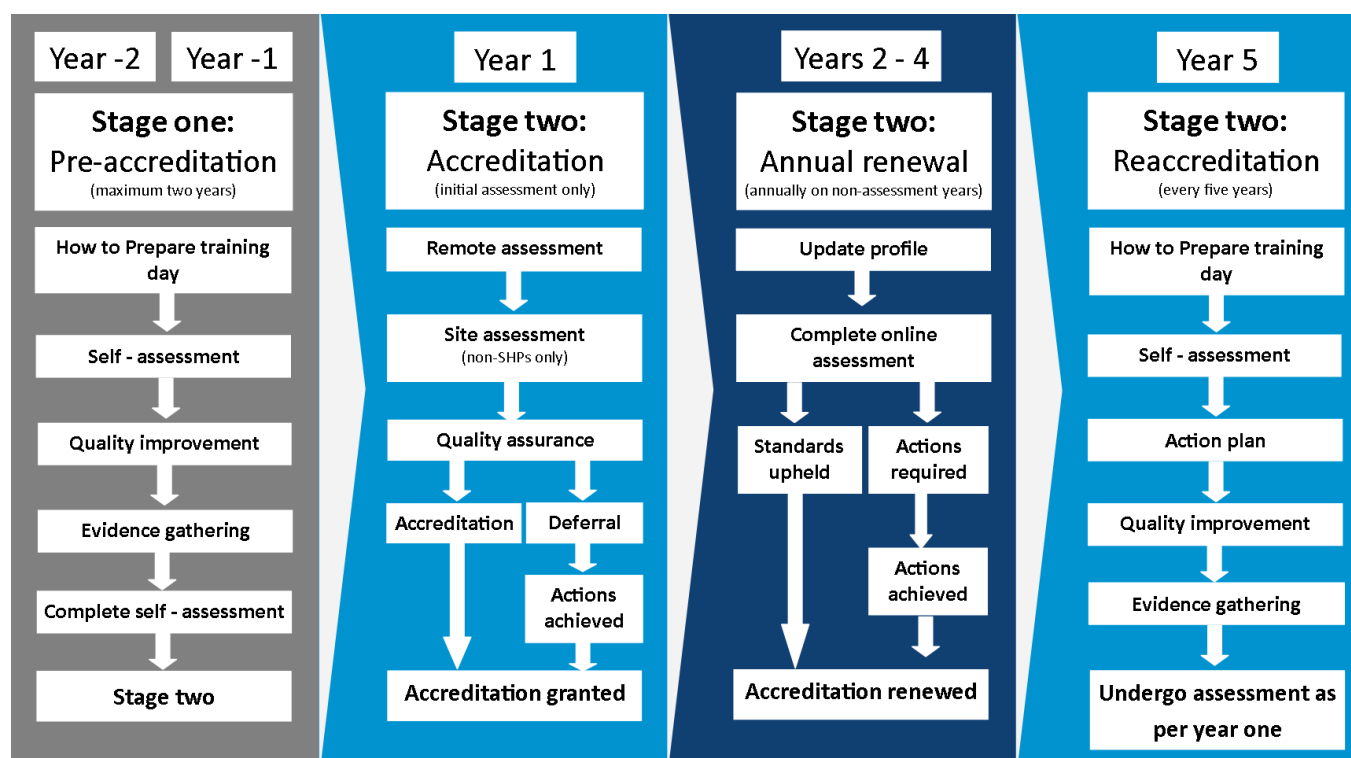


SEQOHS accreditation

Reaccreditation guide

Services are accredited for five years and on the fifth year, accredited services must undergo a reaccreditation assessment. The reaccreditation assessment takes the same form as the original assessment. As when a service is first assessed to gain accreditation, this comprises a remote assessment and a site assessment. The assessment pathway is outlined below:



Timeframe

Services must undertake the reaccreditation assessment in the fifth year of being accredited, and the site assessment must take place between one month before their five year accreditation anniversary and three months after. As part of the reaccreditation assessment, services undergo a remote assessment of their evidence, which takes place in the four months before the site assessment. A service must therefore sign off their self-assessment between one and five months before the anniversary to ensure the site assessment takes place within this timeframe. An example of this is illustrated below:

Service originally accredited: 1 July 2012

Self-assessment sign off period: 1 February 2017 – 31 May 2017

Site assessment period: 1 June 2017 – 30 September 2017

If this service signed off their self-assessment on 3 April 2017, they would then begin the four month remote assessment. The site assessment would therefore be around 3 August 2017, which is within the timeframe for the site assessment.

	2017												2018											
	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Five year anniversary (1 July 2017)																								
Service must sign off self- assessment within this period																								
Site assessment must be within this period																								

Services must sign off their assessment during this period in order to remain accredited. SEQOHS is unable to grant an extension to this under any circumstance.

Completing the self-assessment

To view the self-assessment, services should log into the webtool, hover over *Accreditation*, and click *Self-assessment*. You will then be able to complete the assessment and build your evidence portfolio.



Support

As the reaccreditation assessment follows the same process as the initial stage assessment in stage one, services should use the same support material available. This includes the 2015 evidence guide, which details the evidence services should provide to show compliance against each standard.

To support services through reaccreditation, a delegate must attend a How to Prepare for SEQOHS Accreditation training day before the self-assessment can be signed off. This will ensure that services have the most up to date information about the SEQOHS standards and the assessment process, and the suitable evidence which can be uploaded. It is recommended that a delegate attends the day as early on in the process as possible, and before they start gathering evidence. For more information on the day and to register, please see the [SEQOHS website](#).

The SEQOHS office is available to help with any queries services have regarding the accreditation process or the evidence requirements, and can be contacted on 0203 075 1513 or by emailing enquiries@seqohs.org.

Frequently asked questions

Can services have an extension to the site assessment date?

No. SEQOHS is unable to grant an extension under any circumstance and the site assessment must take place in the period stated above.

What happens if a service does not have a site assessment within the site assessment period?

Services will lose accreditation when their original accreditation lapses (five years after accreditation). They will only be accredited once the service has undergone a full assessment, including the QA process. Unaccredited services will be removed from the list of accredited services on the SEQOHS website and are unable to advertise that they are accredited on any of their literature.