

CHAS Documents Checklist

Company name

Completed by

Date

Use this checklist to see which documents you already have before starting a CHAS application or renewal. Not every item applies to every business; it depends on your CHAS level, your activities and the certificates you already hold. This checklist is general guidance and does not guarantee a successful CHAS assessment.

Document	Have it	Review	Need help	N/A
Health & Safety				
Health and safety policy	☐	☐	☐	☐
Health and safety arrangements	☐	☐	☐	☐
Risk assessments	☐	☐	☐	☐
Safe systems of work or method statements	☐	☐	☐	☐
Training matrix	☐	☐	☐	☐
Training and induction records	☐	☐	☐	☐
Accident reporting procedure	☐	☐	☐	☐
Accident investigation records	☐	☐	☐	☐
Subcontractor management arrangements	☐	☐	☐	☐
Worker consultation records	☐	☐	☐	☐
Welfare arrangements	☐	☐	☐	☐
Construction phase plan (where applicable)	☐	☐	☐	☐
Environmental				
Environmental policy	☐	☐	☐	☐
Environmental management arrangements	☐	☐	☐	☐
Waste carrier licence (where applicable)	☐	☐	☐	☐
Carbon reduction plan (where applicable)	☐	☐	☐	☐
Quality				
Quality policy	☐	☐	☐	☐
Non-conformance and complaints procedure	☐	☐	☐	☐
Subcontractor selection policy	☐	☐	☐	☐

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Governance				
Anti-bribery and corruption policy	☐	☐	☐	☐
Whistleblowing policy	☐	☐	☐	☐
Modern slavery statement or policy	☐	☐	☐	☐
Equality, diversity and inclusion policy	☐	☐	☐	☐
Right to work procedure	☐	☐	☐	☐
Information security				
Data protection policy	☐	☐	☐	☐
Privacy notice	☐	☐	☐	☐
Cyber security policy	☐	☐	☐	☐
Insurance and finance				
Employers' liability insurance	☐	☐	☐	☐
Public liability insurance	☐	☐	☐	☐
Professional indemnity insurance (where applicable)	☐	☐	☐	☐
Recent accounts	☐	☐	☐	☐
Certificates				
ISO 9001, ISO 14001 or ISO 45001 certificates (if held)	☐	☐	☐	☐
Other SSIP certificates (if held)	☐	☐	☐	☐

Need help with your CHAS documents?

We can review what you have, tailor what needs updating and help you prepare anything missing.

[Book a free consultation](#)

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