

Welcome to the  
Sanitation Safety Planning  
Training

**Session: Auditing the SSP**



SANITATION  
SAFETY  
PLANNING

# From document to daily protection

# SSP

- Is not just about producing a technical report
- Is about demonstrating in a structured and verifiable way
- That sanitation systems are managed to protect public health on daily basis

## Sanitation Safety Planning Audit Scoring Guidance

- Developed by NWSDB
- Independent verification
- Beyond “SSP exists”
- Technical robustness
- Institutional embedding
- Operational implementation

# What the audit truly evaluates

**Engineering  
controls**

**Management  
systems**

**It checks**

- How risks are assessed
- How decisions are made
- How improvements are funded
- How operations are monitored
- How accountability is ensured over time.

In this way, it transforms the SSP from a planning document into a **formal, auditable safety management system.**

# How does the SSP audit work?

It follows the full logic of the Sanitation Safety Planning cycle.

**101 Structured, evidence-based verification questions with graded scoring.**

- Module 1: 16 questions
- Module 2: 12 questions
- Module 3: 18 questions
- Module 4: 11 questions
- Module 5: 32 questions
- Module 6: 12 questions



**Scoring in NOT binary!**

**Scores= 0, 0.5, 1, 2**

Partial scores are allowed

This allows to measure level of implementation, maturity, identification of gaps and track progress.

No.	Question & Scoring guidance for assessors	Score (4)				Comment / justification
		A	B	C	D (Total)	
	<b>Module 1: Prepare for Sanitation Safety Planning (SSP)</b>					
	<b>Objective: Identify the SSP coverage areas, Assemble an appropriate team of professionals with knowledge and experience in all aspects of the Sanitation System and sufficient decision-making authority to develop and implement the SSP including defining their roles.</b>					
<b>1.1</b>	<b>Is there a identified SSP area and lead organization?</b>	(2)	(2)		(4)	
A and B	1) <i>Is there an identified SSP area (e.g. administrative unit)? ( 02 marks)</i>					
	2) <i>Is there a lead organization in the identified SSP area? ( 02 marks)</i>				<b>0.0</b>	
<b>1.2</b>	<b>Is there a documented SSP team and is the team list current and functions adequately covered?</b>	(2)	(2)		(4)	
A	1) <i>Is there a documented <b>multidisciplinary</b> SSP Team and representing all the <b>key areas</b> (compare this list documented in the SSP and checked with team members during auditing)? and their functions adequately covered for all <b>key components</b> ? (01 mark)</i>					
	2) <i>Was the SSP Team involved in every SSP step? (01 mark)</i>					
B	3) <i>Is the documented SSP Team <b>current</b> and <b>accurate</b> (key functions defined, new member added or resigned member deleted) (01 mark)</i>					
	4) <i>Do the team members fully <b>understand</b> the SSP process and specific SSP responsibilities? (01 mark)</i>				<b>0.0</b>	
<b>1.3</b>	<b>Are appropriate organizations/ stakeholders represented on the team?</b>	(1)	(3)		(4)	
A and B	1) <i>Are appropriate <b>external</b> and <b>internal</b> stakeholders completely represented in the team? (02 marks)</i>					
B	2) <i>Is there evidence of <b>collaboration</b> with appropriate stakeholders, where the SSP team is not responsible for the entire scheme? (01 mark)</i>				<b>0.0</b>	

# Evidence requirement

Each audit question is linked to specific evidence requirements.

Scores must be supported by a combination of:

## **A** Desk review of the SSP document

- The SSP report
- Maps
- Flow diagrams
- Hazard tables,
- Improvement plan

*“Is it written? Is it clear? Is it complete and up to date?”*

## **B** Interview and records

- Staff interviews
- Meeting minutes
- Monitoring records
- Incident logs
- Training attendance lists
- Budgets, procurement records

*“Is it actually being carried out? Do staff understand it? Is it documented in real life?”*

## **C** Field verification

- Visiting the WWTP plant
- Checking drying beds
- Looking at manholes, fences, access points
- Checking if SOPs are actually used in the field
- ....

