

Subcontractor Pre-qualification Questionnaire

A business is only as strong as its supply chain and, by completing this form, you're expressing an interest in becoming part of ours. Before any firm can be considered, however, this form must be completed in full with copies of all relevant evidence/certification supplied.

Questions?

If you're not sure how to fill this form in or what's expected of you, please call 0151 632 5022 or email info@jdengineeringltd.co.uk.

When completed, please return to:

JD Engineering (NW) Ltd
6 Shepherds Developments
Carr Lane
Wirral
CH47 4AZ

Issuer:

Issue date:

Return date:

PQQapproval@jdengineeringltd.co.uk

1. Contact Details

Company name:

Trading address:

Is this:

Registered office? Head office? Regional office? Only office?

Telephone number:

Website:

Fax number:

Email address:

Contact name	Position	Tel/mobile	Email

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2. Payment and CIS Details

Bank:

Bank address:

Account name:

Account number:

Sort code:

Trading name:

Company status:

UTR number:

Company registration number (if Limited):

VAT number:

NI number (if sole trader):

CITB registration number (If applicable):

If partnership, provide details of partners:

Name of Partner	NI number	UTR number

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3. Insurance

Please enter summary details of your company's insurances in the table below and attach a current broker's letter/certification with schedule of cover:

Type	Limit of cover/indemnity	Expiry date
Public Liability		
Employers Liability		
Contractors All Risk		
Professional Indemnity		

Tick to show attached documents

4. Capability and Experience

Are you a member of Constructionline?

If yes, attach certificate and move to next section - '5. Health, Safety and Training'

Yes No

Tick to show attached documents

Please list trade(s) your company wishes to be considered for:

Please define the geographical area(s) your company works in:

Please identify the typical value range of projects your company carries out:

From: To:

Please provide a summary of your company's turnover from the last three years:

Financial Year	2017/18	2018/19	2019/20
Turnover (£M)			

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Is your company a member of any trade association?

If yes please list and supply copy of certificate

Tick to show attached documents

Is your company an approved/specialist installer for any product(s)?

If yes please list and supply copy of certificate

Tick to show attached documents

How many people does your company directly employ from this office?

Operatives:

Management:

Does your company undertake design work?

Yes

No

Has your company worked for JD Engineering (NW) Ltd in the last year?

If no, please provide details of 3 recent contracts successfully undertaken for others

Yes

No

Year	Project	Value	Client	Contact name	Phone number

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5. Health, Safety and Training

Is your company SSIP accredited?

If yes, attach certificate and move to next section - '6. Gas and Electrical Works (only if relevant)'

Yes No

Tick to show attached documents

Please provide details of the person in your company ultimately responsible for health and safety:

Name:

Position:

Please provide details of your company's competent Health and Safety Advisor:

Contact name:

Company:

Qualifications / CV:

Tick to show attached documents

Please attach a copy of your safety policy statement

Tick to show attached documents

Please enter details of your company accident reporting procedure and statistics for the last 3 years below:

Type / Year			
Number of employees			
Fatalities			
Major injuries			
Over 7 day injuries			
Dangerous occurrences			
Annual Incident Rate*			

*Number of accidents / number of employees x100,000

Tick to show attached documents

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Has your company been served with any health and safety improvement or prohibition notices within the last 3 years?

Yes No

Has your company been prosecuted under health and safety legislation in the last 3 years?

Yes No

If yes to either of the above, please attach details of the incident(s) and the measures you have put in place to ensure future compliance

Tick to show attached documents

Does your company provide site specific risk assessment and method statements (RAMS) for all projects?

If yes, please attach copies

Yes No

Tick to show attached documents

Do all your employees who will visit or work on our sites carry a CSCS and/or relevant trade competency cards?

