

Chapter 34 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	29 Aug 25	New Annex to assist assurance.	DDS

This assurance checklist is not mandated, but it can provide helpful evidence to assist in the assurance and conformance against the policy direction within the related policy chapter. The assurance ratings are based on the [JSP 815 Safety Management System Framework](#), where information can be found as to what each assurance rating means.

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation		Observation	Action Plan
Policy Statement 1			
1. Does the Defence organisation Safety Management System (SMS) include arrangements to enable effective co-ordination, co-operation, communication and control (4Cs) of contractors and visiting workers?			
2. Are appropriate arrangements and resources in place to implement the key elements and components of Chapter 34 (4Cs) of JSP 375, Volume 1?			

3. Is the management of contractors and visiting workers monitored as a part of the Defence organisation's Health and Safety 2LOD assurance programme?		
4. Are the contracts for work to be undertaken on behalf of Defence written to include the requirement for contractors to comply with local 4Cs procedures?		
Overall	Rating	Observations
Policy Statement 1	Choose...	

Policy Statement 2	Observation	Action Plan
1. Has a 4Cs Appointed Person (4CsAP) and deputy been formally appointed (with written delegation), and do they have the required attributes, competency and authority to fulfil this role?		
2. Is the role of 4CsAP suitably covered during normal working hours and are arrangements in place for out-of-hours cover?		

3. Does the local 4Cs system have the required attributes as detailed in Policy Statement 2 of Chapter 34 (4Cs) in JSP 375, Volume 1? (Including but not limited to co-ordinating Defence, visiting workers and contractors' activities; co-operating with all interested parties when implementing control measures; selecting competent contractors and so on)		
4. Do local 4Cs arrangements compliment local and Defence security arrangements?		
5. Is the unit / establishment / site / platform effectively split into 4Cs Areas, including smaller platforms that may sit under the local 4Cs arrangements?		
Overall	Rating	Observations
Policy Statement 2	Choose...	

Policy Statement 3	Observation	Action Plan
1. Does the 4CsAP have access to competent health and safety support and advice?		

2. Is there a Unit / Establishment / Site / Platform Hazard Register, made up of 4Cs Area Hazard Registers?		
3. Have Area Custodians been appointed who have relevant knowledge and experience?		
4. Do local processes and procedures put duties on Hosts and Area Custodians as detailed in Policy Statement 3 of Chapter 34 (4Cs) in JSP 375, Volume 1? (Including but not limited to checking contractor risk assessments and method statements, making sure contractors are aware of any permits to work and contractors are appropriately monitored by Area Custodians?)		
Overall	Rating	Observations
Policy Statement 3	Choose...	
		Action Plan

Policy Statement 4	Observation	Action Plan
1. Are 4Cs Areas effectively divided across the site?		
2. Has a plan which clearly identifies and defines the boundaries of 4Cs Areas been developed?		

3. Does each defined 4Cs Area have its own Area Hazard Register, that is accurate and up to date?		
Overall	Rating	Observations
Policy Statement 4	Choose...	

Policy Statement 5	Observation	Action Plan
1. Are 4Cs safety briefs suitable and sufficient?		
2. Are checks in place to make sure that contractors appointed to work on site are competent to do so, and is the 4CsAP notified of this?		
3. Do Hosts Are risks associated with contractors' work thoroughly considered, with suitable and sufficient risk assessments and method statements provided by the contractors?		
4. Do contractors and visiting workers provide risk assessments and method statements prior to work commencing?		
5. Is the work that is being carried out by contractors or visiting workers appropriately monitored?		

6. Are the Guardroom and 4CsAP (as necessary) made aware of the arrival details of any contractor(s) or visiting workers?			
7. Are risk assessments considered and (where required) completed for the area or work that will be taking place?			
8. Are all individuals aware that they must assume Hosts responsibilities for those invited onto site in a private capacity (for example a contractor repairing a private vehicle)?			
Overall	Rating	Observations	Action Plan
Policy Statement 5	Choose...		

	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		