The Registered Safety Supplier Scheme

BSiF
BRITISH SAFETY INDUSTRY FEDERATION

Foreword

As we all know, using personal protective equipment (PPE) is often the most practical & proportionate way to ensure worker safety and health.

If the outcome of a risk assessment includes the necessity for PPE, it is a legal requirement that it must be adequate for the hazard and suitable for the wearer the task and the environment. So, the key question is, will the PPE perform as it claims?

PPE used at work must, by law carry the UKCA or CE mark identifying that the product has met minimum legal requirement for its design and that it also meets the basic requirements for health and safety. When a product claims performance against specific standards it is the law, that it must have been tested, approved and UKCA or CE marked against that specific product standard. For category III PPE (including products such as respiratory protective equipment and height safety equipment) there are further requirements for independent testing.

But how is the market policed in the UK? The Office for Product Safety and Standards (OPSS) a Directorate within the Department for Business, Energy and Industrial Strategy (BEIS) is responsible for market surveillance but since April 2018 the Health and Safety Executive (HSE) have been formally responsible for PPE products in the workplace with Trading Standards retaining a responsibility in the supply chain. Both Trading Standards and HSE are functions of government which have suffered continued reductions in resources over the years to the extent that we see no proactive market surveillance of PPE apart of course from the work of BSIF's Registered Safety Supplier Scheme.

The Registered Safety Supplier Scheme seeks to improve the quality of PPE and the capability of economic operators in the UK Occupational Health and Safety Market whilst eliminating unsafe, non -compliant and illegal safety products and services that will help to keep people safe and healthy while they are at work.

I commend it to you always look out for Registered Safety Supplier Scheme Shield.

Alan Murray

Anyone can sell safety but you wouldn't buy safety from just anyone

What is the Registered Safety Supplier Scheme?

The BSIF has created the Registered Safety Supplier scheme (RSSS) to support the UK safety market. Companies displaying the scheme's logo have signed a binding declaration that the safety equipment and services they offer meet the appropriate standards, fully complies with the PPE regulations and is correctly CE marked.

The Mission of the scheme is to provide assurance to users that only compliant and correctly performing products are being supplied through a capable, educated, competent supply chain. The scheme provides a recognized route to enable a member to demonstrate compliance and due diligence – discharging the obligations of an economic operator under Regulation 2016/425 on PPE as amended and brought into UK Law.

The RSSS is open only to members of the BSIF, and a mandatory requirement for all members engaged in PPE manufacturing, marketing and supply. New members to the BSIF will need to work towards achieving Registered Safety Supplier Scheme status within the first 6 Months of BSIF membership.

A Registered Safety Supplier Scheme member…

- Formally declares and commits to selling only Certified PPE and safety products that perform to claims made
- Ensures that they meet all the responsibilities of the Regulation 2016/425 on PPE as amended and brought into UK Lawa
- Submits their products to random independent performance testing
- Commits to having their customer facing staff educated and accredited in the Safe Supply Course
- Maintains a company Quality Policy
- Holds necessary authorisation for service provision
- As a Federation member trades honestly and ethically

Who benefits …

- The purchasers and end users of safety products and PPE – with product that performs as it should
- The purchasers and users of safety products and PPE—sourced from capable, value adding suppliers

The obligations of a Registered Safety Supplier

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

- Completing a formal, binding declaration that all products will comply with the requirements of applicable legislation and that any specific product performance claims are genuine.
- For PPE, submitting to the testing of one product per year (randomly selected from their offering) to indicative performance clauses to any standards for which certification is claimed. This audit will include all relevant documentation.
- Commitment to educate and accredit customer facing staff with the BSIF's publicly recognised OFQUAL Level 2 qualification: 'The *Safe Supply Accreditation'*. (See page 8)
- For Distributors/Importers of PPE, demonstration that they comply with the "Obligations and Responsibilities" required by Regulation 2016/425 on PPE as amended and brought into UK Law.
- Having the capability to manage a product recall process and take other corrective actions and maintaining a quality management system.
- For Safety Equipment outside of mainstream PPE, not regulated by publicly available Standards, an audit of relevant documentation and assessment of claims will be made against one product or service.
- For organisations authorised by manufacturers to service, calibrate and or re-certify products, submitting to an audit of the manufacturers authorisation.
- Proof of adequate liability insurance.