*“Does reality match what is written and what staff say?”*

# Why this SSP audit tool matters

Distinguishes paper compliance from real implementation-

It links:

Risk → action → responsibility → budget

## **It strengthens**

- Management accountability
- Regulatory oversight

## **It embeds:**

- Climate resilience
- Emergency preparedness
- Continuous improvement

# NWSDB marking scheme

Assessment area / SSP element	Tips for assessor and scoring guidance	Current qualitative assessment
	Points possible	Points received
1. Prepare for SSP	24	0
2. Describe the Sanitation System	16	0
3. Identify hazardous events, and assess existing control measures and exposure risks	20	0
4. Develop and implement an incremental plan	12	0
5. Monitor control measures and verify performance	28	0
6. Develop supporting programs and review plan	24	0
<b>GRAND TOTAL SCORE:</b>	<b>124</b>	<b>0</b>

**Grand total score category:**

***Circle grand total score below:***

**115 - 124 Excellent**

**103 - 114 Very good**

**91 - 102 Good**

**79 - 90 Average**

**61 - 78 Below average**

**≤ 60 Priority attention needed**



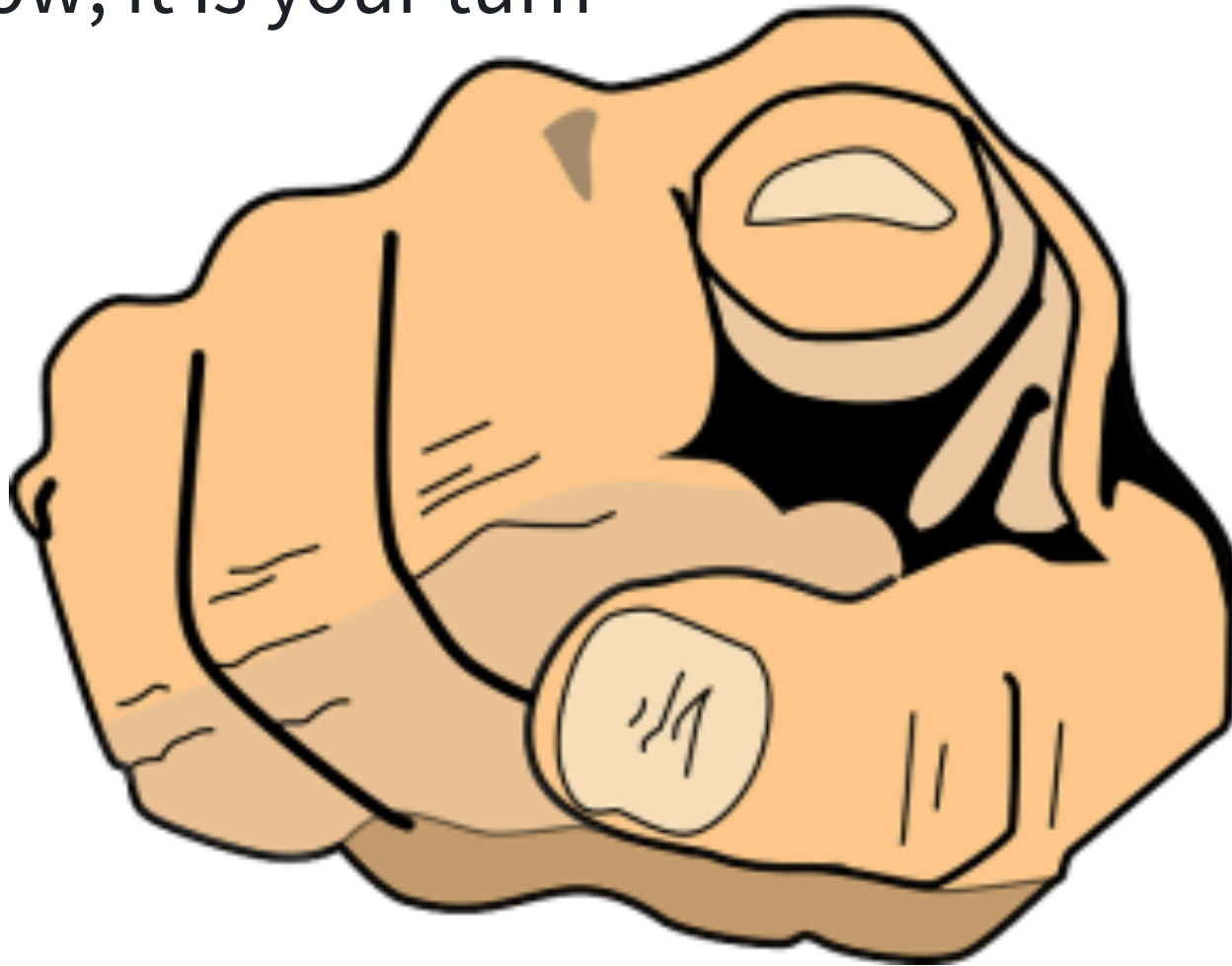
# A Desk review of the SSP document

# B Interview and records

# C Field verification

No.	Question & Scoring guidance for assessors	Score (4)				Comment / justification
		A	B	C	D (Total)	
	<b>Module 1: Prepare for Sanitation Safety Planning (SSP)</b>					
	<b>Objective: Identify the SSP coverage areas, Assemble an appropriate team of professionals with knowledge and experience in all aspects of the Sanitation System and sufficient decision-making authority to develop and implement the SSP including defining their roles.</b>					
<b>1.1</b>	<b>Is there a identified SSP area and lead organization?</b>	(2)	(2)		(4)	
A and B	1) <i>Is there an identified SSP area (e.g. administrative unit)? ( 02 marks)</i>					
	2) <i>Is there a lead organization in the identified SSP area? ( 02 marks)</i>				0.0	
<b>1.2</b>	<b>Is there a documented SSP team and is the team list current and functions adequately covered?</b>	(2)	(2)		(4)	
A	1) <i>Is there a documented <b>multidisciplinary</b> SSP Team and representing all the <b>key areas</b> (compare this list documented in the SSP and checked with team members during auditing)? and their functions adequately covered for all <b>key components</b> ? (01 mark)</i>					
