

Pre-Qualification Questionnaire

Please fill all fields below:

Company Details:

Company Name:	
Trading As:	
Registered Address:	
Post Code:	
Company Registration Number:	
VAT Registration Number:	
Unique Tax Reference:	
National Insurance Number:	

Managing Director Details:

Principle Director:	
Email Address:	
Telephone Number:	

Accounting Information:

Accounts Contact:	
Telephone Number:	
Email:	
Person Responsible for receiving Payment Notices:	

Banking Information:

Bank Name:	
Account Number:	
Sort Code:	

Trade Reference 1:

Contact:	
Company Name	
Post Code:	
Email:	
Telephone:	

Trade Reference 2:

Contact:	
Company Name	
Post Code:	
Email:	
Telephone:	

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Environmental Checks (Supply Chain Environmental Compliance)

Please complete the following environmental questions and provide supporting evidence where applicable.

1. Environmental Management System

Do you operate an Environmental Management System?

- ☐ Yes
☐ No

If yes, please provide details and attach certification where available (e.g. ISO 14001 Environmental Management System).

Certification Body: _____
Certificate Number: _____
Expiry Date: _____

Please attach a copy of the certificate where applicable.

2. Environmental Policy

Do you have a written Environmental Policy in place?

- ☐ Yes
☐ No

If yes, please attach a copy of your Environmental Policy.

3. Sustainable Procurement

Does your organisation follow recognised sustainable procurement principles (e.g. ISO 20400 – Sustainable Procurement)?

- ☐ Yes
☐ No

Please describe your sustainable procurement approach if applicable:

4. Sustainable Materials Certification

Where applicable, do the materials you supply or install include recognised environmental certifications such as:

- ☐ BES 6001 – Responsible Sourcing of Construction Products
☐ FSC – Forest Stewardship Council Certification
☐ PEFC – Programme for the Endorsement of Forest Certification
☐ Other (please specify): _____

Please provide supporting certification where available.

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5. Waste Management

Do you have procedures in place for responsible waste management including recycling and disposal through licensed waste carriers?

☐ Yes

☐ No

Please provide brief details of your waste management arrangements:

6. Environmental Incidents

Have you had any environmental enforcement notices, prosecutions or significant environmental incidents in the last 3 years?

☐ Yes

☐ No

If yes, please provide details:

7. Environmental Performance Monitoring

Do you monitor environmental performance within your operations (e.g. waste monitoring, energy usage, carbon reduction initiatives)?

☐ Yes

☐ No

If yes, please provide details:

Supporting Documents (Please Attach if Available)

Please include copies of the following where applicable:

- ISO 14001 Environmental Management Certificate
- Environmental Policy
- Sustainable materials certificates (BES6001 / FSC / PEFC)
- Waste management procedures or waste carrier licence
- Any relevant environmental accreditation or sustainability documentation
- **Copies of all relevant insurances when returning the form.**

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Health & Safety Checks (Supply Chain Competence)

Please complete the following Health & Safety questions and provide supporting evidence where applicable.

8. Health & Safety Policy

Do you have a written Health & Safety Policy in place?

- ☐ Yes
☐ No

If yes, please attach a copy of your Health & Safety Policy.

9. Risk Assessments & Method Statements (RAMS)

Do you prepare suitable and sufficient Risk Assessments and Method Statements for your work activities?

- ☐ Yes
☐ No

If yes, please provide an example of a recent RAMS document.

10. Health & Safety Management Arrangements

Do you have arrangements in place for managing Health & Safety within your organisation (e.g. competent advice, supervision, training)?

- ☐ Yes
☐ No

Please provide brief details:

11. Training & Workforce Competence

Are your employees and operatives provided with appropriate training and qualifications relevant to their work activities?

- ☐ Yes
☐ No

Examples may include:

- CSCS / CPC cards
- Trade qualifications
- Health & Safety training
- Plant or equipment competency certification

Please provide details where applicable.

12. Accident Reporting

Do you have procedures in place for recording and reporting accidents, incidents and near misses?

- ☐ Yes
☐ No

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Fire Safety & Structural Competence

(Supply Chain Competency Assessment)

Please complete the following questions and provide supporting evidence where applicable.

13. Relevant Experience

Does your organisation have demonstrable experience undertaking work that may affect the structural integrity or fire safety of buildings?

☐ Yes

☐ No

If yes, please provide details of relevant experience and recent projects:

14. Fire Safety Competence

Do personnel undertaking work affecting fire safety hold appropriate training or qualifications?

Examples may include:

- Passive Fire Protection Training
- Fire Stopping Installation Training
- Manufacturer Installation Training
- Fire Door Installation Certification

☐ Yes

☐ No

Please provide details:

15. Structural Competence

Do personnel undertaking structural works hold appropriate qualifications or competency training relevant to structural construction activities?

Examples may include:

- Structural steel installation competence
- Structural alterations experience
- Trade or construction qualifications (NVQ / City & Guilds)
- Temporary works awareness where applicable

☐ Yes

☐ No

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16. Third-Party Accreditation

Do you hold any recognised third-party accreditation relating to fire safety or structural works?

Examples may include:

- ☐ FIRAS
- ☐ BM TRADA
- ☐ IFC Certification
- ☐ Constructionline / CHAS / SSIP
- ☐ Other (please specify): _____

Please provide details:

17. Supervision and Quality Control

Do you have competent supervision and quality assurance procedures for works affecting fire safety or structural elements?

- ☐ Yes
- ☐ No

Please provide brief details:

Supporting Documents (Please Attach if Available)

Please include copies of the following where applicable:

- Training certificates and qualifications
- Evidence of fire stopping or passive fire protection training
- Structural competence or trade qualification certificates
- Third-party accreditation certificates (FIRAS / BM TRADA / IFC etc.)
- Example RAMS or technical installation procedures

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Insurance Requirements

Subcontractors must provide evidence of valid insurance cover prior to appointment and commencement of work.

Please provide copies of the following insurance policies:

- ☐ Employers' Liability Insurance (minimum £10m cover)
- ☐ Public Liability Insurance (minimum £5m cover)
- ☐ Professional Indemnity Insurance (where applicable)
- ☐ Product Liability Insurance (where applicable)

Insurance certificates must be **current and valid at the time of submission**.

Declaration

I confirm that the information provided within this Subcontractor Pre-Qualification Questionnaire is accurate and that all required documentation, including Health & Safety information and insurance certificates, has been provided.

Name: _____

Position: _____

Company: _____

Signature: _____

Date: _____

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