



# Registered Safety Supplier Scheme



## **BSiF Registered Safety Supplier Scheme Handbook**

**V9 April 2020**

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The BSiF Registered Safety Supplier Scheme is operated and managed by the British Safety Industry Federation. Auditing within the scheme is conducted under the scrutiny and direction of the RSSS Governing Board. All correspondence should be directed to:

**The RSSS Governing Board, BSiF, 3 Austins Mews, Hemel Hempstead, Herts, HP1 3AF**

#### **Disclaimer: Important Please be Aware**

Registration in the BSiF Registered Safety Supplier Scheme (RSSS) demonstrates merely an organisation's intention to undertake and maintain its obligations under applicable legislation including but not limited to Regulation (EU) 2016/425 on Personal Protective Equipment, where we specifically draw attention to products such as Category II items, which require EU Type Examination and Internal Production Controls and Category III items requiring the same plus ongoing independent quality assurance through either Module C2 Product Verification or Module D Product Quality Assurance. Registration in itself does not satisfy any of these obligations nor does it exonerate companies, officers, members or individuals from their duties under these or other legal requirements. BSiF cannot be held responsible for any misunderstanding of the application of these rules and the effect of registration in the scheme.



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### **1 Registered Safety Supplier Scheme – Mission Statement**

The BSIF aspires to enhance the quality of PPE and safety equipment and services and the capability of economic operators in the UK Occupational Safety and Health market to eliminate non-compliant, unsafe, counterfeit and illegal safety products and services from the UK and provide a quality assurance scheme for the purchase of genuine PPE and safety equipment and services that will help to keep people safe and healthy at work.

### **2 Purpose of the Scheme**

The number of non-compliant, illegal and poorly performing safety products, equipment and services offered for sale in the UK market is significant and all organisations and individuals sourcing PPE and related equipment or services need assurance that the markings, documentation and claims for the performance of the product or service are genuine. The BSIF Registered Safety Supplier Scheme is intended to provide assurance to customers and users that only compliant and correctly performing products and services are supplied through a capable compliant supply chain.

Membership of the scheme and use of the scheme shield differentiates your business in the market and demonstrates to your customers and suppliers your organisation's commitment that all PPE and related safety products and services traded will comply with requirements of the applicable Directive or Regulation, and any product performance standards to which they claim certification. It also provides a recognised route for your business to demonstrate compliance with due diligence obligations of economic operators under PPE Regulation (EU) 2016/425 where relevant.

### **3 Participation and Eligibility**

Participation in the scheme is open only to members of the BSIF and is a requirement of BSIF membership for all members engaged in the supply of personal protective equipment and related safety products and services. On application a new Registered Safety Supplier Scheme applicant will be accepted on the basis that they are "working towards" becoming a Registered Safety Supplier Scheme member. The working towards status will last for a maximum of six months whereupon the applicant must be able to demonstrate that they are in compliance with the terms and conditions of the scheme.

### **4 Registered Safety Supplier – Obligations**

BSIF members engaged in the supply of personal protective equipment and related safety products and services are required to participate in the Registered Safety Supplier Scheme by:

4.1 Completing a formal and binding declaration signed by an authorised individual of the organisation that all PPE and related safety products and services supplied will comply with the requirements of the applicable Directive or Regulation and also any product performance standards to which certification is claimed. Where products and/or services other than PPE and not subject to publicly available standards are supplied, declare that the products and/or services perform as claimed.



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### 4 Registered Safety Supplier – Obligations (Continued)

4.2 Having the capability to manage a product recall process which is inclusive of any component parts and take other corrective actions, and maintaining a quality policy which includes the following statement:

*This company undertakes to supply only safety equipment and/or related services that fully comply with the standards, regulations and claims made relating to those products and/or related services. Where appropriate, this company will maintain up to date technical files and associated documentation to ensure that regulatory compliance information can be supplied upon request. Where products are sourced from external organisations which hold technical files relating to the products being offered, this company will request confirmation that these files are current, complete, contain appropriate conformity assessment information and, where relevant, regulatory compliance certificates and will take all necessary steps to confirm the validity of the compliance documentation held by that external supplier in respect of the products being sourced.*

*Where services are provided related to safety equipment sourced from external organisations, this company will maintain approval from the manufacturer that the services provided are assessed and approved by the external organisation.*

4.3 For PPE, submitting to the audit of one product per year randomly selected from their offering. The audit will consist of the verification that the statement at 4.2 appears in their quality policy and of all relevant regulatory documentation for the selected product (copies of such documentation to be supplied to the auditor on request) and the testing to one or more clauses from any product performance standard to which the product is claimed to be certified. The product testing will be conducted by an accredited test laboratory.

