

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

for

CONSTRUCTION RELATED PROCUREMENT - COMBINATION

Based on: PAS 91: 2013

The Government sponsored sets of questions for use in pre-qualification for construction tendering.*
Updated to comply with Public Contracts Regulations 2015,
Cabinet Office Core PQQ (Mandatory and Discretionary reasons for exclusion)

Not con's

Questions not applying to Consultants

Material
Suppliers
only

Questions only applying to Material Suppliers

Questions in red – Gold/Platinum level.

Name of Company		Registration Number	
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Core Question Module C1: Supplier identity, key roles and contact information <i>You must provide all the information in this section.</i>									
Q Ref	Information Required	Description of supporting information expected, which will be taken into account in assessment.							
C1-Q1	Name of legal entity or sole trader								
	Trade name, if different from above								
C1-Q2	Registered Office address								
		Town:							
		County:				Post Code:			
		Website:							
C1-Q3	Contact Details for enquiries	Title:	Mr		Mrs		Ms		Other
		Forename:							
		Family name:							
		Job title:							
		E-mail:							
		Tel number:				Fax number:			
	Head office or trading office if different from that of registered office								
		Town:							
		County:				Post Code:			
C1-Q4	Registration number if registered with Companies House or equivalent	Companies House:							
		Equivalent Body:							
C1-Q5	Charity Registration number								
	Date of incorporation								
	Date business was set up								
C1-Q6	VAT registration number (if applicable)								
C1-Q7	Name of immediate parent company								
C1-Q8	Name of ultimate parent company								
	Name of company I currently own								
	Name of company I have a common director/partner with								
C1-Q9	Type of organisation	PLC	<input type="checkbox"/>						
		Limited company	<input type="checkbox"/>						
		LLP	<input type="checkbox"/>						
		Other partnership	<input type="checkbox"/>						
		Sole trader	<input type="checkbox"/>						

		Other (please specify):			
	Does your company have any branch offices				
	Do you have any related or associated companies?				
	Directors and Partners <i>Please give details of the following:</i> <i>Sole traders, partnerships, LLPs +—all those with a financial interest.</i> <i>Ltd and Plc companies – directors, the company secretary and anyone who holds more than 20% of the paid-up share of loan capital.</i>				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				
	Owner <input type="checkbox"/>	Title:		Forename:	
	Partner <input type="checkbox"/>	Family name:			
	Director <input type="checkbox"/>	Position:			
	Company Secretary <input type="checkbox"/>	D.o.B:		Private post code:	
	Industry-related qualifications				
	Membership of professional organisations				

Core Question Module C2: **Financial Information**

You must provide all the information in this section.

Please see Appendix 2: Financial Assessment Criteria for explanation of our calculations.

Q Ref	Information required	Description of information expected, which will be taken into account in assessment.	Tick if provided
C2-Q1	Accounts: <i>Please select the one organization description that most closely matches your organization and provide information accordingly.</i>		
C2-Q1-1	Financial information for a start-up business that has not reported accounts to the Revenue or Companies House.	<ul style="list-style-type: none"> • Turnover forecast • Opening balance sheet that includes: <ul style="list-style-type: none"> - Initial loan from directors/owners to start the business - Fixed assets, i.e. motor vehicles, specialized tools, computer programmes and computer equipment used to help the business function. • Management accounts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C2-Q1-2	Accounts for an unincorporated business (sole traders and partnerships).	<p>Sole Traders or Partnerships</p> <ul style="list-style-type: none"> • Profit and loss sheet • Balance sheet • Notes to the accounts <p>OR</p> <p>Sole Trader</p> <ul style="list-style-type: none"> • Self employment section of the Self Assessment Tax Return, that shows the <ul style="list-style-type: none"> - Accounts Year End date - Business income - Net profit/loss • The current forms as per HMRC are Self Assessment Tax Return (SA100). If you file returns by paper, you will also need to complete: <ul style="list-style-type: none"> - SA103S if the turnover is below £73,000 - SA103F if the turnover is above £73,000 <p>Partnership</p> <ul style="list-style-type: none"> • The Partnership Self Assessment Tax Return that shows the <ul style="list-style-type: none"> - Accounts Year End date - Business income - Net profit/loss. • The current forms as per HMRC are: <ul style="list-style-type: none"> - Self Assessment Tax Return (SA100) - Partnership Supplementary Pages (SA104) - Nominated Partnership Return (SA800) <p>If you file your returns by paper, you will also need to complete:</p> <ul style="list-style-type: none"> - SA103S if the turnover is below £73,000 - SA103F if the turnover is above £73,000 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C2-Q1-3	Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts.	<p>A full and final set of accounts including:</p> <ul style="list-style-type: none"> • Profit and loss • Balance sheet • Notes to the accounts • Audit report (if audited) or the Accountants' Certificate <p>Abbreviated or draft accounts are not acceptable.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C2-Q1-4	Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts.	<p>A copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or, if trading for less than two years, the period that is available.</p> <p>The accounts we require are sometimes described as 'full' accounts, which distinguishes them from 'abbreviated'. The latter do not include the profit and loss page that details turnover and profit before tax.</p> <p>Abbreviated accounts are not acceptable.</p> <p>Full accounts include:</p> <ul style="list-style-type: none"> • Director's report • Profit and loss • Balance sheet • Notes to the accounts. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
C2-Q1-5	Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities)	In most cases it is likely that audited accounts will have been prepared and the accounts required at C2-Q1-4 above will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2above should be provided.	<input type="checkbox"/>
Preferred minimum contract value £		Preferred maximum contract value £	

