DBS, Insurance and Training Pack Index

SECURE TRANSPORTATION SINCE 1996



A practical checklist of personnel vetting, insurance documents, and training records commonly requested before specialist logistics works begin

1. Purpose:

Many projects are delayed not because of transport or installation complexity, but because key compliance documents are missing or submitted too late. Hospitals, data centres, corporate offices, laboratories, and managed buildings often require proof that contractor personnel are properly vetted, insured, and trained before access is approved.

This index sets out the most commonly requested documents for a contractor compliance pack and helps project managers prepare the right information before work begins.

It is especially useful for:

- **clinical and healthcare logistics**
- **medical and scientific equipment transport**
- **server relocation and data centre moves**
- **white glove delivery**
- **office IT relocation**
- **weekend and out-of-hours site access**
- **high-security and regulated environments**

2. What This Pack Is For:

This pack is intended to give clients, Estates teams, Facilities managers, Procurement teams, and building managers confidence that the contractor attending site has:

- suitably vetted personnel
- valid insurance cover
- appropriate training records
- documented health and safety controls
- a credible and professional operating standard

This document does not replace project-specific RAMS or building management packs. Instead, it supports them by listing the core company and staff credentials often requested as part of contractor approval.

3. When to Use This Pack:

Use this pack when:

- a client asks for contractor compliance documents
- site access is subject to prior approval
- building management requires insurance and training records
- a hospital, clinical site, or school requires **DBS checked crews**
- a data centre or secure site requests staff vetting confirmation
- a procurement or onboarding process requires supplier credentials
- a project includes out-of-hours or restricted access works

This pack should ideally be prepared early in the project, not the day before access is required.

4. How to Use This Index:

Recommended process:

1. Review the site or client's contractor document requirements
2. Confirm which items from this index are mandatory
3. Gather current versions of all relevant records
4. Remove any expired or superseded documents
5. Assemble the final pack in a clean, logical order
6. Submit the pack within the required time frame
7. Save the approved version for on-site reference

This index can be used both as a preparation checklist and as the front page of the final compliance pack.

5. Suggested Pack Structure:

The following sections are commonly included in a DBS, insurance, and training pack.

A. Cover Sheet

Purpose: Provides a clear front page for the document bundle. This page should make it easy for the client or building team to identify the project and understand what the pack relates to.

Recommended contents

- Company name
- Project name
- Client name
- Site / location
- Date of issue
- Document version
- Prepared by
- Contact details
- Short scope summary
- Number of staff attending site

B. Company Overview

Purpose: Provides a short summary of the contractor organisation. This section helps the reviewing team quickly identify the contractor and understand the nature of the business.

Recommended contents

- Registered company name
- Trading name
- Registered address
- Company number
- VAT number if relevant
- Brief description of services
- Years trading
- Key sectors served
- Main contact details

C. DBS Confirmation

Purpose: Shows that site-attending personnel have been DBS checked where required. In many cases, clients do not need copies of individual DBS certificates, but they do need written confirmation that attending crews are DBS checked and approved for site attendance.

Recommended contents

- Statement confirming DBS check status of relevant staff
- Confirmation of DBS policy or vetting approach
- Record of which staff are approved for regulated environments
- Date of issue or renewal review
- Contact point for further verification if needed

D. Insurance Documents

Purpose: Demonstrates that the contractor has the appropriate insurance cover in place. Insurance certificates should be current, legible, and appropriate to the type of work being carried out.

Typical documents

- Public Liability Insurance
- Employers' Liability Insurance
- Goods in Transit Insurance
- Professional Indemnity Insurance where applicable
- Any project-specific or high-value extension if relevant

E. Training Matrix

Purpose: Provides an overview of the training held by site-attending staff. A training matrix is often easier for clients to review than multiple separate certificates. It should clearly show who is trained in what, and whether refresher training is current.

Typical training areas

- Manual handling
- White glove handling procedures
- Stair climber or specialist equipment training
- Health and safety awareness
- PPE awareness
- Working in regulated or clinical environments
- Chain-of-custody and asset handling procedures
- Vehicle loading and restraint awareness
- Infection control awareness where appropriate

F. Staff Attendance List

Purpose: Confirms who is expected on site. This section should match the staff actually attending site. If crews change, it may require an updated list.

