

DEVELOTEC SUBCONTRACTOR COMPETENCY QUESTIONNAIRE



Company Name	Date
Main Contact	

	STANDARD TO BE ACHIEVED	INFORMATION TO BE SUBMITTED
1	Health & Safety Accreditation	
	Do you hold CHAS, Construction line or other equivalent SSIP certification?	Is a copy of your Certificate attached? <input type="checkbox"/> If not, please explain why:
2	Health and Safety Policy and organisation for Health and Safety	
	<p>You are expected to have and implement an appropriate Health and Safety Policy, which is signed by the Managing Director or equivalent, and which is reviewed regularly.</p> <p>The Health and Safety Policy must be relevant to the nature and scale of your work and set out the responsibilities for Health and Safety management at all levels within the organisation.</p>	<p>Please provide a copy of your Health and Safety Policy. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please confirm that it was signed and dated by the MD and that it identifies when it was last updated: Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please explain why:</p>
3	Arrangements	
	<p>These should set out the arrangements for Health and Safety management within the organisation and should be relevant to the nature and scale of your work.</p> <p>The arrangements should also set out how the company will discharge its duties under CDM 2015.</p> <p>There should be a clear indication of how these arrangements are communicated to the workforce.</p>	<p>Please provide a clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM 2015.</p> <p>Information attached? <input type="checkbox"/> If not, please explain why:</p>

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4	Competent Advice – corporate and construction related	
	<p>Your organisation and your employees must have ready access to competent health and safety advice, preferably from within your organisation.</p> <p>The advisor must be able to provide general health and safety advice and also (from the source or elsewhere) advice relating to construction health and safety issues.</p> <p>Please provide examples of the advice given and the action taken over the past twelve months.</p>	<p>Have the names and CV's including qualifications of the health and Safety advisor been provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please explain why:</p> <p>If you use a consultant, please provide the company name and address:</p>
5	Training and Information	
	<p>You should have in place and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties.</p> <p>You should have in place a programme for refresher training, for example continuing professional development (CPD) programme or lifelong learning which will keep your employees updated on new developments and changes to legislation or good health and safety practices. This applies throughout the company from the board (or equivalent) to trainees.</p>	<p>Please provide copies of the health and safety training records. Information attached? <input type="checkbox"/> If not, please explain why:</p>
6	Individual qualifications and experience	
	<p>Employers are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.</p> <p>From 1st October 2016, all subcontractors working on a Develotec site must hold a valid CSCS card.</p>	<p>Please confirm that all employees that will work on site will have a valid CSCS card. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please provide details of any site specific training that employees have undertaking, for example NVQ's or CITB's. Information attached? <input type="checkbox"/> If not, please explain why:</p>
7	Monitoring, Audit and Review	
	<p>You should have a system for monitoring your procedures, for auditing them periodically, and for reviewing them on an ongoing basis.</p>	<p>Please provide evidence of recent monitoring and management process. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please provide copies of site inspection reports. Information attached? <input type="checkbox"/> If not, please explain why:</p>

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8	Workforce Involvement	
	<p>You should have and implement an established means of consulting with your workforce on health and safety matters</p>	<p>Please provide evidence showing how consultations are carried out, including minutes or other records of health and safety committee meetings. Information attached? <input type="checkbox"/> If not, please explain why:</p>
9	Accident Reporting and Enforcement action, follow up investigation	
	<p>You should have records of all RIDDOR reportable events for at least the last three years.</p> <p>You should also have in place a system for reviewing all incidents and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company by the HSE or other enforcing authority over the last 5 years and the actions which you have taken to remedy matters subject to enforcement action.</p>	<p>Please provide evidence of the way in which you record and investigate accidents and incidents. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please provide records of the last two accidents / incidents and action taken to prevent reoccurrence. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please provide records of any enforcement action taken over the last 5 years and the action that was taken to put matters right. Information attached? <input type="checkbox"/> If not, please explain why:</p>
10	Subcontracting Procedures (if applicable)	
	<p>You should have arrangements in place for appointing competent subcontractors.</p> <p>You should have arrangements for monitoring the performance of subcontractors.</p>	<p>Please provide evidence to show how you ensure that subcontractors are competent. Please provide examples of subcontractor assessments that you have carried out. Please provide examples to show how you monitor the performance of subcontractors. Information attached? <input type="checkbox"/> If not, please explain why:</p>
11	Risk Assessment leading to safe Method of Work (Method Statements)	
	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work / method statements.</p> <p>You should have arrangements for monitoring your performance.</p> <p><i>The identification of health issues is expected to feature prominently in this system.</i></p>	<p>Please provide evidence to show how you identify significant health and safety risks, and how they are controlled. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p>Please provide examples of Risk Assessments and Method Statements that you have carried out. Information attached? <input type="checkbox"/> If not, please explain why:</p> <p><i>The information you provide will depend upon the nature of the work you do, and must reflect the importance of the risks your employees are exposed to.</i></p>

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12	Cooperating with others and coordinating your works with other contractors	
	You should be able to demonstrate how cooperation of your work is achieved in practice and how you involve the workforce in drawing up method statements.	Please provide evidence of procedural arrangements. Information attached? <input type="checkbox"/> If not, please explain why:
13	Programme Procedures	
	You should have in place, an effective and tested procedure for ensuring the timely procurement, manufacture and delivery of your product.	Please provide an explanation on your procedures for ensuring the timely delivery of products. Information attached? <input type="checkbox"/> If not, please explain why:
	You should have in place, a procedure to monitor and assess this process in order to ensure all products are produced and delivered in compliance with any project programmes.	Please provide examples of how you monitor your performance in this regard. Information attached? <input type="checkbox"/> If not, please explain why:
14	Environmental Approach and Commitments	
	You are expected to have and implement an Environmental or Sustainability Policy which is signed by the Managing Director (or equivalent) and reviewed regularly.	Please provide a copy of your Environmental / Sustainability Policy. Information attached? <input type="checkbox"/> If not, please explain why:
	This policy must be relevant to the nature and scale of your work.	Please confirm that it was signed and dated by the MD and that it identifies when it was last updated: Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please explain why:
15	Accreditations	
	To affirm your commitment to your environmental approach outlined within your policy, you may have accreditations such as ISO14001 from an awarding body.	Please provide copies certificates from awarding bodies. Information attached? <input type="checkbox"/> If not, please explain why:
16	Recycling	
	As a company committed to a responsible approach to the environment, you should have a procedure for ensuring all waste produced by your works are dealt with appropriately.	Please provide an explanation on your approach to Recycling and waste produced by your works. Information attached? <input type="checkbox"/> If not, please explain why:
		Please provide any recycling statistics you may have. Information attached? <input type="checkbox"/> If not, please explain why:
17	Similar Projects	
	Please supply details of any similar projects undertaken in the past (please provide at least two references).	Contact Details / references from clients for whom you have undertaken similar projects in the past. Information attached? <input type="checkbox"/> If not, please explain why:

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18	Insurances	
	Please supply copies of all your insurance certificates. These should be in date, and up dated yearly for our records.	Information attached? <input type="checkbox"/> If not, please explain why:
19	Financial Records	
	Please provide copies of your audited accounts from the last two trading years. Please also supply us with your tax information and company details.	Signed copies of your accounts. UTR number, company registration, VAT number and bank details. Information attached? <input type="checkbox"/> If not, please explain why:

Name of person completing this assessment	
Sign / Date	
Company Name	
Address	
Contact telephone	
Contact email	
For completion by Develotec Ltd Only	
Assessor	
Contractor Competency assessment	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Date	