Product Testing

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 product offering.

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. The auditor will request from the member copies of all relevant documents required to verify the UKCA/CE marking of the product concerned and any claims of certification to a product performance standard.

Where safety products or related services 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.

In the event of a product fail, the federation will contact the member to begin corrective measures and or satisfy that the product is withdrawn if needs be from the open market. Ultimately if the member refuses corrective action and communication they can be removed from the scheme and Trading Standards will be informed.

These requirements apply to all BSIF members marketing PPE, Safety Products & Safety Equipment, ensuring we collectively lead the industry and positively impact the safety of workers.

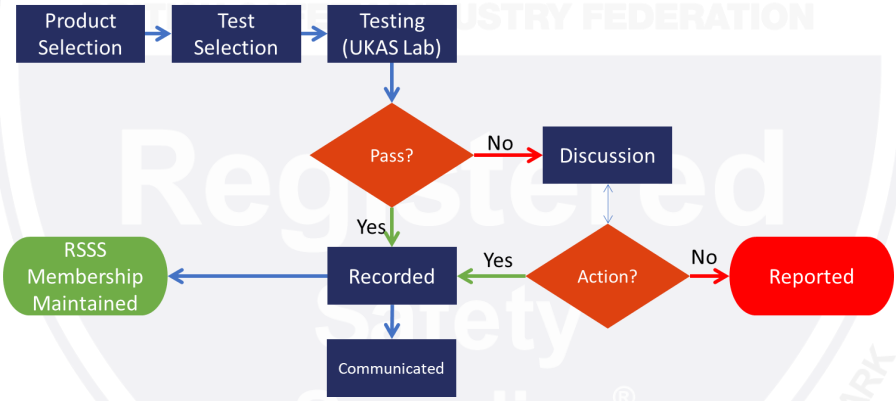
It is essential that the value and efficacy of the RSSS is understood up and down the supply chain.

BSIF looks to members to actively promote the benefits of the scheme to customers and suppliers alike.

Audit Processes

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 insuring 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.



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 which are audited during ISO 9001 inspections fall outside the scope of any Registered Safety Supplier Scheme audit. The requirement in RSSS to show evidence of a suitable Product Recall process can fall into the scope of ISO 9001 as it is a management process that needs to be documented/followed/reviewed .

Products which carry the BSI Kitemark or other recognised similar independent accredited quality marks will not be further tested within the scheme.

Compliance Protocol To Regulation 2016/425 on PPE as amended and brought into UK Law

The PPE Regulations now stipulates that all economic Operators involved in the supply of PPE have clear legal responsibilities and obligations.

Economic operators are: Manufacturers, Importers, Distributors, Internet sellers and agents. BSIF can provide guidance as to which type of economic operator your organisation is, in line with the Regulation 2016/425 on PPE as amended and brought into UK Law. Once you are identified, you will be issued with Protocol or Checklist of your exact responsibilities and obligations, as outlined in the PPE Regulations.

This simple to follow checklist is to be kept electronically filed by each member, for each range of PPE sold. During each year of membership the federation will contact you to audit your company's protocol/checklist.

