

ATLAS Contractor Audit Checklist

Checklist of Documentation Required for Audit

The following documentation or evidence is required from all ATLAS Contractor members as part of your initial centre assessment / annual audit.

Insurances:	Complete
Certificate of Employers, Products and Public Liability Insurance	☐
Proof of Professional Indemnity Cover	☐
Certificate of Life and Accident Cover for Employees (<i>in line with B&CE levels</i>)	☐
Training & Development:	
Most recent CITB Levy Return, or evidence of CITB Levy registration (<i>if in scope</i>)	☐
Company Training/Skills Matrix	☐
Recognised Health & Safety Certificate held by a current Company Director	
Evidence that at least one employee has completed BS EN 62305 training (Lightning Protection subcategory only)	☐
Health & Safety:	
ISO Certificates (9001, 14001, 45001 – <i>provide any you have</i>)	☐
SSIP (Safety Schemes in Procurement) Certificate	☐
Proof that the equipment you purchase complies with current product standard (<i>for example, an invoice from an ATLAS Manufacturer / Supplier member</i>)	☐
Portable Appliance Testing (PAT) Certification	☐
Calibration Certification	☐
PPE and/or Equipment Register (<i>showing periodic inspections</i>)	☐
Sector Experience:	
Evidence of THREE contracts in your area of work (<i>must have been carried out in the last 12 months</i>). These should include: ○ Original job spec; ○ Pre-contract risk assessment and method statement; ○ Design and design calculations; ○ Completion information.	☐