	2) <i>Was the SSP Team involved in every SSP step? (01 mark)</i>					
B	3) <i>Is the documented SSP Team <b>current</b> and <b>accurate</b> (key functions defined, new member added or resigned member deleted) (01 mark)</i>					
	4) <i>Do the team members fully <b>understand</b> the SSP process and specific SSP responsibilities? (01 mark)</i>				0.0	
<b>1.3</b>	<b>Are appropriate organizations/ stakeholders represented on the team?</b>	(1)	(3)		(4)	
A and B	1) <i>Are appropriate <b>external</b> and <b>internal</b> stakeholders completely represented in the team? (02 marks)</i>					
B	2) <i>Is there evidence of <b>collaboration</b> with appropriate stakeholders, where the SSP team is not responsible for the entire scheme? (01 mark)</i>				0.0	

Now, it is your turn



to audit your own SSP

# Group work (for practitioners)

- Go to your training website and download the SSP Audit marking scheme.

## SSP Training Materials

The screenshot displays a grid of training materials with download links. A large red arrow points to the 'SSP Audit marking scheme' link, which is highlighted in orange text.

Material	Download
PPT 0. Welcome session 5-day workshop	Download
PPT 0.1. Sri Lanka Introductory session 5-day workshop	Download
PPT 1. Module 1-day workshop	Download
PPT 2. Module 2-day workshop	Download
PPT 3. Module 3-day workshop	Download
PPT 4. Module 4-day workshop	Download
PPT 5. Module 5-day workshop	Download
PPT 6. Module 6-day workshop	Download
Description of Ratmalana-Moratuwa and sanitation system	Download
Worksheet to prepare for field visit	Download
<b>SSP Audit marking scheme</b>	Download
Sri Lanka Sanitation Context	Download

- Download your own SSP and apply the audit marking scheme.
- There are 101 questions! You have only 1 hour, GO FAST!!!!

# Group work (for auditors)

Audit the following SSP:

1. **Dehiwala/Mt. Lavinia:** Mr. K.A.K.G. Kuruppu
2. **Ratmalana/Moratuwa:** Mr. L.K.M.C.B. Jayawardane and Eng. G. D. N. Neville
3. **Jayawadanagama:** Mr. I.R. Gamage
4. **Kolonnawa :** Mrs. M.K.J. Probodini
5. **Seethawaka:** Mrs. H.M.C.P. Herath and Ms. J.A.N.A. Jayakody
6. **Ja-Ela/Ekala:** Mr. D.M.B.T.B. Dissanayake
7. **Raddolugama:** Eng. N. H. Dehin Dharmapala and Mr. L. P. R. J. Wijesinghe
8. **Biyagama:** Mr. H.B.M.K. Dematagolla
9. **Kurunegala:** Mr. U.L.U.S. Perera
10. **Kataragama:** Mr. P.R.S. Pattiyagodage
11. **Hikkaduwa:** Eng. S. Sumanaweera and Eng. N. H. R. Kulanatha