Ensuring correct understanding and adherence to the protocol will provide ongoing proof of your company's efforts to meet the new Regulation. This will help to satisfy Trading Standards and the HSE, who provide Market surveillance. These organisations back the scheme and have produced the following support statement:

Statement to Support and Guide UK Commercial Operators from the HSE and Trading Standards

Being a member of the British Safety Industry Federation Registered Safety Supplier Scheme and abiding by its terms and conditions and adhering to the prescribed and audited Compliance Protocol will help to provide assurance to Trading Standards and HSE, that you have a due diligence system in place to demonstrate compliance with the Obligations and Responsibilities of economic operators as referenced within the Regulation 2016/425 on PPE as amended and brought into UK Law pertaining to obligations and responsibilities as an "Importer" and or a "Distributor". It does not necessarily provide a guarantee that all products are compliant.

Importer Compliance Protocol
– PPE Regulation 2016/425

Complying with the obligations of an importer under PPE Regulation 2016/425

The obligations of economic operators are described in the PPE Regulation in chapter 3 (articles 9-16). For importers this is mainly described in article 13. Additional information is provided in the Blue Guide, chapter 3.4. These documents can be viewed at http://www.bsif.co.uk/wp-content/uploads/2016/06/PPE-Regulation-EU-2016-425.pdf As a general principle, the importer has to make sure that all PPE he imports into the single market is in compliance with the EU legislation. In order to decide if your company is an importer (of a particular product) or has another "defined" role (e.g. manufacturer or distributor) see the flowchart "Who am I?", also available at http://www.bsif.co.uk/wp-content/uploads/2016/06/Who_am_I_BS_Final_Version.pdf

The following Compliance Protocol will help importers make sure they fulfil their obligations. For each product you should be able to answer **yes** or **not applicable** to every point. If that is not the case, contact the manufacturer or importer to correct these points before offering the PPE on the EU single market. You will find answers to most questions either on the PPE, its packaging, or in the documents accompanying the PPE. Other points will have to be considered and included in the (contractual) agreements between manufacturer and importer. It is advisable practice to make a copy of the checklist available to Trading Standards, the UK market surveillance authorities, in case there are questions (you are obliged to cooperate with the market surveillance authorities). Copies of the Declaration of Conformity (DoC), product instructions, information pertaining to the manufacturer, agreements with the manufacturer and customers, and other relevant documents should also be kept as further evidence of your compliance with the "importer's Responsibilities".

Statement to Support and Guide UK Commercial Operators from Trading Standards

Being a member of the British Safety Industry Federation Registered Safety Supplier Scheme and abiding by its terms and conditions and adhering to the prescribed and audited Compliance Protocol will provide to Trading Standards, that you have a due diligence system in place to demonstrate compliance with the Obligations and Responsibilities of economic operators as referenced within the PPE Regulation (EU) 2016/425 pertaining to obligations and responsibilities as an "Importer" and or a "Distributor". It does not necessarily provide a guarantee that all products are compliant.

BSIF Importer Compliance Protocol– PPE Regulation 2016/425 (page 1 of 2)

