



Sub-Contractor Questionnaire

Date	
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SECTION A: COMPANY DETAILS			
Companies Legal Title			
Trading as (if applicable)			
Managing Director name			
If part of a group, who is the Ultimate Holding Co			
Company Registration Number			
VAT Registration Number			
UTR Number		Status:	
Main address		Tel. No.	
		Fax.No.	
What Types of Services do you provide?			
Geographical areas of operation (please tick)	London & S.E.		
	Midlands		
	N. of England		
	S.of England		
	Wales		
	Cent.Scotland		
What is the size of your workforce?	Office		
	On Site		
What was your turnover in the preceding three years? <small>Please enclose a copy of your latest latest published</small>	Year 1	£	
	Year 2	£	
	Year 3	£	
What is the maximum contract value you will undertake?	£		

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SECTION B: EHSQ (Environmental, Health & Safety, Quality)		
<p>Do you have current approval in respect of your Health & Safety to a recognised scheme?</p> <p>If YES please give registration number and date</p> <p>Please Submit a copy of your current registration certificate and relevant schedules of scopes of work</p>	<p>Yes / No</p> <p>Reg. No.</p> <p>Date</p>	<p></p> <p></p> <p>if the answer to this question is yes got to next section</p>
<p>i) Do you have a documented Health & Safety System or formalised Health and Safety procedures?</p>	<p>Yes / No</p>	
<p>ii) Have you appointed a person as Health & Safety Manager?</p> <p>If yes please name them</p>	<p>Yes / No</p>	
<p>Name of Health & Safety Manager</p>		
<p>iii) If you have no Health & Safety System(s) in place, are you willing to adopt formalised work procedures prepared by us?</p>	<p>Yes / No</p>	
<p>Do you have current approval in respect of your Quality system to a recognised scheme?</p> <p>If YES please give registration number and date</p> <p>Please Submit a copy of your current registration certificate and relevant schedules of scopes of work</p>	<p>Yes / No</p> <p>Reg. No.</p> <p>Date</p>	<p></p> <p></p> <p>if the answer to this question is yes got to next section</p>
<p>i) Do you have a documented Quality System or formalised Quality procedures?</p>	<p>Yes / No</p>	
<p>ii) Have you appointed a person as Quality Manager?</p> <p>If yes please name them</p>	<p>Yes / No</p>	
<p>Name of Quality Manager</p>		
<p>iii) If you have no Quality System(s) in place, are you willing to adopt formalised work procedures prepared by us?</p>	<p>Yes / No</p>	
<p>Do you have current approval in respect of your Environmental Management System to a recognised scheme?</p> <p>If YES please give registration number and date</p> <p>Please Submit a copy of your current registration certificate and relevant schedules of scopes of work</p>	<p>Yes / No</p> <p>Reg. No.</p> <p>Date</p>	<p></p> <p></p> <p>if the answer to this question is yes got to next section</p>
<p>i) Do you have a documented Environmental Management System or formalised environmental procedures?</p>	<p>Yes / No</p>	
<p>ii) Have you appointed a person as Environmental Manager?</p> <p>If yes please name them</p>	<p>Yes / No</p>	
<p>Name of Environmental Manager</p>		
<p>iii) If you have no Environmental System(s) in place, are you willing to adopt formalised work procedures prepared by us?</p>	<p>Yes / No</p>	

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SECTION C: BUSINESS & PROFESSIONAL STANDING

Please complete the following for the principal contracts that you have carried out in the last 2 years

Contract Name		
Contract / Works Value		
Main/Management Contractor		
Start Date	Completion Date	
Contractor's Project Manager		
Services Provided		
Contract Name		
Contract / Works Value		
Main/Management Contractor		
Start Date	Completion Date	
Contractor's Project Manager		
Services Provided		
Contract Name		
Contract / Works Value		
Main/Management Contractor		
Start Date	Completion Date	
Contractor's Project Manager		
Services Provided		

Has the company or any of its Directors/Officers been the subject of criminal or civil court action (including bankruptcy or insolvency)

	Yes / No	
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Are the company or any of its Directors/Officers subject to ongoing or pending criminal or civil court action (including bankruptcy or insolvency)

	Yes / No	
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Has the business (or any of its Directors/Officers) been investigated, prosecuted, convicted, or been the subject of other enforcement action taken within the last five years for bribery or corruption?

	Yes / No	
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Has the business carried out a risk assessment to consider whether you are at risk of bribery?

	Yes / No	
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Does the business meet its statutory tax obligations in relation to PAYE/VAT/CIS?

	Yes / No	
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SECTION D: WORKFORCE		
Please indicate what percentage of your workforce are engaged via:		
a) Payroll (PAYE)		%
b) CIS Subcontractors		%
c) Other		%
If other please describe		
Has your company been the subject of court action under the Immigration, Asylum and Nationality Act 2006 as amended 2008	Yes / No	
Do you make checks to verify all workers are entitled to work in the UK?	Yes / No	
Do you have a Preventing Illegal Working policy? If Yes please provide	Yes / No	
Do you have a Modern Slavery policy ? If yes please provide a copy	Yes / No	
Do payments to your workers comply with the National Minimum Wage / National Living Wage legislation?	Yes / No	
Has your business signed up to the Gangmasters & Labour Abuse Authority's Construction protocol?	Yes / No	
Does the business meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Yes / No	

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SECTION E: INSURANCE		
Employers Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Public Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Contractors All Risks Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Professional Indemnity Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Product Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	

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SECTION F: ACCREDITATION

Please provide details of any Third Party memberships for the business (or any key staff)

(such as Builders Profile/CHAS/SSIP/SMAS/Achilles/Construction Line/CQMS/NEBOSH/ROSPA/CCS)

	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	

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