# Group work

Now, auditors and practitioners compare the results of the audits



# Plenary discussion

**Practitioners:** What is one important thing you learned about your SSP from this comparison?

**Auditors:** After seeing the team's reality, what is one thing you would change in the way you audit or communicate?



Welcome to the  
Sanitation Safety Planning  
Training

**Session: My next steps**



# From Assessment to Action – Your SSP Next Steps

## 1. Analyse your own SSP

Identify your own SSP strengths and weaknesses

## 2. Work module by module

You will define:

- What needs to improve,
- What concrete action is required,
- Who should be responsible,
- And by when it should happen.

# For practitioners



# From Assessment to Action – Your SSP Next Steps

## 1. Analyse your own auditing practices

Identify your own **strengths** (what works well) and **weaknesses** (Where do audits face difficulties? Where is evidence hard to verify?)

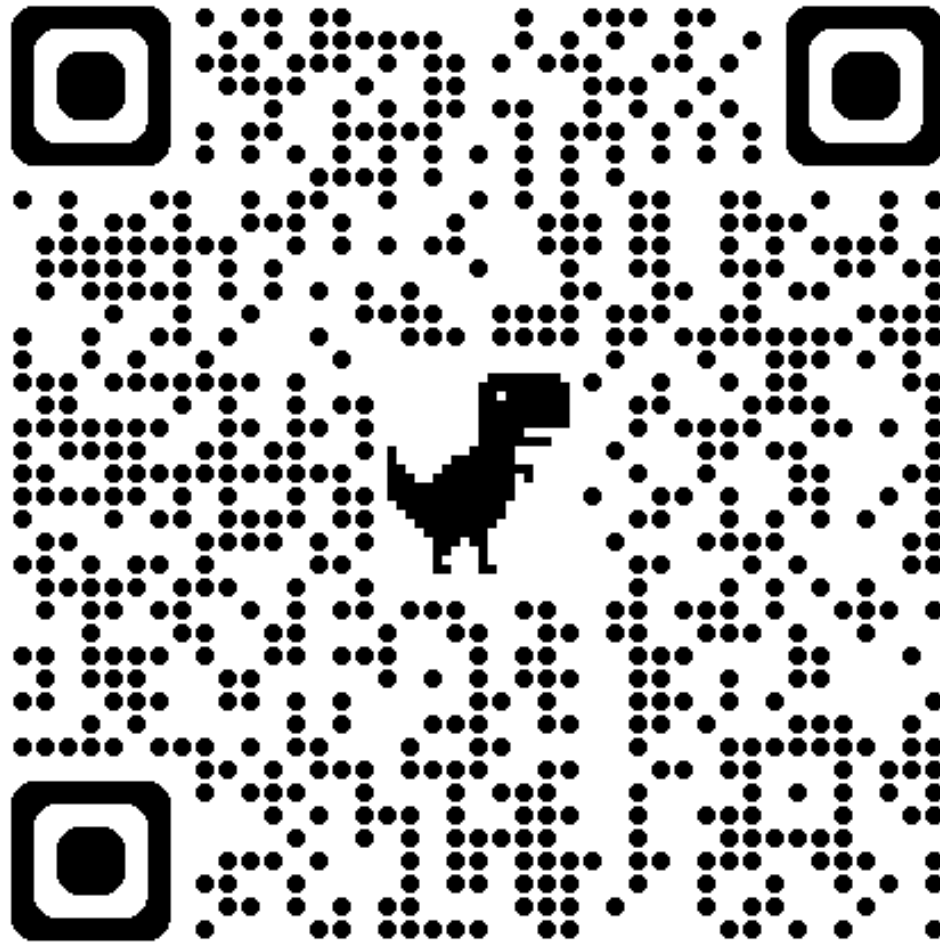
## 2. Prepare an improved audit checklist

The check list should capture:

- What you would change
- What should you verify (that you didn't before)
- What evidence always to request
- What to check in the field
- How should you communicate with the service provider

# For auditors

# Final evaluation



Please, take 5 minutes to complete the evaluation of the **entire training**

# THANK YOU



SANITATION  
SAFETY  
PLANNING