

Common Assessment Standard Checklist

The Common Assessment Standard (CAS) brings together the questions most SSIP schemes and public sector buyers ask into one recognised format. Use this checklist to see what you need on file.

1. Health and safety

☐	Health and safety policy (signed, dated, and reviewed within the last 12 months)
☐	Risk assessment process, with examples for your main work activities
☐	Accident and incident reporting procedure
☐	Evidence of staff competence, training, and qualifications (e.g. CSCS, first aid)

2. Environmental

☐	Environmental policy
☐	Waste management procedure
☐	Evidence of environmental legal compliance

3. Quality

☐	Quality policy or quality management system
☐	Process for managing customer complaints

4. Ethics and conduct

☐	Anti-bribery and corruption policy
☐	Modern slavery statement (required if turnover is above the relevant threshold)
☐	Whistleblowing policy
☐	Equality, diversity, and inclusion policy

5. Data and governance

☐	GDPR / data protection policy
☐	Business continuity or disaster recovery plan

6. Financial and insurance

☐	Public liability insurance certificate
☐	Employers' liability insurance certificate (if you have employees)
☐	Professional indemnity insurance certificate (where relevant to your work)
☐	Evidence of financial standing (e.g. latest accounts)

Using this checklist

Not every buyer or scheme will ask for every item above; the exact requirements depend on your sector, your size, and the specific tender or accreditation you're going for. What CAS-aligned assessment does is reduce duplication, so once these documents are in good order, you can reuse them across multiple SSIP schemes and tenders rather than rebuilding evidence each time.

Smallbizbod writes, reviews, and maintains this whole document set for clients, so it's ready whenever a tender or accreditation asks for it. Book a free, no-obligation chat at www.smallbizbod.com.