4.4 For safety equipment outside of mainstream PPE and not regulated by publicly available standards, submitting to an audit of their quality policy and all relevant regulatory documentation of one or more products from their offering per annum.

For organisations authorised by manufacturers to service, calibrate and/or re-certify products, annually, or in the event of a complaint, a member of the scheme administration will assess the relevant in-house performance/testing/calibration/service process offered by the member. This assessment will encompass the following aspects (all/some or none of these may be assessed dependent upon the members offer to their customers).

- 4.4.1 Assessment of Approval/Certification from any relevant manufacturer that the member organisation is authorised to carry out the performance/testing/calibration/service
- 4.4.2 Assessment of Technician/Engineers competence via proof of training by relevant manufacturer/competent trainer (ongoing) and relevant support/guidance from colleagues and supervisors
- 4.4.3 Assessment of guidelines for the performance/testing/calibration/service provided by manufacturer or the member organisation – copy to be retained by a member of the scheme administration
- 4.4.4 Assessment of understanding of requirements of any specified relevant documentation, such as BS EN ISO Standard(s)/Test Method(s), Publically Agreed Specification (PAS), or manufacturer guideline/test method(s)
- 4.4.5 Witness of the performance/testing/calibration/service by a member of the scheme administration (any pre-conditioning requirement may be carried out prior to the Witness/Test Protocol, however the individual conducting the process must be able to prove they understand the requirement and prove that it has been carried out accordingly)
- 4.4.6 Post-performance/testing/calibration/service processes must be completed and witnessed (E.G. completion of Service Record Sheet)



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### 4 Registered Safety Supplier – Obligations (Continued)

- 4.4.7 A member of the scheme administration will provide a draft Witness/Test Protocol for discussion/agreement with the member. This will contain some/all of the following;
- 4.4.7.1 Member company name/address
  - 4.4.7.2 Product/Service etc. assessed
  - 4.4.7.3 Serial No. Batch No. or ID No. of products assessed
  - 4.4.7.4 Method statement – what processes were being assessed
  - 4.4.7.5 Relevant applicable legislation
  - 4.4.7.6 Protocols – the physical ‘work’ conducted (step-by-step breakdown)
  - 4.4.7.7 Conclusion – What the member of the scheme administration witnessed in relation to the provided guidance documentation

### Audit Will Assess

Pre Task	During Task	Post Task
<i>Approval</i>	<i>Processes</i>	<i>Processes</i>
<i>Competence</i>	<i>Competence</i>	<i>Competence</i>
<i>Capability</i>	<i>Communication</i>	<i>Communication</i>

4.5 For companies involved in the PPE supply chain, committing to educate and accredit customer-facing staff within the BSiF Safe Supply Accreditation (SSA) course and Qualification or other appropriate qualifications. This SSA Course may also be accessed by other Federation members

4.6 For Importers and Distributors, demonstrate that they comply with the “Obligations and Responsibilities” required under PPE Regulation (EU) 2016/425 by maintaining the appropriate BSiF compliance protocols or equivalent and agreeing to have said protocols audited under the scheme.

4.7 Liability Insurances. As a condition of registration all Registered Safety Suppliers must ensure they are adequately insured for any liability claim likely to be brought against them relating to the supply of safety equipment and the provision of safety services.



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### **5 Audit and Inspection Requirements and Procedures**

The BSiF does not set out to impose onerous audit and inspection procedures on applicants or companies within the scheme. However, for the scheme to maintain its credibility, it is essential that confidence in the fidelity of the information provided is gained through checks carried out by organisations which have no vested interests and therefore the Registered Safety Supplier Scheme will operate with an independent Governing Board.

Within the terms of the Registered Safety Supplier Scheme, the Governing Board's only interest is in compliance with the scheme's requirements as they apply to the elimination of non-compliant or counterfeit and illegal products and services and the enhancement of economic operator's capabilities and their ability to comply with the PPE Regulations and/or other relevant legislation. The scheme audit process will solely focus on these factors. For the avoidance of any doubt, working procedures, record keeping, staff activity and all of the other elements that are audited during ISO 9001 inspections fall outside the scope of any Registered Safety Supplier Scheme audit. Products which carry the BSI Kitemark or other recognised similar independent accredited quality marks will not be further tested within the scheme.

Annually, or in the event of a complaint, the scheme will source on the open market one product from a registered member's PPE or relevant related safety products and service(s) offering. The auditor will request from the member copies of all relevant documents required to verify the CE marking of the product concerned and any claims of certification to a product performance standard. The member is required to supply the documents requested within 21 days.

