

Small Contractor Authorisation Form (SCA) (To be used for all practical work performed by Small Contractors)											
1.0 CONTACT DETAILS											
Company						Address					
Tel No						Emergency Tel No					
Name & Job Title of Primary Contact											
Contact Tel No						Emergency Tel No					
2.0 SCOPE OF WORKS											
3.0 SAFETY CHECKLIST Add other items as required Box 1 ✓ = Relevant ✗ = Not Relevant Box2 ✓ = Briefed/actioned											
Mandatory Information				Discretionary Rule Enforcement				Other Information			
1	Contact Information			11	COSHH			21	Cleaning		
2	Insurance Docs			12	Housekeeping			22	Security		
3	Method Statements			13	PPE Requirements			23	Electrical Equipment		
4	Risk Assessments			14	Safety Footwear			24	Product/Materials		
5	Contractor Site Rules			15	Moving Materials			Other (List as applicable)			
6	Emergency Procedure			16	Permits System			25			
7	Gas Safe Regn			17	Safety Signage			26			
8	Gas Safety			18	Access Equipment			27			
9	Accident/Incident			19	Work at Height			28			
10	First Aid			20	Lock Off			29			
NOTES: (Use this space to record insurance details and emphasise/detail any of the above)											
4.0 PPE REQUIREMENTS (State Type Required)				Box 1 ✓ = Details of PPE Box2 = ✓ Briefed/actioned							
	1								4		
	2								5		
	3								6		
NOTES: (Use this space to specify any further information eg specific times PPE must be used)											
5.0 PERMITS REQUIRED (State Type & Number)											
	1										
	2										
	3										
6.0 AUTHORISATION											
Authoriser		Signed		Time		Date					
Acceptor		Signed		Time		Date					
Expiry Date											

GUIDANCE ON COMPLETION OF THE SCA (Small Contractor Authorisation) Form

Conditions

- 1 Must be completed by a member of staff responsible for the control of Contractors for the relevant activity (the Authoriser).
- 2 Must be completed before any works are undertaken by the Contractor.
- 3 The Authoriser (with assistance/cooperation of the Small Contractor) must identify any specific site risks or requirements that may be present (following a site survey where necessary) and ensure clear guidelines, instruction and risk assessments/method statements are devised and provided to those completing the work.
- 4 The Contractor must be present to promote discussion and agree suggested working practices and risk assessments (including identified controls) and method statements.

Form Completion

1 Contact Details

General contact and emergency telephone number/s should be entered on the SCA form, together with Primary Contact person details.

2 Scope of Work

The scope of works identifies the operations the Contractor is authorised to undertake on behalf of FASCEL Group. No other types of works must be undertaken by the Contractor without the reissue of a revised Authorisation Form.

3 The Safety Checklist

The checklist is divided into three sections -

1. Mandatory information
2. Discretionary enforcement
3. Other information

These questions are used to prompt consideration of the risks involved when completing the work specified. Each item should be considered in the context of the work being authorised.

The form provides prompts in question format, all of which must be completed. Two boxes are provided –

- The first box must be ticked to confirm that an item or action is required or a cross inserted if not.
- The second box must be ticked to confirm that the item or action has been provided or completed. (All actions or items ticked must also be ticked as being provided or completed before the form can be issued and work commences.)

A blank space is provided below this section to allow detail to be added as necessary/appropriate.

4 Personal Protective Equipment (PPE)

Suitable PPE must be identified and confirmed as being provided in this section. Against each item there are two boxes - the first to detail the PPE required, and the second to be ticked to confirm that the item is provided and its need has been explained.

5 Permits Required

The Risk Assessment may identify that Permits to Work will be required for parts of the job (eg for work involving naked flames (hot work) or for entry into confined spaces).

6 Contractor Authorisation

SCA forms are only valid from the time and date specified on the form and work may not commence until the valid time has been reached. The authorisation is valid up until the earliest expiry of any Contractor insurance but may be cancelled at any time by a Company representative where non compliance with Company/Client Policies, Procedures, Rules or normal safe working practices is identified or for another specific reason.

The content and purpose of the SCA form must be clear and understood by the Acceptor and on being issued with a SCA form the Acceptor will –

- Confirm that the work can be carried out safely by working to the Company's systems and procedures taking any specified precautions as required/identified.
- Accept the SCA form by signing and dating it in the presence of the Authoriser.

The Authoriser signs the SCA form confirming that -

- All relevant sections of the document have been completed with due consideration of the Company/Client requirements and hazards involved.
- Suitable insurance is in place.
- The Contractor is aware of and will comply with all Company Policies, Procedures and Rules. All significant risks identified have been minimised by the inclusion of suitable controls.
- The SCA form Acceptor has been briefed and understands what is required in order to comply with the Company/Client Policies, Procedures and Rules and complete the work safely.