

Supplier Pre-Qualification Questionnaire

Commercial Services to complete:	
Questionnaire Sent to:	
Date:	
CPPLC Division:	
Telephone Number:	

Countryside require all Suppliers to complete the following Supplier Pre-Qualification Questionnaire. Information provided on this form will be required to demonstrate compliance with regulations and general good practice; therefore all information must be accurate.

In order for Countryside to satisfy the legal requirement imposed on us by the Construction (Design & Management) Regulations 2015 to employ the use of competent and resourced suppliers, we request that you complete the attached questionnaire and return it, along with the requested evidence, as soon as possible.

Supplier Pre-Qualification Questionnaire

Completed By:	Company:
	Address:
Date:	Registered Business Number:
	Company Contact:
	Telephone:
	Fax:
	Email:

1. COMPANY INFORMATION							
1.1. Type/s of supplies provided							
1.2. Radius of working area from address							
1.3. Number of persons employed	Direct employees		Self employed		Total number site based		Total number employed
1.4. Number of Administrative staff / Managers							
1.5. Is your company a member of the Sustainability Supply Chain School? If a member, please provide what level i.e. Bronze, Silver or Gold.							

ASSESSMENT

Question Details (please supply supporting relevant documentation, if additional space is required separate sheet/s may be included)

1. HEALTH & SAFETY POLICY

1.1. If more than five people are employed by your Company, please provide a signed current copy of your organisation's safety Policy statement, as required by s.2 (3) Health and Safety at Work Act etc. 1974.

Please indicate reference to evidence.

2. ARRANGEMENTS

2.1. Please provide a clear explanation of the arrangements which your company has made for putting its policy into effect and for discharging your duties under CDM 2015

3. MANAGEMENT SYSTEMS

3.1. Do you have in place a Health and Safety Management System.

3.2. Is it certified to OHSAS 18001 by a UKAS accredited Certification Body?
If Yes please provide a copy of your certificate.

Please indicate reference to evidence.

4. WORKFORCE INVOLVEMENT / INFORMATION / COMMUNICATION

4.1. You should have, and implement, an established means of consulting with your entire workforce on health & safety matters i.e. consultation, committees etc. Please provide details:

Please indicate reference to evidence.

5. ACCIDENT REPORTING

5.1. Please provide records of all RIDDOR reportable events for the last three years.

Please indicate reference to evidence.

6. COMPETENCE OF HEALTH & SAFETY ADVICE								
6.1. Please name the person, including their telephone number, who is appointed to provide Health & Safety advice to your company.								
6.2. Please confirm the current Professional status that they hold	CFIOSH		CMIOSH		Grad IOSH		Tech IOSH	
	FIIRSM		MIIRSM		AIIRSM		Affiliate IIRSM	
	Other (specify)							
7. TRAINING & INFORMATION								
7.1. Please provide information on how you ensure that you employees current training is up to date, and how you monitor, assess and provide additional training where required.								
Please include training certificates, training matrix etc.								
8. INSURANCE								
8.1. Please provide copies of the following insurance certificate, where applicable <ul style="list-style-type: none"> • Employers Liability • Public Liability • Contractors All Risks • Plant & Machinery • Professional Indemnity 								
9. NOTICES & PROSECUTIONS								
9.1 Have any formal notices been issued or legal proceedings been taken against your Company by the Health & Safety Executive / Enforcing Authority in the last five years? If yes please provide details and remedial actions.								

10. QUALITY ASSURANCE	
10.1 Does your company operate a Quality Management System (QMS)	
10.2 Is it certified to ISO9001:2008 or ISO9001:2015 by a UKAS accredited Certification Body? If Yes please attach a copy of the certificate.	
10.3 Do you have a Quality Policy? If Yes please attach.	
10.4 How are Quality issues communicated to your staff? Please provide evidence of training and awareness.	
10.5 Who has responsibility for Quality management within your company? If external please provide address details.	
10.6 Please provide details of their competency.	
11. MONITORING AND REVIEW	
11.1 Do you review or audit your health, safety, quality and environment processes.	
11.2 Please provide evidence of recent monitoring and the management response to any issues identified in the monitoring.	
Please indicate reference to evidence.	
12. ENVIRONMENTAL MANAGEMENT	
12.1 Does your company operate an Environmental Management System (QMS)?	
12.2 Is it certified to ISO14001, EMAS or BS8555 by a UKAS accredited Certification Body? If Yes please provide a copy of the certificate.	
12.3 Do you have an Environmental or Sustainability Policy? If Yes please attach.	
12.4 How are Environmental issues communicated to your staff. Please provide evidence of training and awareness.	

