



# STAFFING MATCH



Industrial Compliance Audit Scoring and  
2018

## Industrial Compliance Audit Scoring and Explanation

| Industrial  | Comments   | Category worth |
|---|--|----------------|
| Pack signed and dated by the applicant                          |  | 5              |
| Pack checked, signed and dated by the consultant                |  | 10             |
| Medical fully completed   | All boxes need to be checked or comments made, and any meds taken needs to be documented | 5              |
| Test fully completed  | All tests need to be marked  | 10             |
| 48HRS declaration signed by the applicant                       |  | 10             |
| Correct contract held on file and signed by the applicant       | If CFS - this needs to be signed and dated by the applicant                              | 10             |
| RTW in date and any visas/permits must be accompanying the file | All details must be visible for auditing process with all dates captured in the image    | 25             |
| RTW signed as original seen                                     |  | 5              |
| RTW dated as original seen                                      |  | 5              |
| No NI on file after 12 weeks from registration date             |  | 10             |
| Proof of bank account, check or prepay card                     |  | 5              |
|   |  |                |
| 90  |  | 100            |

### Industrial Compliance Explained

Effective from the 1st February 2018 audits will be weighted according to the above criteria - For each registered pack you are required to have:

1. A completed checklist
2. The applicant must sign the application pack this includes the 48 waivers declarations with a date this will be used as a start date for auditing purposes
3. The registering consultant must sign the pack and date it and ensure the applicant has completed all areas of the pack
4. The medical questionnaire is to be completed with all boxes marked and should any medicals conditions be declared it is the consultant's responsibility to document any preventative measures/medicines and potential side effects
5. Once all tests are completed and they must be marked, and no failed test applicants can be sent to work
6. To ensure the applicant has signed for the correct contract that they will be paid for
7. All Right to work documentation must be signed and dated by the consultant to confirm they have seen the original
8. Proof of bank account must be in the form of a bank statement not a copy of the applicant's card - should the applicant be paid via an umbrella company proof will not be required
9. Any worker who comes to register with SM Global and does not have a National Insurance Number - they are able to go to work for a client, but it is the responsibility of the Account Manager/Consultant to ensure within 12 for the date they are registered proof of National Insurance number must be in the applicant's pack
10. The new packs will be audited and weighted from the 1st February 2018. When auditing we will be looking at the new packs as well as looking taking a sample from the older packs who are still working. The result of the audits may affect your bonus for the month.
11. Compliance is taken very seriously, and we have put these steps in place to ensure we are sending compliant workers out to clients without running the risk of fine for illegal workers or non-compliant packs.