C2-Q2	Insurance statement and Certificates	<i>Please give details of all insurances your business holds and send us a copy of each certificate and schedule. E.g. a warranty to cover product quality or debtors book cover. We do not need to know about car or building insurance.</i>				
C2-Q2-1	Employers' Liability insurance	Insurer				
		Policy number				
		Limit of indemnity		Excess		
		Limit for a single event				
		Expiry date		Cert provided		
C2-Q2-2	Public liability insurance	Insurer				
		Policy number				
		Limit of indemnity		Excess		
		Limit for a single event				
		Expiry date		Cert provided		
C2-Q2-3	Professional Indemnity Insurance (Where consultancy input involved)	Insurer				
		Policy number				
		Limit of indemnity		Excess		
		Limit for a single event				
		Expiry date		Cert provided		
	All Risks	Insurer				
		Policy number				
		Limit of indemnity		Excess		
		Limit for a single event				
		Expiry date		Cert provided		
	Other specialist business related insurance	Insurer				
		Policy number				
		Limit of indemnity		Excess		
		Limit for a single event				
		Expiry date		Cert provided		

Core Question Module C3: **Business and profession standing**

You must answer these questions. Responses will be taken into account as part of the assessment process

Q Ref	Core question	Yes	No
C3-Q1	<p>Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?</p> <p><i>Please provide details. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection.</i></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
C3-Q2	<p>If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, then have all claims during the last three years been properly notified in accordance with the suppliers Product Liability Insurance policy requirements and been accepted by insurers?</p> <p><i>Please provide details of action and confirmation, with references of the relevant notification and insurer acceptances.</i></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
C3-Q3	<p>Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders that are still unresolved (such as those in relation to: Environmental Agency or Office of Rail Regulation enforcement), in the last three years?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
	Mandatory reasons for exclusion		
1	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	<input type="checkbox"/>	<input type="checkbox"/>
1(a)	Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/ JHA on the fight against organised crime;	<input type="checkbox"/>	<input type="checkbox"/>
1(b)	Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/>	<input type="checkbox"/>
1(c)	The common law offence of bribery;	<input type="checkbox"/>	<input type="checkbox"/>
1(d)	Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/>	<input type="checkbox"/>

1(e)	Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
1(e) i	The offence of cheating the Revenue;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) ii	The offence of conspiracy to defraud;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) iii	Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) Order 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) iv	Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) v	Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) vi	An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) vii	Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	<input type="checkbox"/>	<input type="checkbox"/>
1(e) viii	Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/>	<input type="checkbox"/>
1(e) ix	The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	<input type="checkbox"/>	<input type="checkbox"/>
1(f)	Any offence listed—		
1(f) i	In section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/>	<input type="checkbox"/>
1(f) ii	In Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/>	<input type="checkbox"/>
1(g)	Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by questions 1(f)(i) - 1(f)(ii);	<input type="checkbox"/>	<input type="checkbox"/>
1(h)	Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/>	<input type="checkbox"/>
1(i)	An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996	<input type="checkbox"/>	<input type="checkbox"/>
1(j)	An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/>	<input type="checkbox"/>