Are the markings for the PPE in an English(non-variable) and complete	Ref.	Yes	N/A
Is the CE mark affixed to the PPE?	Article 18(1)		
The Category II PPE is the number of the Notified Body (next to the CE mark)?	Article 18(1) & Article 17(1)		
Is the name of the manufacturer included?	Article 18(1) Annex II 1.4		
Are the name and address of the manufacturer's representative included?	Article 18(1)		
Are the addresses of all intended users to demonstrate compliance included?	Article 6(3)		
Is a telephone number(s) for the market surveillance?	Annex II 1.4		
Is traceability available (e.g. batch number, serial/issue date, year)	Article 18(1)		
Is the name and address of the importer (the importer's name, registered trade name or registered trade mark and the address at which they can be contacted)?	Annex II 1.4		
Are labelling particulars (instructions, information) legible and durable?	Annex II 1.4		
Is it likely to be clear for the user how to use the product?	Annex II 1.4		
Has PPE protecting against external exposure (e.g. Arrows) a distinguishable colour?	Annex II 1.4		
Are the markings clear, understandable and unambiguous?	Article 4(2)		
Are markings affixed to the visible part/accessible part of the PPE?	Article 18		
Are the instructions and information supplied complete and correct			
Are the instructions and information available?	Article 11(2)		
Are the instructions and information in the official language(s) required?	Article 7(1)		
Are the instructions included in the languages of the countries in which they will be sold to?	Article 11(2)		
Is the instructions sheet in the languages of the countries in which they will be sold, the duration of time the PPE will offer protection is given and is it clear?	Annex II 1.4		
Is the name and address of the manufacturer included?	Article 18(1)		
Are instructions for storage included?	Article 18(1)		
Are instructions for use included?	Article 18(1)		
Are instructions for cleaning, disinfection, maintenance and servicing included?	Article 18(1)		
Is the product accurately identified?	Article 18(1)		
Are the performance levels identified according to the relevant test?	Article 18(1)		
Where applicable, is the information on which kinds or sizes of protection compliance with which kind of risk	Article 18(1)		
Where applicable, is the indication of accessories that can be used with the PPE and the characteristics of suitable spare parts?	Annex II 1.4		
Where applicable, is the classification according to the relevant test?	Article 18(1)		
Where applicable, is the explanation of any markings?	Annex II 1.4		
Where applicable, is how to dispose of the PPE (or its components) indicated?	Article 18(1)		
Where applicable, is how to decide when the PPE can no longer be used indicated?	Article 18(1)		
Where applicable, is the meaning of any codes for colours or pictograms indicated?	Article 18(1)		
Are all warnings indicated?	Annex II 1.4		
Where applicable, is the procedures to check that the PPE is correctly adjusted and operational when worn described?	Annex II 1.4		
Where applicable, is the type of adequate footwear or clothing or other additional protection that may be worn indicated?	Annex II 1.4		
Where available and relevant, is all the necessary reference literature to the name indicated, and is information on how to correct correctly to the anthropometric scales to correctly put on the harness indicated?	Annex II 1.4		
Where applicable, is the explanation of any markings?	Annex II 1.4		
Are the instructions and information supplied in a concise, comprehensible form?	Article 11(2)		
Is a Category I PPE is that name, address and identification number of the notified body responsible for the fabrication of the PPE?	Annex II 1.4		
Is a Category II PPE is that name, address and identification number of the notified body responsible for the fabrication of the PPE?	Annex II 1.4		
Is the name, address and identification number of the notified body involved in the design phase

Safe Supply Accreditation

"Anyone can sell Safety…but you wouldn't buy Safety from just Anyone……"

How many UK businesses 'sell safety products'? There are thousands! Some good, some not so….Tens of thousands of products are purchased to keep people safe & healthy at work. But do the people selling them have any qualification to sell PPE/Safety? How does the sales person know what they're selling is appropriate? Consider that safety equipment is often used in areas of high risk and are potentially life-saving products, it's a real concern. Just how can you be sure the advice you've got from your supplier is correct? BSIF have launched the Safe Supply Accreditation - a publicly recognised qualification at National Level to allow your business to demonstrate capability to customers.

The BSIF has developed the **Safe Supply Accreditation Course**

- For customer facing staff to develop their expertise, knowledge and advice they provide for the end user.
- An E-Learning module course that when completed offers a BSIF OFQUAL certified course qualification. The qualified sales person will be able to show they can supply products with competence. A great advantage for employers selling safety to the market.
- Further learning and qualifications are planned in specific hazard areas such as Respiratory Protection in the future
- Businesses selling PPE will gain an advantage over competitors by having their staff trained as qualified safety sales professionals, able to provide customers with expert advice on products and give them confidence when purchasing.

Safe Supply Course and Accreditation

www.registeredsafetysupplierscheme.co.uk

The new website for the RSSS scheme is designed to enable end users to understand, engage and utilise the scheme in a much easier and straight forward way. The site visitor will now have full access to the members of the scheme thanks to the Supplier search function and the supplier list page.

