

eBrit Services Ltd

Sub Contractors Pre Qualification Questionnaire

Company Title and Address:

Contact & Position in Company:

Email Address & Contact Number

List the services that you provide and wish to be considered for:

Result of Evaluation

To be completed by a Senior Manager or Director of eBrit Services

Name & Position

Signed

Date

PASS

FAIL

eBrit Services Ltd

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SAFETY ASSESSMENT QUESTIONNAIRE

The purpose of this document is to assist and evaluate the capability of each sub-contractor to effectively control risks to the health, safety, quality, financial and company structure. The completed PQQ will be reviewed by a senior manager/director of eBrit Services.

HEALTH & SAFETY

1. Please enclose a copy of your company health and safety policy statement (not the policy)

Please tick if the document is enclosed

 Yes

 No

Is your H&S policy certified (ISO 18001)

 Yes

 No

2. You must have a Safety Schemes on Procurement (SSIP) accreditation to continue with this evaluation.

A separate H&S questionnaire will be provided if you do not hold a valid SSIP certificate

For further information on SSIP please visit <https://SSIP.org.uk>



Name of Accreditation body	Expiry Date	Certificate Enclosed

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INSURANCES

3. Please provide the name of your insurer and policy number for your Employers Liability Insurance & Public Liability Insurance.
 (Minimum £10m Employers Liability & £5m for Public Liability).
 You must enclose a copy of insurance certificate to continue with this evaluation

Variance of Insurance	Policy Number	Name of Insurer	Value	Expiry Date	Copy of certificate enclosed
Professional Indemnity					
All Contractors					
Public/Product Liability					
Employers Liability					

HEALTH, SAFETY AND ADVICE

<p>Name</p> <p>Position (please state if you use an external consultant)</p> <p>Qualifications</p>
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HEALTH AND SAFETY TRAINING

4. Please list typical training courses that your employees attend and provide copies of example certificates. This must include any specialist training for scaffold inspection, confined space activities, working at height, manual handling and asbestos surveying.

Empty space for listing training courses and certificates

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ACCIDENT INVESTIGATION AND RECORDS

5. Please attach a copy of your procedure for investigating and reporting accidents, dangerous occurrences or occupational illnesses.

Please tick if enclosed

 Yes

 No

ENVIRONMENTAL POLICY

6. Please enclose a copy of your company environmental policy statement (not the policy)

Please tick if the document is enclosed

 Yes

 No

Is your environmental policy certified (ISO 14001)

 Yes

 No

MEMBERSHIP OF PROFESSIONAL BODIES OR SAFETY GROUPS

7. Please list and provide copies of membership certificates to any professional bodies that your company belongs to.
 (Example UKAS - ARCA - ACAD - NFDC - IATP - ROSPA - BSC – IOSH – CHAS – ACHILLES – CONSTRUCTIONLINE – EXOR etc)

 Yes

 No

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ENFORCEMENT NOTICES OR PROSECUTIONS

8. Please give details of any improvement / prohibition notices issued, or prosecutions that are pending. **Please note this section will be checked with the HSE by a senior Manager/Director.**

PLANT AND EQUIPMENT MAINTENANCE AND INSPECTION

9. Please provide details of the procedures to ensure that all site plant and equipment and checked to ensure they are safe to use.

SAFE SYSTEMS OF WORK

10. Please describe how you assess all site risks and provide H&S information for the purpose of producing a plan of work and risk assessment.

Please provide an example of a site specific plan of work risk and COSHH assessments.

Please tick if enclosed

 Yes No

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11. Please give details of your formal system for monitoring and site auditing including the frequency of each site audit

SUB-CONTRACTORS

12. Do you use the services of sub-contractors

 Yes No

If yes please list and describe how you evaluate the competencies of each sub-contractor

QUALITY

13. Please provide details of your quality procedures.

Is your quality system certified (ISO 9001) and by who

 Yes No

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FINANCIAL STATUS

Please complete the financial performance for your company over a three-year period.

2017	2018	2019

Please provide your company:

Company Registration Number	Unique Tax Reference Number	VAT Registration Number

Has any company director, partner, associate been convicted of any financial offences, irregularities or subjected to bankruptcy orders

If yes please state the circumstances

Name of company directors and secretary including titles and responsibilities

Name	Title	Responsibilities

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Please provide Bank details for the purpose of the payment of invoices.

Name of Bank	Address	Account Number	Sort Code

Is your company part of a group.

 Yes

 No

If yes please detail the group structure

14. MODERN SLAVERY & HUMAN TRAFFICKING

Has your organisation been convicted of breaching The Modern Slavery Act 2015, or had any notice served upon it, by any regulator or authority (including local authority)?

 Yes

 No

Does your organisation have an Anti-trafficking/slavery policy (or incorporated as part of another policy) which details your organisations and your supply chains obligations in regards of The Modern Slavery Act 2015, which is Actively promoted and adhered to within your organisation? *If yes please attach*

 Yes

 No

If you use sub-contractors or suppliers of goods and services, do you have processes in place to assess they are compliant with the Modern Slavery Act 2015 have an anti-trafficking/slavery policy (or equivalent) which is actively promoted and adhered to?

 Yes

 No

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15. ANTI-BRIBERY, MODERN SLAVERY & RIGHT TO WORK POLICES

Has your organisation been convicted of breaching The UK Bribery Act 2010, or had any notice served upon it, by any regulator or authority (including local authority)?

 Yes No

Does your organisation have an Anti-Bribery policy & Modern Slavery & Right to Work policies (or incorporated as part of another policies) which details your organisations and your supply chains obligations in regards of The UK Bribery Act 2010, which is Actively promoted and adhered to within your organisation?
If yes please attach

 Yes No

If you use sub-contractors or suppliers of goods and services, do you have processes in place to assess they are compliance with the UK Bribery Act 2010 have Anti-Bribery & Modern Slavery & Right to Work policies (or equivalent) which is actively promoted and adhered to?

 Yes No

16. EQUALITY AND DIVERSITY

Does your organisation have an Equality and Diversity Policy (or incorporated as part of another policy) which details your organisations and your supply chains obligations in regards of The Equality Act 2010, which is Actively promoted and adhered to within your organisation? *If yes please attach*

 Yes No

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17.

REFERENCES

Please provide 3 references from companies you have previously worked with.

Company -- Organisation	
Contact Name & Position	
Email & Contact Number	
Project Title	
Description of Work	
Duration of Work	
Estimated Value	
Additional Information	

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Company - Organisation	
Contact Name & Position	
Email & Contact Number	
Project Title	
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FURTHER INFORMATION

18. Please include any other relevant information that would enhance your competences and capabilities such as safety awards.

Please sign to confirm that the information that you have provided is correct and concise and you agree to the terms and conditions of the eBrit Services Ltd supply chain.

Please note that all relevant information will be assessed by a Senior Manager or Company Director. It will be the interpretation of the information provided and documentation sent that will determine the outcome of this assessment.

You are also responsible to inform eBrit Services Ltd of any changes to your business activities including HSE prosecution, financial irregularities, insurances and group status.

Once you are approved you will be provided with a unique eBrit Services Ltd supplier registration number that must be attached to all invoices.

If your registration is not updated, invoices will be either delayed or not paid.

Name of Signatory

Position in Company

Signature

Date

Please return all submission to:

Cameron Rising Pre-Qualification Questionnaire Administrator

Email – suppliers@ebritservices.co.uk – Cameron.rising@ebritservices.co.uk

01268 685880