

The Packs Every Bundle Includes

Everything here comes with every bundle, personalised to your business.

Business Pack

17 DOCUMENTS

Everything you need to quote, win the work, get paid and keep your customers happy

- ◆ Policy & Management System Register
- ◆ Company Letterhead
- ◆ Quote Template & Terms and Conditions
- ◆ Variation & Extra Works Form
- ◆ Invoice Template & Payment Terms
- ◆ Home Customer Cancellation Form
- ◆ Job Completion & Customer Sign-Off
- ◆ Workmanship Guarantee
- ◆ Customer Complaints Procedure
- ◆ Complaints Register
- ◆ Subcontractor Agreement
- ◆ Subcontractor PQP, Approval & Monitoring
- ◆ CIS Verification Record
- ◆ Data Protection & Privacy Notice
- ◆ Data Breach Procedure & Log
- ◆ Record of Data Processing

INCLUDED IN EVERY BUNDLE

Health & Safety Pack

18 DOCUMENTS, PLUS RAMS & COSHH

The safety essentials every trade business needs, whatever your size

- ◆ Health & Safety Statement
- ◆ General Risk Assessment
- ◆ First Aid & Fire Arrangements
- ◆ Lone Working Procedure
- ◆ Tool & Equipment Check Record
- ◆ Asbestos Awareness Procedure
- ◆ Training Requirements & Records
- ◆ Toolbox Talk Register
- ◆ Accident & Near Miss Record
- ◆ RIDDOR Reporting Procedure
- ◆ Waste Management & Carrier Record
- ◆ CDM 2015 Duties & Construction Phase Plan
- ◆ Site Welfare Arrangements
- ◆ Safety Data Sheet Register
- ◆ RAMS for each type of work, with a RAMS Register
- ◆ COSHH for each product, with a COSHH Register

INCLUDED IN EVERY BUNDLE

Your Trade Pack

TAILORED TO YOUR TRADE

Tell us your trade when you join and we tailor this pack to the work you do

- ◆ Safe working procedures for your trade
- ◆ Controls for your trade's specialist hazards
- ◆ Competence and registration records
- ◆ Testing and handover checklists
- ◆ Trade-specific toolbox talks
- ◆ Apprentice documents, where needed
- ◆ Your trade's wording throughout

INCLUDED IN EVERY BUNDLE

1 Onboard

A short online questionnaire about your business and trade

2 We Build

Every document personalised to your branding, processes and people

3 Go Live

One integrated system, with every document in a master register

4 Kept Current

Ongoing support, and automatic updates whenever legislation changes

For Employers and Growing Teams

Added as your business grows, or when you go for an accreditation.

Employee Pack

31 DOCUMENTS

Everything you need to take people on, look after them and stay on the right side of employment law

- ◆ New Starter Form
- ◆ Induction Checklist
- ◆ Right to Work Check Record
- ◆ Written Statement of Employment Terms
- ◆ Employee Handbook
- ◆ Absence Policy
- ◆ Return to Work Interview
- ◆ Holiday Request Form
- ◆ Flexible Working Request Form
- ◆ Disciplinary Procedure
- ◆ Grievance Procedure
- ◆ Disciplinary & Grievance Letters (5 templates)
- ◆ Anti-Harassment & Equality Policy
- ◆ Employee Privacy Notice
- ◆ Competent Person Appointment
- ◆ Mental Health & Wellbeing Policy
- ◆ Annual Appraisal Form
- ◆ PPE Issue Record
- ◆ First Aid Needs Assessment
- ◆ Manual Handling Assessment
- ◆ Noise, Vibration & Health Surveillance, where needed
- ◆ Young Person Risk Assessment
- ◆ New & Expectant Mother Risk Assessment
- ◆ Driving for Work Policy & Licence Checks
- ◆ Leaver Form & Exit Checklist

INCLUDED WITH EMPLOYER, TEAM AND TAILORED

Accreditation Pack

27 DOCUMENTS

Everything a CHAS, SMAS or SafeContractor assessor will ask to see, kept up to date in the Passmark app

- ◆ Environmental Policy
- ◆ Waste Duty of Care Procedure
- ◆ Quality Policy
- ◆ Customer Feedback Form
- ◆ Modern Slavery Statement
- ◆ Anti-Bribery & Tax Evasion Policies
- ◆ Information Security Policy
- ◆ Safeguarding Policy
- ◆ Business Continuity Plan
- ◆ Document & Records Control Procedure
- ◆ Principal Contractor Procedure (CDM)
- ◆ Site Induction Record
- ◆ Accreditation & Certification Register
- ◆ Competence Card Register
- ◆ Supplier Approval Procedure
- ◆ Approved Supplier List
- ◆ Toolbox Talk Schedule
- ◆ Inspection & Audit Schedule, with Audit Records
- ◆ Corrective Action Log
- ◆ Management Review Record
- ◆ Health & Safety Objectives
- ◆ Legal Register
- ◆ Environmental Aspects Register
- ◆ Sustainability Statement
- ◆ Assessor Ready Evidence Index

INCLUDED WITH ACCREDITATION READY

Advanced Health & Safety Pack

+17 DOCUMENTS

Once you reach five employees the law asks for more in writing. This pack covers it

- ◆ Written Health & Safety Policy
- ◆ Organisation & Responsibilities
- ◆ Risk Assessment Register
- ◆ Fire Risk Assessment
- ◆ Fire Emergency Plan
- ◆ Employee Consultation Arrangements
- ◆ Training & Competence Matrix
- ◆ Equipment Inspection Register
- ◆ Fire Drill & Alarm Test Record
- ◆ Working at Height Policy
- ◆ Display Screen Equipment Assessment
- ◆ Site Inspection Checklist
- ◆ Accident Investigation Form
- ◆ Permit to Work Procedure
- ◆ Contractor & Visitor Sign-In
- ◆ Drug & Alcohol Policy
- ◆ Whistleblowing Policy

INCLUDED WITH TEAM AND TAILORED