The supplier search function is designed so that a buyer of Safety Products/PPE can state their chosen location and a radius to this (from 5 miles up to 100 miles) and then click search. The results will then show all Registered Safety Suppliers within the chosen radius. This makes it easy for the purchaser to source their required product from the supplier directly. The search results also show contact details and the suppliers website meaning that their entire range of products is available to the user.

The supplier list page has individual sections for each member of the scheme and includes logo, company name and website, making it easy for users to find PPE.

Supporters of the scheme are encouraged to get involved and can benefit from declaring that as a purchaser of Safety Products/PPE they will source product, where possible, from RSSS members because they see the importance of using a reputable and compliant organisation. By aligning up as a supporter they benefit from having their company logo put on to the RSSS website to promote commitment to the scheme and the fact they are using best practice when it comes to purchasing Safety Products/PPE.

The RSSS website provides easy access to members of the scheme and can be used by all of those who are involved in the sourcing of Safety Products/Personal Protective Equipment, therefore combating the threat of non-compliant, fake and illegal Safety Products/PPE within the UK market place.

Supporting the Registered Safety Supplier Scheme

Why Become a RSSS Supporter?

Increase your profile—

Logo: All RSSS Supporters benefit from their commitment to sourcing quality products and have their company logo put onto the Scheme website as an official 'Supporter'. They also are able to use the RSSS Supporters logo to demonstrate the commitment they have made in sourcing Safety Products/PPE the right way.

Website & Resources: As a supporter you will have access to campaign downloads and independent advice through your individual login.

Networking: All RSSS Supporters are invited to attend networking events designed to bring the supply chain closer together, a great way to make new business contacts.

Ethical and Responsible Purchasing—

RSSS Supporters declare that they will always seek to purchase their Safety Product/PPE from Registered Safety Suppliers. They do this as they realise the importance of providing their employees with Safety equipment that will work and keep them safe!

Procurement departments will save time and money by selecting reliable & compliant RSSS members for all their PPE/Safety Needs.

Cost: The scheme is **FREE** to support!! There is no payment required to be a supporter of the scheme, it just offers you the chance to help in the cause of removing non-compliant, unsafe and ineffective PPE from the market.

If you currently buy from a non RSSS member ask yourself why wouldn't they be a member and why wouldn't you be a Supporter?

RSSS Benefits for Members

- Highlight your credibility by displaying the BSIF/RSSS logos. Helping end users to cross the threshold and use your business.
- Your involvement in the RSSS is recognised by UK Trading Standards and the HSE in the discharging of your obligations under Regulation 2016/425 on PPE as amended and brought into UK Law
- RSSS statement included and publicised in your Quality Policy provides assurance to existing and potential clients.
- Membership of RSSS is increasingly requested as part of tender pre qualifying questionnaires therefore enhancing your opportunity of success.
- Provision of 'Advance' information in the safety/PPE Industry updates/ Standards/legislation puts you ahead of the pack.
- There are two effective websites to feature your business, letting BSIF tell your story and drive that credibility message.
- Availability of non commercially biased information/Q&A.
- Have your staff educated to the Safe Supply Accreditation
- Join any of 8 Product Special Interest Groups which enables you to steer the industry and be at the forefront of the market.

The British Safety Industry Federation

The British Safety Industry Federation (BSIF) is the lead association for the Personal Protective Equipment (PPE) Regulation and has Primary Authority with Trading Standards. The BSIF has active links with many government departments and representative Trade Bodies.

Set up in 1994, the Federation has a membership ranging from manufacturers and distributors of safety products through to test houses, certification bodies, specialist service providers and safety professionals.

Today the BSIF is firmly established as a major voice of the British safety industry, helping to both influence legislation and provide industry in general with a source of authoritative information on a range of workplace safety issues, while representing the needs of its members.

'Supporting all those who keep people safe & healthy at work and passionate to ensure that Safety & Health is a positive force for good.'

www.bsif.co.uk

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