The product will be tested to one or more clauses of a standard which it is claimed that the product is certified to. Testing will be carried out by an accredited test laboratory (UKAS or equivalent) and the test laboratory will produce a test report of its findings. Where safety products are not subject to publicly available standards said products can be tested through observation covering the product method sheets to confirm performance against claims made.

### **6 Audit Outcomes**

#### **6.1 Quality Policy Auditing.**

If the scheme auditor finds that the required statement does not appear in the member's quality policy the member will be required to take the necessary corrective action within 21 days. Once evidence of the completion of the necessary corrective action is received by the BSiF then the member's status within the scheme continues. If the necessary corrective action is not taken and evidenced to BSiF within 21 days then membership of the scheme will be withdrawn.

#### **6.2 Product Auditing.**

If all relevant regulatory documentation is verified to the satisfaction of the auditor and the product passes the clause(s) to which it is tested then the member's status within the scheme continues.

If either or both the documentary or product testing element of the audit is failed the member (distributor or manufacturer or both) is advised with full details of the aspect of failure and required to take the necessary investigative and corrective action to resolve it. Once evidence is received by the BSiF that the necessary corrective action is being undertaken then the member's status within the scheme continues.

An appeal process can be followed if required by the member to re-evaluate the veracity of the documentation and/or arrange re-testing of the product to the clause(s) it has failed. The appeal must be notified to BSiF and any repeated elements will be at the member's expense. In the event that a resolution cannot be arrived at the decision of the RSSS Governing Board will be final.

If the necessary corrective action is not undertaken and evidenced to the BSiF then membership of the scheme will be withdrawn and details of the audit failure will be referred to Trading Standards and the Health & Safety Executive.



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### 6 Audit Outcomes (Continued)

#### 6.3 Compliance Protocol Auditing.

The BSIF protocols (or equivalent) for complying with “Obligations and Responsibilities” under PPE Regulations will be audited at least annually. Any defects found must be rectified within 21 days.

6.4 In the case of businesses not offering PPE but active in the Height Safety Installation market or Spill Control industry membership of the scheme will require compliance with the BSIF Height Safety Group agreed “Code of Conduct” and associated compliance protocols and relevant processes agreed to cover Spill Control commercial operations. Compliance will be audited at least annually. Any defects must be rectified within 21 days.

#### 6.5 Information integrity

All Registered Safety Suppliers must comply with the codes of conduct required by the scheme and the rules of membership of the BSIF. This is summed up in the words ‘legal, decent, honest and truthful’. All submissions to the Governing Board or third party organisations contracted to effect the management of the scheme shall be accurate in content and will declare any non-compliances found during the application process. All Registered Safety Suppliers have an obligation to advise the Governing Board of any subsequent non-compliances together with details of the actions undertaken to correct the situation.

#### 6.6 Removal of Registered Safety Supplier status

Withdrawal of scheme membership will also result in the loss of membership of the BSIF and will be publicised to the market by the BSIF. At this time the member must, within 1 month of the withdrawal, remove all references of Registered Safety Supplier status and BSIF membership from its business correspondence, websites, business cards and any other area that is likely to be seen by prospective safety equipment users or customers. In all cases the decision of the Governing Board will be final. No additional correspondence will be entered into.

### 7 BSIF support for registered scheme members

The objective of the scheme is to ensure that users of safety products are supplied with compliant, fit for purpose products and services which perform in line with claims made, through a capable supply chain. BSIF recognises that the success of the scheme will stimulate users and procurement bodies to specify membership of the scheme as a qualification for supplying their PPE & Safety Product/Service needs. BSIF undertakes to promote the benefits of the scheme and its messages in literature, sales activities, public relations activities, advertising, mailings, member support activities, external events and other appropriate promotional opportunities.

Each Registered Safety Supplier will be:

- listed as a Registered Safety Supplier within BSIF advertising, public relations releases and on the BSIF website.
- supplied with a copy of the scheme ‘shield’ logo, the rules covering the ways in which the logo may be used, and a scheme certificate.

Registered Safety Suppliers are encouraged to use the ‘shield’ widely throughout their publicity material in accordance with the rules for its use.

#### **Important**

**The Registered Safety Supplier Scheme shield is a ‘Collective Mark’ and it is a condition of its use that the mark shall not be used without indicating that it is a collective mark.**



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### **8 Non-liability, Non-endorsement and Scope**

#### **8.1 Registered Safety Supplier compliance**

Please read the disclaimer at the front of this handbook and on the declaration form. The Registered Safety Supplier scheme relies on formal declarations from participating companies being supported by a robust quality assurance process verified through audits. Companies registered within the scheme were in compliance at the time when their application was accepted and following periodic audits.