Recommended contents

- Full name
- Role / function
- Supervisor status if applicable
- Mobile number
- Vehicle registration if needed
- DBS status if relevant
- Any access limitations or special notes

G. Competency and Experience Summary

Purpose: Provides reassurance that the assigned team is suitable for the work. This section is especially useful for high-value medical, scientific, or IT relocation work where clients want confidence in the handling team.

Recommended contents

- Summary of experience relevant to the project
- Typical project types handled
- Relevant site types attended
- Examples of specialist handling capability
- Named supervisor or project lead qualifications if relevant

H. Health and Safety Statement

Purpose: Shows that the company operates under a formal health and safety framework. This is often requested as a baseline document before project-specific RAMS are reviewed.

Recommended contents

- Company health and safety statement
- Date of issue / review
- Responsible director or manager
- Summary of commitment to safe working practices

I. Quality and Compliance Statements

Purpose: Provides supporting assurance around operating standards. These documents are not always mandatory for access approval, but they strengthen procurement confidence and support regulated-site approvals.

Typical documents or statements

- ISO 9001 certificate or quality statement
- Environmental statement
- WEEE / ITAD compliance summary
- Data protection or chain-of-custody summary
- RHA membership confirmation if relevant

J. RAMS Reference Note

Purpose: Clarifies that project-specific RAMS will be supplied separately or are included elsewhere. This helps separate general contractor compliance documents from project-specific safety documents.

Recommended contents

- Reference to project-specific RAMS
- Method statement issue date
- Contact for RAMS queries
- Note confirming RAMS must be read alongside this pack

6. Suggested Submission Checklist:

Use this checklist before issuing the pack:

- [ ] Cover sheet completed
- [ ] Company overview included
- [ ] DBS confirmation included where required
- [ ] Current insurance certificates attached
- [ ] Training matrix included
- [ ] Staff attendance list completed
- [ ] Competency or experience summary included
- [ ] Health and safety statement attached
- [ ] Supporting quality / compliance documents attached
- [ ] RAMS reference note included
- [ ] All documents are current and legible
- [ ] All file names are clear and professional
- [ ] Pack version and date added
- [ ] Submission deadline checked
- [ ] Final copy saved and shared with project lead

7. Common Reasons Packs Get Rejected:

The following are common avoidable issues:

- expired insurance certificates
- no DBS confirmation for regulated sites
- incomplete or outdated training records
- staff list does not match actual attendees
- unclear or badly named files
- no single summary page
- RAMS referenced but not provided
- no named project contact
- documents submitted too late for approval window

A clean, accurate pack reduces back-and-forth and helps projects start on time.

8. Best Practice Guidance:

Keep documents current

Check expiry dates before every submission. Insurance and training records that were valid last quarter may no longer be valid for the next project.

Tailor the pack to the site

Not every client needs every document, but regulated environments often need more, not less. Hospitals, labs, schools, and secure technical facilities may ask for DBS confirmation, infection-control awareness, or named approved staff.

Use one controlled version

Issue a single current pack for the project and save the approved version. Avoid sending multiple conflicting copies.

Keep personal data appropriate

Do not overshare personal information. Many sites need confirmation of vetting and competency rather than full personal records. Share only what is necessary and appropriate.

Make it easy to review

The easier the pack is to understand, the faster it gets approved. Use a clear order, a contents page, and short explanatory notes where needed.

9. Why this pack matters:

A strong **DBS, insurance and training pack** helps:

- speed up contractor approval
- build confidence with Facilities and Estates teams
- reassure Procurement and compliance stakeholders
- reduce access delays on move day
- prove professionalism before work begins
- support safe attendance in regulated environments
- strengthen trust in the delivery team before a single asset is moved

For white glove delivery, healthcare logistics, server relocation, and workplace moves, this pack often removes friction at the exact point where projects tend to slow down.

10. Related Secure Transportation services:

- White Glove Clinical Delivery
- Medical & Scientific Equipment Transport
- Office IT Relocation
- Server Relocation Specialists
- Secure Transportation (UK & EU)
- RAMS & Method Statements
- Project Management
- Building Management Pack Index