

# YOUR COMPANY NAME

## Pre-qualification Questionnaire for CDM Co-ordinators

Project:			
<b>From</b>			
Organisation Name:		Telephone:	
Address:		Fax:	
Email:		Reference:	
<b>To</b>			
Organisation Name:		Telephone:	
Address:		Fax:	
Email:		Reference:	
<b>Completed by</b>	Position:	Date:	Signature:

Please answer the following questions and supply relevant information as requested, providing supporting details and documentation separately.

1. Provide examples of work carried out previously, which is comparable in size and nature to this project. Examples enclosed:

Yes  No

2. If five or more people are employed, provide a copy of your organisation's safety policy, as required by s.2(3) of the **Health and Safety at Work Act etc., 1974**. Copy of policy supplied:

Yes  No

3. Provide details of the arrangements for health and safety management in your organisation and how they will be communicated to the workforce, and how your Company will discharge its duties under CDM. Enclosed:

Yes  No

4. Who in your organisation has day-to-day responsibility for the management of health and safety?

Name: Position: Telephone:

Address: Fax:

Email:

5. Provide details of the experience and qualifications of the person named at 3. above. *Curriculum vitae* enclosed:

Yes  No

6. Who will be providing competent advice on health and safety issues on this project?

Name: Position: Telephone:

Address: Fax:

Email:

7. Provide details of the experience and qualifications of the person named at 5. above. *Curriculum vitae* enclosed:

Yes  No

8. How would your organisation assess that the design process addresses the need to eliminate hazards and control risks?

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9. Give details of how you go about encouraging co-operation, co-ordination and communication between client, designers and contractors. Enclosed:

Yes  No

10. Provide details of your system for monitoring, auditing and reviewing of your procedures. Enclosed:

Yes  No

11. Provide details of the experience, training, qualifications, knowledge of health and safety e.g. NEBOSH Construction Certificate, membership of professional bodies etc. and arrangements for continuing professional development of key staff who will be employed on the project. *Curriculum vitae* enclosed:

Yes  No

Arrangements for continuing professional development enclosed:

Yes  No

12. What methods would you propose to take to ensure the competence of designers employed on the project, if asked for advice by the client? Details enclosed:

Yes  No

13. What measures would you propose to take to ensure the competence of contractors employed on the project, if asked for advice by the client? Details enclosed:

Yes  No

14. Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last three years?

Yes  No

If yes, please provide details separately.

15. Provide an example of a pre-construction information pack previously prepared prior to the tender stage. If you do not have one available, provide your proposals for the format of the pre-construction information. Details enclosed:

Yes  No

16. How would you evaluate the construction phase health and safety plan prior to commencement of construction (to advise the client of its adequacy) if asked to do so? Details enclosed:

Yes  No

17. Provide details for the preparation of the health and safety file for this project. What methods would you use to ensure that all the information required for inclusion in the file is provided and can be easily accessed by those who require information? Details enclosed:

Yes  No

18. What resources (including staff, equipment and technical facilities), as required by the Construction (Design and Management) Regulation (SI 1994 No. 3140), does your organisation intend to allocate to this project? Details enclosed:

Yes  No