The BSIF, the scheme management organisation and the scheme Governing Board cannot be held liable for the actions of independently managed companies over which they exercise no control including trading in non-compliant products, the inability of a product to perform as stated or any consequential harm so caused. The Governing Board will investigate reports of non-compliance within the scheme and take whatever action it feels to be appropriate at that time. It is always the responsibility of the purchaser of products to ensure that such products are in compliance. A direct enquiry to the BSIF will provide advice on how this might be achieved.

#### **8.2 Product and Company endorsements**

The granting of the BSIF Registered Safety Supplier shield does not in any way endorse the company or the products and services, provided by that company and does not seek to recommend any one scheme member in preference to another.

#### **8.3 Scheme Scope**

The BSIF Registered Safety Supplier scheme applies to organisations and seeks to verify the integrity of their product offering in respect of safety equipment and safety services directly related to occupational safety. The scheme does not seek to provide verifications for individual products and services and does not seek to embrace products and services supplied by Registered Safety Suppliers which are not directly related to occupational safety. In the event of any dispute regarding whether products and services are directly related to the scheme, the Governing Board will be asked for a ruling which shall be final and not open to further debate.





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### Appendix I Scheme declaration form

#### 1 Please identify your organisation [Please tick ALL that apply]

1.1	We are a Manufacturer of Personal Protective Equipment [PPE] or component parts used within PPE [in this context the term "manufacturer" is any organisation which has responsibility for compliance with the PPE Directive or Regulation and holds Technical Files for products being offered]	
1.2	We are a Manufacturer of Safety Products and Safety Equipment that are not PPE [in this context the expression "Safety Products and Safety Equipment" refers to products not worn or held but used by employees to protect them at work and products installed and present in the workplace to protect employees]	
1.3	We are an organisation which trades in PPE, Safety Products and Safety Equipment. [it is understood that the above description may not necessarily mean that the total product offering consists of PPE, Safety Products and Safety Equipment but that such products are traded]	
1.4	We are an organisation that offers our own (or proprietary) brand of PPE and associated safety products	
1.5	We are an organisation that does not offer our own brand of PPE and associated safety products but we commit to informing the scheme administration should we choose to do so in the future	
1.6	We are an organisation that provides service solutions related to PPE and/or Safety Products/Equipment. (It is understood that the above description may not necessarily cover the entire customer offering, but that such services are provided)	

#### 2 Quality Assurance [this section must be completed] [please tick ONE CATEGORY ONLY]

2.1	We operate to and are certified for ISO 9001 and we will evidence this to the scheme administration Our certification body is _____	
2.2	We operate to and are certified for a Quality Assurance scheme other than ISO 9001 and we will evidence this to the scheme administration Our Quality Assurance scheme standard is _____ Our certification body is _____	
2.3	We maintain a quality policy and have the capability to manage a product recall process and take other corrective actions. This capability can be demonstrated by working in compliance with PAS 7100: 2018 and we will evidence this to the scheme administration	

We have included the following statement in our Quality Policy:

*This company undertakes to supply only safety equipment and/or related services that fully comply with the standards and regulations and claims made relating to those products and/or related services. Where appropriate, this company will maintain up to date technical files and associated documentation to ensure that regulatory compliance information can be supplied upon request. Where products are sourced from external organisations which hold technical files relating to the products being offered, this company will request confirmation that these files are current, complete, contain appropriate conformity assessment information and, where relevant, regulatory compliance certificates and will take all necessary steps to confirm the validity of the compliance documentation held by that external supplier in respect of the products being sourced. Where services are provided related to safety equipment sourced from external organisations, this company will maintain approval from the manufacturer that the services provided are assessed and approved by the external organisation.*

_____	_____	_____
Name	Date	Signature
_____		_____
Position		Company

We make this declaration in the knowledge that any of the details could be subject to audit by the British Safety Industry Federation [BSiF] and that no breach of confidentiality will occur if the information contained within this declaration is placed in the public domain. We acknowledge that in the event that any of the information in this declaration changes, it is the responsibility of the signatory to advise the details to the BSIF.



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**Appendix II**

**Registered Safety Supplier Example Certificate**



*Registered Safety Supplier*

*This is to certify that*  
*Sample Only*  
 BRITISH SAFETY INDUSTRY FEDERATION  
 is a  
**Registered Safety Supplier**  
*and undertakes to maintain or verify valid compliance certificates for all PPE and regulated equipment it offers and not knowingly to supply any product which is counterfeit or illegally CE marked.*

15/4/2018

14/4/2019

**Signed** From

To

*On behalf of Sample Only*

**Alan Murray—Chief Executive Officer**

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