1(k)	An offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/>	<input type="checkbox"/>
1(l)	An offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/>	<input type="checkbox"/>
1(m)	An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/>	<input type="checkbox"/>
1(n)	Any other offence within the meaning of Article 57(1) of the Public Contracts Directive—	<input type="checkbox"/>	<input type="checkbox"/>
1(n) i	As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or	<input type="checkbox"/>	<input type="checkbox"/>
1(n) ii	Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	<input type="checkbox"/>	<input type="checkbox"/>
1(o)	Self-cleaning If you have answered 'Yes' to any of the mandatory reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to. <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>		
1(p)	Non-payment of taxes Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Discretionary reasons for exclusion</i>
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2	Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.		
2(a)	Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	<input type="checkbox"/>	<input type="checkbox"/>
2(b)	Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;	<input type="checkbox"/>	<input type="checkbox"/>
2(c)	Your organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/>	<input type="checkbox"/>
2(d)	Your organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
2(e)	Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/>	<input type="checkbox"/>
2(f)	The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/>	<input type="checkbox"/>
2(g)	Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	<input type="checkbox"/>	<input type="checkbox"/>
2(h)	Your organisation—	<input type="checkbox"/>	<input type="checkbox"/>
2(h) i	Has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	<input type="checkbox"/>	<input type="checkbox"/>
2(h) ii	Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	<input type="checkbox"/>	<input type="checkbox"/>
2(i)	Your organisation has undertaken to	<input type="checkbox"/>	<input type="checkbox"/>
2(i) i	Unduly influence the decision-making process of a contracting authority, or	<input type="checkbox"/>	<input type="checkbox"/>
2(i) ii	Obtain confidential information that may confer upon your organisation undue advantages in a procurement procedure; or	<input type="checkbox"/>	<input type="checkbox"/>
2(j)	Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/>	<input type="checkbox"/>
2(k)	Self-cleaning If you have answered 'Yes' to any of the discretionary reasons for exclusion questions, can you please provide a summary of the circumstances and any remedial action that has taken place subsequently and effectively 'self-cleans' the situation referred to.		

Additional Bribery Act questions		Yes	No
3	<p>Have you carried out a risk assessment to consider whether your organisation is at risk of bribery? <i>If 'yes', please provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Do you have a bribery prevention policy/procedure in line with the Bribery Act 2010? [(You do not need to do this if there is no risk of bribery on your behalf)] <i>If 'yes', please provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Have you a procedure for communicating this policy throughout your organisation 'from the top down' and also to others who will perform services for you? <i>If 'yes', please provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Does your policy/procedure include staff training regarding the requirements of the Bribery Act? <i>If 'yes', please provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Does your policy/procedure include monitoring and review of bribery risk? <i>If 'yes', please provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Working in the UK		Yes	No
8	<p>Has your company or your subcontractors been the subject of court action under the Immigration, Asylum and Nationality Act 2006 (amendment 2008)</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>Do you make checks to verify all workers are entitled to work in the UK?</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>Do you have a policy/statement that sets out the steps your organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of your supply chains or in any part of your own business.</p> <p><i>If 'yes', please provide details.</i></p> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Policy and Capability <i>You must provide all the information in this section.</i>				
Not con's 1	Fleet Operator Recognition Scheme (FORS): Do you hold a FORS accreditation?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's 1.1	Which level have you achieved?	Bronze <input type="checkbox"/>		Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Not con's 1.2	Do you require all of your supply-chain to have the same standard?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's	If no, what is your policy in ensuring they have appropriate safety features and awareness in place?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's 2	Do you ensure your delivery workforce wear full PPE etc?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's 3	Will the current certified lifting certificate be available at the point of delivery for inspection?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's 4	Do you have a Drugs & Alcohol Policy?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Not con's 4.1	What preventative measures do you take to ensure your employees do not attend site under the influence of alcohol and/or drugs?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Comments:
Core Question Module C4: Health and Safety Policy and Capability <i>You must provide all the information in this section.</i> Scoring: PASS/FAIL				
C4-Q1	Exemptions: If your organization meets the criteria below and you can provide supporting evidence, you do not need to complete the following health and safety questions. <ul style="list-style-type: none"> You have within the last twelve months, successfully completed a third-party assessment with a scheme which is a registered member of Safety Schemes in Procurement (SSIP). Or You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001. 			
	Are you claiming exemption?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	What is the name of the scheme/certificate?
	Are you providing a copy of the certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Q Ref	Question	Response		
C4-Q3	<p>Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management?</p> <p>You are expected to have and implement an appropriate policy, regularly reviewed and signed off by the Managing Director or equivalent.</p> <p>The 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>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q4	<p>Are you able to demonstrate arrangements/ procedures for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents?</p> <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. They should set out how the company will discharge their duties under CDM.</p> <p>They should set out how the company will discharge their duties under CDM2015.</p> <p>There should be a clear indication of how these arrangements are communicated to the workforce.</p>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q5	<p>Do you have access to competent H&S advice/assistance – both general and construction sector related</p> <p>Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.</p>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
C4-Q6	<p>Do you have a policy and process for providing your workforce with training and information appropriate to the type of work for which your organization is likely to bid?</p> <p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or Principal Designers.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to</p>			

