

CCNSG Nationally Accredited Safety Passport – Guidelines

Thank you for your enquiry requesting details of the procedure to become an accredited training provider for the CCNSG Nationally Accredited Safety Passport Scheme.

To enable the CCNSG to consider a recommendation, the Training Provider would need to:

- 1. Complete the Provisional CCNSG Application Form and the Legal Status Compliance and Financial Information.**
- 2. Provide a Business Plan**

This should include:

- a. An outline of the client's business including the name and location of site(s) where the CCNSG Safety Passport scheme will be implemented, and an indication of the activities/processes undertaken on each of those site(s).**
- b. An outline of the client's plans for introducing the CCNSG Safety Passport scheme and an indication of the period over which implementation will take place together with any critical dates which contractors must meet.**
- c. The probable number and location of contractor firms that will be involved in the scheme.**
- d. The approximate number of candidates (contractors and client) who will require passports.**
- e. The name, postal address, e-mail address and telephone/fax numbers of the recommended training provider.**
- f. The name and position of a principal contact at the recommended training provider.**
- g. A brochure of the recommended provider's training and safety services (if available).**
- h. A letter of recommendation from an industry client/contractor to support your application.**

When the full supporting information is available, the recommendation is reviewed by the CCNSG Scheme Manager.

If the recommendation is approved, the CCNSG arranges for an approval visit to the potential training provider to review resources, facilities, qualifications of tutors, etc. Briefing notes for the CCNSG Safety Passport Scheme will be made available to the provider before the visit. There will be a fee charged for the visit.

Where the provider is found to be acceptable, provisional approval notification will be sent, accompanied by an invoice for an annual licence fee to deliver the standard programmes.

Full approval is granted after successful delivery of CCNSG courses through audit and the authorisation of the main CCNSG committee.

Completion of this final stage confirms the training provider as an accredited CCNSG Safety Passport Training Provider.

I trust that this gives you outlines of the process but if you require any further information, please get in touch. You will understand from the above that a recommendation from an industry client/contractor is preferred to nominate you for consideration as an additional training provider for the CCNSG Safety Passport Scheme.

Regards

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NB Information regarding currently approved training providers in your area is available via a hyperlink at www.ccnsg.com