12.5 Who has responsibility for environmental management within your company? If external please provide address details.	
12.6 Please provide details of their competency.	
12.7 Has the company identified environmental impacts and strategies for their reduction, environmental targets etc.	
12.8 If so, are there any specific targets regarding <ul style="list-style-type: none"> • Global warming • Energy Usage • Water Usage • Raw Material Usage • Recycled/Re-Used Materials • Transport • Waste (e.g. take back scheme) • Lifecycle Analysis • Green Guide Accreditation • Other Issues (Please Specify) 	
12.9 Does the company report publically on environmental issues? If so, please supply a copy	
12.10 Has the company been prosecuted for any breaches of environmental legislation, or received any enforcement notices or sanctions within the past five years?	
12.11 If Yes, please provide details of the incident(s) and any penalties received and any remediation activities undertaken.	
13. PRODUCT SUSTAINABILITY	
13.1 Is the company certified to BES 6001? If Yes please provide evidence.	
13.2 Does the company have a commitment to develop products that improve the quality and sustainability of the built environment (e.g. low or zero carbon technologies /appendix Q certified)	
13.3 Does the product fall within a specification included within the green guide or has been specifically rated by the BRE? If so, state the rating (A+ to E).	

<p>13.4 Does the supplier have an environmental/sustainable procurement policy?</p> <p>If Yes, please attach a copy.</p>	
<p>13.5 If timber is present within the product, is it certified to a recognised scheme e.g. Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) etc.</p> <p>Please detail scheme and proportion of timber certified PLUS attach copies of the certification.</p>	
<p>13.6 Are all other building materials responsibly sourced?</p>	
<p>13.7 Are any reused or recycled materials incorporated within the product? If so, please detail.</p>	
<p>13.8. If white goods are being supplied, are they energy rated under the EU labelling scheme? (Preferably A and B rated) If so, please give the rating. Has consideration also been given to water efficiency?</p>	
<p>Please indicate reference to evidence.</p>	
<p>14. Other Policies and Commitments</p>	
<p>14.1 Does the company have a policy regarding social and ethical issues?</p> <p>If yes please attach.</p>	
<p>14.2 Does the supplier have FORS (Fleet Operator Recognition Scheme) Accreditation? If so, to what level?</p> <p>If Yes please provide a copy of the certificate.</p>	
<p>14.3 Does the supplier have CLOCS (Construction, Logistics and Cycle Safety) Accreditation?</p> <p>If Yes please provide a copy of the certificate.</p>	
<p>15. Social Impacts</p>	
<p>15.1 Are you aware of your obligations under the Modern Slavery Act 2015?</p>	

<p>15.2 Do you have a Modern Slavery and Human Trafficking Policy?</p> <p>If yes please attach.</p>	
<p>15.3 Are you required to make an annual statement under the Modern Slavery Act 2015?</p> <p>If yes please attach.</p>	
<p>15.4 Does the supplier source raw materials or products from overseas?</p> <p>If so, can the supplier demonstrate they are meeting labour standards in line with UN standards, through the Universal Declaration of Human Rights.</p>	
<p>15.5 Can you confirm that you & your supply chain are not sourcing any materials from the following OFAC sanction listed countries?</p> <p>Balkans, Belarus, Burundi, Central African Republic, Cuba, Democratic Republic of Congo, Iran, Iraq, Lebanon, Libya, Nicaragua, North Korea, Somalia, Sudan & Dufar, Syria, Ukraine/Russia, Venezuela, Yemen, Zimbabwe.</p>	
<p>15.6 Do you monitor slavery and forced labour risk within your own business, including temporary, agency and contract workers?</p> <p>Please provide details of how you do this.</p>	
<p>15.7 Do you monitor slavery and forced labour risk in your supply chains?</p> <p>Please provide details of how you do this and how far down the supply chain you monitor ie. tier 1, tier 2 etc.</p>	
<p>15.8 Have you set out consequences for non-compliance of employees, contractors and suppliers with your standards?</p> <p>If yes please detail.</p>	
<p>15.9 Has your company signed up to/ been certified to the following:</p> <p>SA 8000</p> <p>Ethical Trading Initiative</p> <p>UN Global Compact</p>	

15.10 Does the company have an Anit-bribery & Corruption Policy & Procedure? If so, please attach a copy.	
15.11 Does the company pay employees minimum wage?	
15.12 Does the company pay employees living wage?	
15.13 Do you comply with the European Working Time Directive?	

SUPPLIERS DECLARATION

I understand that if any false or incomplete information is given, it may well result in exclusion from being considered as an 'Approved Supplier'.

I accept that it is my responsibility to advise your company of any revised working practices, prosecutions and any other details related to Health, Safety & Environmental, where applicable, to companies within the Countryside Group. Also to update Public and Employers Liability Insurance details as required.

Signature: _____ Date: _____

Director Responsible for Health & Safety & on behalf of Environmental/Quality Department

Name: _____

On behalf of

Name of Company: _____

