

# FAQs on Construction Safety Audit Scoring System (ConSASS) eService

## About ConSASS

### Q1. What is ConSASS?

A1. ConSASS stands for Construction Safety Audit Scoring System. It provides a standardised checklist and scoring system for approved auditing organizations. With the unified system, ConSASS provides an easy cross comparison between worksites in term of their effectiveness in managing safety and health risks at work. This will motivate the contractors to strive for improvement in managing safety and health risks at their worksites.

More information regarding ConSASS can be found via the following link:

<https://www.wshc.sg/wps/portal/consass?clearSession=Y&openMenu=3>.

### Q2. What are the basic features of ConSASS?

A2. ConSASS stands for Construction Safety Audit Scoring System. It provides a Central to the ConSASS is the audit checklist and score card that are used for evaluation of the effectiveness and maturity level of the company's OSHM.

The audit checklist, which is derived from audit questionnaires from numerous codes and standards, provides auditors the convenience of using this one checklist to fulfil its primary function of assessing the company's OSHMS, as well as audit for OSHAS 18001 certification or regulatory compliance (CP79).

The score card is a 'final report card' which will tabulate the results obtained from the different OSHMS elements audited. Its purpose is to allow for quick and easy visualization of the maturity of the different elements in the OSHMS and thus, provides company management or responsible personnel an idea of resource allocation in order to strengthen weak areas or elements in the system.

### Q3. Who can submit ConSASS score card online?

A3. Only Auditors (i.e. approved personal of Workplace Safety & Health Auditing Organisation registered with MOM) can login via their SingPass to submit ConSASS score card.

### Q4. Why do auditors need to submit ConSASS score card?

A4. With effect from July 2010, auditing organizations are required to conduct ConSASS or equivalent audits in the mandatory audits conducted for the construction industry. These reports are to be updated to the Ministry. For better monitoring of the construction industry, the ConSASS reports are to be submitted to the Ministry.

## Submission of CONSASS:

### Q5. How does an auditor submit the ConSASS score card online?

A5. Auditor can visit the following MOM website to submit ConSASS score card online. A copy of the step-by-step instruction on how to submit ConSASS online is also available at the following MOM website.

<http://www.mom.gov.sg/workplace-safety-health/safety-health-management-systems/audits-review>

Please note that SingPass authentication would be required.

### Q6. What are the list of supporting documents needed during submission of ConSASS score card?

A6. The supporting documents required are the ConSASS Score Card and the ConSASS

## Audit Checklist.

### **Q7. What formats are the supporting documents required to be in?**

A7. The formats accepted are: Microsoft Word document, Microsoft Excel file, PDF, .txt, JPEG, TIF. Please note that individual files can only be 3Mb or lower. You may submit multiple files.

### **Q8. How can I check the status of my submission?**

A8. You may email [MOM\\_OSHD@mom.gov.sg](mailto:MOM_OSHD@mom.gov.sg) for any enquiries concerning your submission.

### **Q9. How do I know if my submission is accepted?**

A9. Auditors are required to update their contact numbers and email addresses to MOM via their WSH competent organisation to ensure that they are informed via SMS or email should a report be returned for amendment. We will not contact you should your submission be accepted.

### **Q10. What will happen in the event of a returned report?**

A10. Auditor should visit the following MOM website to retrieve the returned submission for amendment and resubmission. A copy of the step-by-step instruction on how to submit ConSASS online is also available at the following MOM website.

<http://www.mom.gov.sg/workplace-safety-health/safety-health-management-systems/audits-review>

### **Q11. What should I do when I received an email or SMS informing me that my submitted ConSASS have been returned?**

A11. Auditor should visit the following MOM website to retrieve the returned submission for amendment and resubmission. A copy of the step-by-step instruction on how to submit ConSASS online is also available at the following MOM website.

<http://www.mom.gov.sg/workplace-safety-health/safety-health-management-systems/audits-review>

## **Problems submitting ConSASS Score Card:**

### **Q12. I'm having problems accessing Workplace Safety and Health eServices.**

A12. Applicants who encounter problems accessing Workplace Safety and Health (WSH) eServices may call MOM Call Centre at 6438 5122 or send an email to [MOM\\_OSHD@mom.gov.sg](mailto:MOM_OSHD@mom.gov.sg) for assistance.

### **Q13. What should I do if my computer hangs or fails during editing of my submission?**

A13. Close your internet browser or computer and visit the same website again. If you have save your submission before, you can retrieve the draft submission again to continue with your submission. If you have not save your submission, you will need to re-enter your submission again. If you are unsure of the status, please call our MOM Call Centre at 64385122 or send an email to [MOM\\_OSHD@mom.gov.sg](mailto:MOM_OSHD@mom.gov.sg) for assistance.