If yes, please attach copies

Yes No

Tick to show attached documents

Please detail training provided to employees and attach a copy of a training record card(s) and certification

Tick to show attached documents

Please provide details of your procedures for monitoring and testing plant and equipment and attach certification/test certificates

Tick to show attached documents

Please provide details of COSHH assessment(s) carried out

Tick to show attached documents

Does your work require health monitoring/surveillance?

If yes, please attach copies

Yes No

Tick to show attached documents

Do you provide 24hr cover?

If yes, please provide details

Yes No

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Do you sub-contract work out?

If yes, how do you ensure your sub-contractors' health and safety?

Yes No

6. Gas and Electrical Works (only if relevant)

Is your company a Gas Safe registered company?

If yes, attach a copy of your Gas Safe certificate. If no, move to next section - '7. Quality and Environment'

Yes No

Tick to show attached documents

Does your company have a gas safety policy?

If yes, attach copies. If no, please contact Julie Jones - JD Engineering (NW) Ltd.

Yes No

Tick to show attached documents

Please provide copies of gas safety cards and qualifications for all engineers

Tick to show attached documents

Do you sub-contract out gas works?

If yes, do you check on gas qualification and registration, and prohibition/warning notices for engineers and companies with HSE/Gas Safe? Please provide proof of this checking process.

Yes No

Tick to show attached documents

Is your company NICEIC accredited?

If yes, please attached a copy of the certificate.

Yes No

Tick to show attached documents

Note

No gas works are to be carried out by unqualified or unregistered gas engineers. Copies of all training records and Gas Safe registration are to be provided to JD Engineering (NW) Ltd before attending site/commencing any gas-related works.

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7. Quality and Environment

Does your company have a documented system for ensuring quality of workmanship on all projects?

If yes, please attach a copy

Yes No

Tick to show attached documents

Does your company operate a quality management system to ISO 9001?

If yes, please attach a copy of the certificate

Yes No

Tick to show attached documents

Does your company understand its responsibilities with regards to environmental legislation and ensure that these are communicated to all and acted on by staff?

Yes No

Tick to show attached documents

Does your company operate an environmental management system to ISO 14001?

If yes, please attach a copy of the certificate

Yes No

Tick to show attached documents

Does your company have an environmental policy?

If yes, please attach a copy

Yes No

Tick to show attached documents

Does your company hold any Environment Agency licenses for the carrying, transferring or management of waste?

If yes, please attach a copies

Yes No

Tick to show attached documents

Has your company been served with any environmental improvement or prohibition notices within the last 3 years?

If yes, please attach copies and detail actions taken to rectify

Yes No

Tick to show attached documents

Has your company been prosecuted under environmental legislation in the last 3 years?

If yes, please attach copies and action taken to prevent a reoccurrence

Yes No

Tick to show attached documents

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8. Equal Opportunities

Please provide a copy of your equal opportunities policy

Tick to show attached documents

In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?

Yes No

In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?

Yes No

If you have answered "yes" to one or both of the above questions in this module, please provide, as a separate appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.

If the investigation upheld the complaint against your organisation, please use the appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

Tick to show attached documents

9. Trade Bodies & Other Relevant Information

Please detail here or attach any relevant further information (eg. awards, accreditations) and include copies of the certificates where appropriate. (examples include Gas Safe, F Gas, Refcom, NICEIC, waste carriers registration, hazardous waste or OFTEC, etc.)

Tick to show attached documents

10. Declaration

I certify that the details given in this questionnaire are accurate and complete.

Signed:

Date:

Name:

Position:

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11. For JD Engineering (NW) Ltd Use Only

Decision:

Approved Improvements requested Unacceptable

If unacceptable - reason:

Signed:

Date:

Name:

Position:

Approved list updated:

Yes No

Initial:

Date:

Confirmation/improvement letter issued:

Yes No

Initial:

Date:

Questionnaire scanned and uploaded:

Yes No

Initial:

Date:

If approved, issued questionnaire to Accounts:

Yes No

Initial:

Date:

Notes:

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