will need to have available during your approval visit from a Senior Quality Consultant (SQC).

Everything needed for this is explained in paragraphs 12 and 13 and Appendix 1 of the QA requirements.

If you have any questions please email:
quality.assurance@citb.co.uk

Step 4 - Check

Below are some of the areas that have resulted in centres not meeting approval criteria during audit approval visits:

▪ No quality management system (QMS) to manage policies and procedures – please refer to Appendix 1 on page 25 of the [QA requirements](#), as this explains the QMS that an SQC would be looking for

▪ Not registered with the Information Commissioners Office ([ICO](#))

▪ Insufficient insurance policy levels – the levels needed can be found within paragraph 13 of the [QA requirements](#)

▪ Missing policies from evidence file – a list of all the policies you will need to evidence can be found in paragraph 12 of the [QA requirements](#)

▪ No evidence of work instructions/procedures – you need to ensure that you have clear work instructions/procedures included in your evidence file before your approval visit (i.e. the work instructions for a new member of staff joining your organisation).

Step 5 - Audit

Once your application has been verified and signed off by the QA manager, the application will be forwarded to a SQC, who will conduct your approval audit.
They will contact you either by email or telephone to discuss the pre-approval process.

Day of audit:

Audits are completed either in person or remotely. The method used will be dependent on location, the availability of the SQC and the preference of the centre. Remote audits are completed via Microsoft Teams or Zoom calls, and the invite will be provided by the SQC in conjunction with an audit planner.

The audit will begin with general introductions and will then go into a discussion regarding the documentation provided and how your procedures will support SSP course management.

Approval

Following a successful approval audit, the SQC will email you the forms of agreement. These may be completed electronically and then printed to gain a wet signature. They will need to be scanned and emailed to quality.assurance@citb.co.uk and the SQC that conducted the audit.

The hard copies then need to be posted by recorded delivery to our Peterborough office:

CITB
FAO Quality Assurance Department
Sand Martin House
Bittern Way
Peterborough
PE2 8TY

Once approved, the SSP Product Specialist will contact the centre's key contact, and provide support in accessing the CITB Shop as well as navigating the SSP Training Providers Portal on SharePoint.

We hope you found this guide useful!