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Highway Services Dynamic Purchasing System

Onboarding Questionnaire – What to expect

What to expect

The onboarding questionnaire includes

- all the questions from PAS 91:2013+A1:2017 Construction prequalification questionnaires which is published by BSI.
 - all questions from the Single Procurement Document (SPD) and
 - the mandatory exclusion public procurement questions from the Public Contracts Regulations 2015.
- a number of additional industry-agreed questions.

To ensure the DPS is accessible to all suppliers regardless of size, the assessment for certain questions have been revised for micro-businesses that meet the following criteria:

- less than 5 employees, **and**
- turnover below £500k.

Micro-businesses can still choose to complete the relevant questions to the full standard if they choose.

What to expect

The CAS question set may seem daunting due to its size, however it is designed to be simple to answer, with clear guidance for each question. It covers 13 areas:

1. **Identity** – you'll need to provide general information about your company's name, contact details, registration, size and address to verify you're legally operating in the UK.
2. **Financials** – this checks you've taken necessary steps to reduce financial risks. You'll need to answer questions about your company's financial information and provide supporting documents.
3. **Insurances** – you must provide details of the insurances you're required to have to operate your business.
4. **Corporate & Professional Standing** – these questions relate to criminal activity, corruption, terrorism and human trafficking.
5. **Health and Safety** – this is an important section, and you'll need to demonstrate your company has taken appropriate steps to protect workers, site visitors and the public from harm.
6. **Equality, Diversity and Inclusion (EDI)** – this will confirm your company promotes equality and diversity in the workplace and that all people are treated fairly.
7. **Environmental** – these questions ask whether your company has taken necessary steps to reduce the environmental impact of projects and meet environmental management standards.
8. **Quality** - quality assurance can prevent problems occurring and reduces risks involved in projects. This section requires confirmation that your company meets quality management standards.
9. **Corporate and Social Responsibility (CSR)** – you will need to provide details on your CSR policy to evidence your company's impact on society.

More detailed information can be found in the 'NYH Supplier Check list' document.

What to expect

The CAS is designed to minimise duplication, so if you hold a valid SSIP certificate, you won't have to complete questions you answered previously. If you've already completed the CAS accreditation with one of the five recognised assessment bodies (Constructionline, CHAS, Achilles, CQMS or SCCS), they have a data sharing agreement which also means you won't have to complete the questions again.

Most questions are mandatory and failure to answer these will result in your application being unsuccessful.

Suppliers may be exempt from answering certain questions if they hold other third-party certifications e.g. ISO standards, or if the questions are not relevant to the nature of its business e.g. not employing subcontractors. Possible exemptions include where the company:

- is not in a group procurement
- does not employ sub-contractors
- does not operate as a Principal Contractor or Contractor
- does not operate as a Principal Contractor
- does not operate as a Principal Designer or Designer
- does not operate as a Principal Designer
- has not been found guilty of breaching equality legislation
- does not undertake IM work
- has already completed a Single Procurement Document (SPD)
- holds cyber security certification
- holds ISO 9001
- holds ISO 14001/ EMAS
- holds ISO 45001 / SSIP scheme certificate
- holds BS EN ISO 19650 2 certificate
- is UK based

What Documentation will you need

Suppliers will be required to upload documents for certain questions. The documents you'll need will depend on the nature of your business and any third-party certifications, however, could include:

- Accounts for last two years
- Anti-bribery and corruption policy
- Anti-bullying policy
- Anti-slavery and human trafficking statement
- Behavioural Management Programme
- BS EN ISO 19650 Part 2 certificate
- Carbon reduction plan
- Corporate governance statement
- Corporate social responsibility policy
- Cyber security certification (Cyber Essentials, Cyber Essentials Plus or ISO 27001)
- Data protection policy
- Drug and alcohol policy
- EMAS certificate
- Environmental management policy
- Equality, Diversity and Inclusion (EDI) Policy
- Factory Production Control (FPC) certificate
- Fleet operations/management scheme certificate
- Gender Pay Gap report
- Health and safety policy
- Information Management policy
- Insurance certificate – contractors all risk
- Insurance certificate – employers' liability
- Insurance certificate – fleet
- Insurance certificate – product liability
- Insurance certificate – professional indemnity
- Insurance certificate – public liability
- ISO 14001 (or equivalent)
- ISO 45001 (or equivalent)
- ISO 9001 (or equivalent)
- Occupational Health Policy
- Quality management policy
- Risk management policy
- Single Procurement Document (SPD)
- SSIP Scheme certificate
- Sub-contractor selection policy
- Trade-specific licences/accreditations (e.g. Asbestos Licence)
- Waste carrier licence
- Whistleblowing policy

Any supporting documentation and certificates you provide will need to be valid and up-to-date. Your policies should have been recently reviewed to ensure they remain effective and, if necessary, revised to ensure that they are relevant to your workplace.

