



**PURCHASING DEPARTMENT**  
*Caswell Quality Management*  
 Side 1 of 3  
**SUB-CONTRACTOR STATUS INFORMATION SHEET**

<b>Sub-Contractor's Legal Title:</b>	<b>Company Registration No:</b>
<b>Trading as:</b>	<b>VAT No: (Please enclose copy certificate)</b>
<b>Address:</b>	<b>Telephone No:</b>
	<b>Fax No:</b>
	<b>E-mail:</b>
	<b>Website:</b>
<b>Date:</b>	
<b>1 What type of service do you provide?</b>	
<b>2 If you are part of 'Group', what is the title of the ultimate parent company?</b>	
<b>3 Geographical areas of operation</b>	
<b>4 Name of Managing Director</b>	
<b>5 Size of directly employed labour force</b>	<b>At works:                      On site:</b>
<b>6 What was your turnover in the preceding three years?</b>	<b>In Year:                      £</b> <b>In Year:                      £</b> <b>In Year:                      £</b>
<b>7 What is your current turnover capability?</b>	£
<b>8 What is the maximum value of any one Sub-Contract which you will undertake?</b>	£
<b>9 Please respond to the specific questions on management of Health &amp; Safety in Appendix 1 to this questionnaire</b>	
<b>10a Do you have a current Quality System to a recognised scheme? If so, please give Registration No. and date, and submit a copy of your Registration Certificate and relevant schedules of scopes of work</b>	<b>YES/NO</b>  Reg. No. _____ Date: __/__/__
<b>10b Do you have a documented Quality System or formalised quality procedures?</b>	<b>YES/NO</b>
<b>10c Do you have a person appointed as Quality Manager? If so, please name.</b>	<b>YES/NO</b>
<b>11 If you have no Quality System(s) in place, are you prepared to adopt our formalised Work Procedures?</b>	<b>YES/NO</b>
<b>12 Details of your Company Insurance Cover:</b> a) Employer's Liability  b) Public Liability  c) Contractor's All Risks  d) Professional Indemnity	
<b>13 A copy of your latest Published Company Accounts should be returned with this Questionnaire.</b>	<b>Year and date of audited Accounts submitted</b> ____/____/____
<b>14 Do you have a Supply Chain Management Policy? If so, please provide details.</b>	<b>YES/NO</b>



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**SUB-CONTRACTOR STATUS INFORMATION SHEET**

15	Do you have an Environmental Management System registered to ISO 14001? If so, please provide details of your Registration, and provide a copy of your Registration Certificate.	YES / NO
16	Do you have an Environmental Policy Statement? If so, please provide a copy	YES / NO
17	Do you have a documented Environmental System, or formalised Environmental Procedures in place? If so, provide a copy of the Index Pages	YES / NO
18	If you have no documented Environmental Procedures in place, are you prepared to accept our formalised work procedures?	YES / NO
19	Do you have documented Re-cycling and Waste Management Systems / Procedures in place? If so, provide a copy of the Index Pages	YES / NO
20	If you have no documented Re-cycling and Waste Management Procedures, are you prepared to adopt our formalised work systems / procedures?	YES / NO
21	Do you have an Equal Opportunities Policy ? If so, please provide details.	YES / NO
22	Do you have a relevant Tax Exemption Certificate? If so, which type? (Please enclose details)	YES / NO Type:
23	Please complete the following details for the principal contracts where you have carried out similar works during the past 2 years:	

<b>Contract Name:</b>	
<b>Sub/Works Contract Value:</b>	
<b>Main/Management Contractor:</b>	
<b>Start date:</b>	<b>Completion date:</b>
<b>Contractor's Project Manager:</b>	
<b>Service Provided:</b>	
<b>Contract Name:</b>	
<b>Sub/Works Contract Value:</b>	
<b>Main/Management Contractor:</b>	
<b>Start date:</b>	<b>Completion date:</b>
<b>Contractor's Project Manager:</b>	
<b>Service Provided:</b>	
<b>Contract Name:</b>	
<b>Sub/Works Contract Value:</b>	
<b>Main/Management Contractor:</b>	
<b>Start date:</b>	<b>Completion date:</b>
<b>Contractor's Project Manager:</b>	
<b>Service Provided:</b>	



**PURCHASING DEPARTMENT**  
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**SUB-CONTRACTOR STATUS INFORMATION SHEET**

<b>Contract Name:</b>	
<b>Sub/Works Contract Value:</b>	
<b>Main/Management Contractor:</b>	
<b>Start date:</b>	<b>Completion date:</b>
<b>Contractor's Project Manager:</b>	
<b>Service Provided:</b>	
<b>Contract Name:</b>	
<b>Sub/Works Contract Value:</b>	
<b>Main/Management Contractor:</b>	
<b>Start date:</b>	<b>Completion date:</b>
<b>Contractor's Project Manager:</b>	
<b>Service Provided:</b>	



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**SUB-CONTRACTOR STATUS INFORMATION SHEET**  
**Appendix 1**  
**Management of Health & Safety Information**

Please refer to the Health & Safety Executive's Approved Code of Practice *Managing Health & Safety in Construction* (L144) Appendix 4. The information requested below is referenced to Appendix 4 of the ACOP in the right hand column.