	<p>legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q7	<p>Does your workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the work for which your organization is likely to bid</p> <p>Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q8	<p>Do you check, review and where necessary improve your H&S performance</p> <p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q9	<p>Do you have procedures in place to involve your workforce in the planning and implementation of H&S measures</p> <p>You should have, and implement, an established means of consulting with your workforce on health and safety matters.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

C4-Q10	<p>Do you conduct accident/incident reporting and undertake follow-up investigation</p> <p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. 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 over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q11	<p>Do you have arrangements/procedures for ensuring that your suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged?</p> <p>You should have arrangements/procedures in place for appointing competent subcontractors/ consultants.</p> <p>You should be able to demonstrate how you ensure that subcontractors will also have arrangements/procedures for appointing competent subcontractors or consultants.</p> <p>You should have arrangements/procedures for monitoring sub-contractor performance.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q12	<p>Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?</p> <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>The identification of health issues is expected to feature prominently in this system.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
C4-Q13	<p>Do you have arrangements/procedures for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)</p> <p>You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.</p>		
		Evidence provided?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

C4-Q14	<p>Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees</p> <p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Designers	<p>Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 9 of CDM 2015?</p> <p>You should have, and implement, arrangements/ procedures for meeting your duties under regulation 9 of CDM2015.</p>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
Principal Designers	<p>Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 11 of CDM 2015?</p> <p>You should have, and implement, arrangements/ procedures for meeting your duties under regulation 11 of CDM2015.</p>			
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>
		Evidence provided?	Yes: <input type="checkbox"/>	No <input type="checkbox"/>