Paragraph 206 of the ACOP states: "Organisations who are bidding for work should put together a package of information that shows how their own policy, organisation and arrangements meet these standards. If regularly updated, this information should then be used each time they are asked to demonstrate competence as part of a tender process."

We expect responses to reflect the size of your organisation, the scale of your operations and the risks which the work entails. The evidence you provide should focus on the work for which you wish to tender and be proportionate to the risks involved.

	Please provide the following:	Examples of evidence:	CDM ACOP Item No Stage 1
1	A copy of your Company Health & Safety Policy, together with details of how H&S responsibilities are allocated at all levels within the organisation. How often is this reviewed?	A signed and current copy of the company policy, indicating when it was last reviewed. Should set out H&S responsibilities at all levels.	1
2	Describe your arrangements for the management of health & safety (i.e. procedures and processes in place at both company and site level). How are these arrangements reviewed and their implementation monitored and audited?	A clear explanation of the arrangements which the company has made for putting its policy into effect.  Evidence of recent monitoring, and of management response carried out.	2  6
3	Details of how your company and individual projects obtain advice on health & safety. Is this <u>specialist</u> construction H&S advice? Is it provided in-house or by an external consultant?	Name and competency details of the person or organisation that provides H&S information and advice.	3
4	Details of your arrangements for health & safety training, including refresher training to cover new legislation, etc.	Copy of current training plan and headline records; evidence of training done by site-based workforce; evidence of an active CPD programme.	4
5	Describe how you ensure that your employees have the correct qualifications and experience for their work.	Details of qualifications/experience of corporate post holders and other key roles (eg site managers); percentage of workforce holding CSCS cards or equivalent; numbers of workforce holding S/NVQ certificates.	5
6	Describe how you consult your workforce on health & safety matters.	Evidence showing how consultation is carried out; records of H&S committees.	7
7	How do you ensure that your sub-contractors (and design consultants, if applicable) are competent and have satisfactory arrangements for any further sub-contracting? How do you monitor their performance?	Evidence showing how you ensure sub-contractors are competent; examples of S/C assessments you have carried out; evidence showing how you require standards similar to this from sub-contractors; evidence showing how you monitor S/C performance.	9

8	(If undertaking design) what arrangements do you have for meeting your duties under Regulation 11 of CDM2007?	Evidence of: how you ensure co-operation and co-ordination of design work; how hazards are eliminated and remaining risks are controlled; how design changes are managed (all practical measures which reduce risks arising from design).	10
9	Describe your arrangements for risk assessments, method statements and ensuring safe systems of work. How is the workforce involved in this process?  How do you deal with occupational health (OH)?	Details of how the company identifies significant H&S risks and how they are controlled; sample risk assessments/ safe systems of work/method statements.  Describe the OH systems you have in place and provide copies of documentation to support these systems	11
10	How do you co-operate with others and ensure effective co-ordination of your work with other contractors?	Evidence of how the company co-ordinates its work with other trades; eg sample risk assessments, notes of meetings, etc	12
11	(If providing welfare facilities) How do you ensure that appropriate welfare facilities are in place before work starts on site?	Details of welfare facilities provided on previous projects; contracts with providers of welfare facilities.	13
12	Records of any RIDDOR reportable events over the last 3 years. How are such events reviewed and action taken?	Include any events that occurred whilst company traded under a different name, and incidents occurring to direct employees as well as labour-only s/contractors. For larger companies, statistics showing incidence rates of major injuries/over 3 day/reportable ill health/dangerous occurrences for last 3 years.  Demonstrate how accidents and incidents are recorded and investigated; examples of actions taken to prevent recurrence.	8
13	Records of any enforcement action taken against your company over the last 5 years. What action was taken to remedy the matters?	Include any events that occurred whilst company traded under a different name; provide evidence of action taken to put matters right.	8

Note: Stage 2 of the ACOP Appendix 4 information (experience) is addressed by Item 23 of the main Status Information Sheet questionnaire on Side 2 of 3.