Question Module O1: Equal opportunity and diversity policy and capability <i>You must provide all the information in this section.</i>			
		Yes	No
Please provide a copy of your Equality and Diversity Policy, signed and dated by the most senior person responsible for Equality and Diversity.			
01-Q1	As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? Applies to both public and private procurement. Please provide copies of	<input type="checkbox"/>	<input type="checkbox"/>
01-Q1-1	Relevant instructions or written statement/evidence of relevant actions Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q1-2	Relevant guidance or written statement/evidence of relevant actions Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q1-3	Relevant policies/literature or written statement/evidence of relevant actions Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q1-4	Evidence of where you believe these policies have made a difference Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q3	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
01-Q4	In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? <i>If 'yes', please provide details.</i>	<input type="checkbox"/>	<input type="checkbox"/>
01-Q5	If the answer to Q3 and/or Q4 is 'yes', what steps did your organisation take as a result of that finding or investigation? <i>Please provide evidence/details of remedial action.</i> Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q6	What does your organisation do to ensure that equality and diversity is embedded within your organisation? <i>Are you enclosing copies of any relevant policies or written statement/evidence of relevant actions?</i> Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q7	Do you actively promote good practice in terms of eliminating discrimination in all forms through:		
01-Q7-1	Guidance to your employees/suppliers concerned with recruitment, training and promotion? <i>Please provide copies of any relevant instructions or a statement/evidence of relevant actions.</i> Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
01-Q7-2	Making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees? <i>Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions</i> Enclosed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01-Q7-3	Appropriate recruitment advertisements or other literature. <i>Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions.</i> Enclosed?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Question Module O2: Environmental management policy and capability			
You must provide all the information in this section.			
		Yes	No
1	<p>Has the Environment Agency or any local authority taken any enforcement action against you in the last five years?</p> <p><i>If 'yes', please provide details.</i></p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Do you have a specific procedure for any complaints regarding environmental issues?</p> <p><i>If you have answered yes, please provide details.</i></p> <p style="text-align: right;">Enclosed?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Do you have a programme or action plan in place to develop the sustainability competence of your business and your supply chain? (Please note the term sustainability includes carbon, environmental management, waste, water, materials, biodiversity, community, ethics and procurement)</p> <p><i>If 'yes, please describe your programme of work or action plan to develop sustainability competence across your business and down your supply chain.</i></p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Do you have a policy and systems in place to prove that your products have been made with constituent materials that have been responsibly sourced? (In the UK, evidence may include attainment of BES 6001 or equivalent)</p> <p><i>If yes, please provide details</i></p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		
7	<p>Does your company measure the quantity of carbon emission it produces?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		
8	<p>Do you have a carbon emission reduction programme and targets in place?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		
9	<p>Do you have suitable arrangements in place to minimise your company's fuel consumption?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		
10	<p>Can you confirm that all timber products purchased, which have either temporary or permanent inclusion in the works on our Buyers sites shall be certified as legally and sustainable sourced, as defined by the UK Government Central Point of Expertise on Timber (CPET)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		
11	<p>Can you state that you require responsibly-sourced and sustainable timber produces, even when you know your supplier carries other certified timber products?</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">Not con's</div>		

12	Can you state that you will require certification to go with the timber or timber product?		<input type="checkbox"/>	<input type="checkbox"/>
Not con's				
13	Do you get a copy of suppliers Chain of Custody certificate and check scope and validity?		<input type="checkbox"/>	<input type="checkbox"/>
Not con's				
14	Do you hold Grown in Britain certification?		<input type="checkbox"/>	<input type="checkbox"/>
Not con's	If yes, please provide copy		<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed?			
15	Are you compliant with a recognised responsible sourcing scheme (e.g. BES 60012), certified by a third party?		<input type="checkbox"/>	<input type="checkbox"/>
Not con's	If yes, please provide copy		<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed?			
16	Do you hold membership and actively participate in either the Ethical Trading Initiative (ETI Stone Group), the TFT Responsible Stone Program or the United Nations Global Compact?		<input type="checkbox"/>	<input type="checkbox"/>
Not con's	If yes, please provide copy		<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed?			
02-Q1	Exemption: The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate and can provide the supporting evidence requested.			
	Are you claiming exemption?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
	Are you providing a copy of the certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
02-Q2	Do you have a documented policy and organisation for the management of construction-related environmental issues?		<input type="checkbox"/>	<input type="checkbox"/>
	If 'yes', please provide evidence that you or your organisation has an environmental management policy authorized by the Chief Executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.			
	Enclosed?		<input type="checkbox"/>	<input type="checkbox"/>
02-Q3	Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?		<input type="checkbox"/>	<input type="checkbox"/>
	If 'yes', please provide evidence that your organization's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including:			
	<ul style="list-style-type: none"> Sustainable materials procurement; Waste management; Energy management 			
	This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.			
	Enclosed?		<input type="checkbox"/>	<input type="checkbox"/>
02-Q4	Do you have arrangements for providing employees who will engage in construction with training and information on construction-related environmental issues?		<input type="checkbox"/>	<input type="checkbox"/>
	If 'yes', please provide evidence that your organization has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various			

Question Module O3: Quality management policy and capability

You must provide all the information in this section.

03-Q1	Exemption: The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001 from an organisation with a related UKAS accreditation, or equivalent			
	Are you claiming exemption?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
	Are you providing a copy of the certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
03-Q2	Do you have a policy and organisation for quality management? <i>If 'yes', please provide details.</i>			<input type="checkbox"/> <input type="checkbox"/>
	Enclosed?			<input type="checkbox"/>
03-Q3	Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery? <i>If 'yes', please provide details.</i>			<input type="checkbox"/> <input type="checkbox"/>
	Enclosed?			<input type="checkbox"/>
03-Q4	Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid? <i>If 'yes', please provide details.</i>			<input type="checkbox"/> <input type="checkbox"/>
	Enclosed?			<input type="checkbox"/>
03-Q5	Do you have procedures for periodically reviewing, correcting and improving quality performance? <i>If 'yes', please provide details.</i>			<input type="checkbox"/> <input type="checkbox"/>
	Enclosed?			<input type="checkbox"/>
03-Q6	Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged? <i>If 'yes', please provide details.</i>			<input type="checkbox"/> <input type="checkbox"/>
	Enclosed?			<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Material Suppliers only</div> 7	Do you comply with the Construction Products Regulations (CE Marking)			<input type="checkbox"/> <input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Material Suppliers only</div> 8	If you are an 'importer', do you check that a manufacturer outside the EU has undertaken the necessary steps, including obtaining documentation?			<input type="checkbox"/> <input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Material Suppliers only</div>	If you are a 'distributor', do you check the presence of CE marking and the necessary documents (FPC Certificates and Welding Certificates)?			<input type="checkbox"/> <input type="checkbox"/>

Reference Form

To enable your referees to complete this reference form you will need to select the work categories you would like to be registered for. For each of the work categories you choose, two references will be required. To view a list of the work categories and to download more reference forms, please visit the 'Suppliers' section of our website:

www.constructionline.co.uk/static/suppliers.

Hints and tips on how to complete this form can be found overleaf.

Supplier name:	
Constructionline registration number:	

Category of work: Please refer to the Constructionline work category list by visiting the 'Resources' page within the 'Suppliers' section of our website at www.constructionline.co.uk/static/suppliers - then pick your selected category titles as per the example below.	Value: The value of the contract/fee paid for works or materials supplied.	Date contract was completed:
For example: Building (Design & Construct)	£ Amount highest value refs available	Month/Year

Did the supplier do the job well? (Yes/No)	
Will you consider using this supplier for future contracts? (Yes/No)	

Other comments: (please use a separate sheet if necessary)

Constructionline may need to contact you briefly to verify the information above so please ensure you provide either a telephone number or email address in the box below.

Reference completed by:	
Your name:	Organisation:
Position in organisation:	
Signature:	Email address:
Phone number:	Date:

Once completed, log in to Constructionline and add/update the category within your profile dashboard. **Please Note:** Constructionline can no longer accept paper based or manually emailed forms.

Hints and Tips: References

Why are references important?

We collect and verify each and every reference you provide us when registering for our work categories. This gives our buyers confidence when searching for suppliers on Constructionline, knowing that you are competent in the work categories that you're listed for.

Also, Constructionline will use the value of work from a reference when carrying out the financial assessment of your profile (category value). Therefore, it is recommended that the references you provide are for high value contracts completed in the last three years.

When selecting a supplier, references give buyers:

- Re-assurance that your previous customers would use you again.
- Peace of mind that you are competent in the areas that you wish to work.
- Confidence that you are able to cope with the value of contract.

For new applications, we suggest:

We say start small. Select just one category to begin with, and then you'll just need to provide two references to get up and running. Go to www.constructionline.co.uk/static/suppliers and visit the 'Resources' page where you can download more reference forms and view our full list of contractor, consultant and material supplier work categories. Please remember: You can add further work categories to your profile at a later date.

- Don't forget to review your work categories on a regular basis.
- There may be other categories you can register for at no additional cost.
- You need to send two reference forms for each work category you select.

We recommend that you collect references on a regular basis

It's worth getting into the habit of requesting a reference every time you complete a contract. When registering for our work categories, we require you to provide references dated within the past three years, so it's important to ensure that you keep a record of your most recent contracts.

- References are easier to obtain shortly after a contract has been completed, rather than months or years down the line.
- References can help you add more work categories to your Constructionline record - helping to increase your chances of winning more work, as you'll appear in more buyers' searches.
- You may be able to increase your category level with higher value references and strong accounts.

*Work Categories – top 50

Please tick which work category you wish to apply for (other categories are available). Please note that some categories require licences, accreditations or professional body memberships. Please make sure you have uploaded the appropriate licences and accreditations, or given us details of association membership where appropriate.

Category	✓		Uploaded? ✓
Building (General)			
Building Refurbishment Over 15K			
Building Repairs And Improvements (Max Notation £15K)			
Building (Design & Construct)			
Painting & Decorating (General)			
Joinery			
Doors			
Windows (Pvcu)			
Glazing			
Roofing			
Tiling (Wall)			
Brick And Blockwork			
Plumbing			
Flooring (General)			
Demolition Work			
Scaffolding			
Asbestos Removal / Treatment **		HSE licence	
Site Clearance			
Civil Engineering			
Road Construction			
Asphalt Surfacing			
Bridge (Strengthening And Refurbishment)			
Road Maintenance (Minor Works)			
Drainage (Land)			
Landscaping			
Fencing			
Electrical Installation & Maintenance / Services **		ECA, NAPIT, SELECT, NICEIC	
Internal Electrical Installations **		ECA, NAPIT, SELECT, NICEIC	
External Electrical Installations **		ECA, NAPIT, or SELECT	
Electrical Services **		ECA, NAPIT, SELECT, NICEIC	
Fire Alarm Systems **		ECA, NAPIT, SELECT, National Security Inspectorate (NSI Fire Gold or Silver), Warrington Fire, SSAIB or BRE	
Street Lighting **		ECA, NAPIT, SELECT, NICEIC	
Closed Circuit TV Systems **		ECA, NAPIT, SELECT, National Security Inspectorate (NSI NACOSS Gold or NSI Systems Silver) or SSAIB	
Portable Appliance Testing **		ECA, NAPIT, SELECT, NICEIC	

Mechanical Services Installation			
Heating (Central - Gas) Installation **		Gas Safe Certificate	
Gas Installations **		Gas Safe Certificate	
Air Conditioning			
Cleaning (Office)			
Facilities Management			
Consultant Work Categories			
Architecture **		ARB, RIBA, CIAT	
Building Surveying **		RICS, CIOB, ICES	
Building Services Engineering **		CIBSE, IMECHE, IET	
Civil & Structural Engineering **		ICE, ISTRUCTE	
Electrical Installations **		CIBSE, IMECHE, IET	
Quantity Surveying **		RICS, ICES	
Health & Safety / CDM Coordinator **		APS	
Project Management **		APM, RICS	
Asbestos Surveys **		RICS, UKAS	
Central Heating **		CIBSE, IMECHE, IET	

Appendix 1

The financial appraisal of your accounts will be calculated using the formula below:

Our notation formula has been developed over a period of years by key buyers, industry leaders and government bodies. The formula looks at a supplier's financial ability and established track record for successfully delivering contracts in each category to a certain value.

The notation is based on the original criteria agreed with buyer and supplier working groups; and is calculated as the lowest of three calculations that bring together:

- the last reported annual turnover,
- net assets and
- the average value of references used for all work categories. For each work category, the highest value of the references we have obtained for that category is used.

Finance Factor

Turnover divided by 3	1,000,000	
		3 333,333
Net assets multiplied by 5	150,000	
	<u>750,000</u>	
Average sum of above	1,083,333	= 541,667

Reference Factor

Sustained proof of service or product multiplied by reference factor	200,000	
	2	= 400,000

Provisional notation finance and reference factors averaged

The finance and reference factor average is then compared to:

Reference factor cap

Highest average reference increased by 25%	400,000	= 500,000
	100,000	

Turnover cap

Turnover per accounts reduced by 25%	1,000,000	= 750,000
	250,000	

= 470,833

941,669

Lowest of these three figures

*In recognition of the variation in the frequency of work and likely contract values, a reference factor will be allocated to each work category which enables different specialisms to be compared on a like for like basis. The highest multiple is 3 and will change according to product and service.