

YOUR COMPANY NAME

Pre-qualification Questionnaire for Contractors

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

	Questions	Answer/Comments	Documentation / Proof Required
1	Do you have a Health and Safety (H&S) policy?		✓
2	When was your Health and Safety Policy last updated or reviewed?		
3	Do you have Arrangements that detail how your company manages H&S?		✓
4	How are your Arrangements for H&S communicated to your employees (and sub-contractors, if applicable)?		✓
5	How do you consult with your employees on H&S matters?		✓
6	Are your H&S Arrangements subject to a system of Monitoring, Review and Audit?		✓
7	Who has the main H&S responsibility in your organisation?		
8	What safety and other relevant qualifications do they hold?		✓
9	From whom do you get competent H&S and construction safety advice e.g. in-house safety advisor or consultancy?		
10	What H&S qualifications does your competent H&S advisor hold?		✓

11	Do you have evidence of employee training to ensure their competence to carry out the work at our premises?		✓
12	Do you have evidence of training for key project members e.g. CDM Co-ordinator?		✓
13	Please name your employee who will be responsible for H&S on our site.		
14	Please detail what relevant qualifications, training and experience the person responsible for H&S has.		✓
15	How many reportable accidents have you had in the last 2 years?		
16	Has your company ever been subject to any enforcement action? If yes, please provide details.		
17	Do you have procedures for reporting and investigating accidents, dangerous occurrences, and diseases? Provide details of any investigations carried out following accidents (if any).		✓
18	If applicable, do you have Procedures for ensuring the competence of sub-contractors?		✓ (if applicable)
19	Have risk assessments been prepared for the activities to be carried out on our premises? Examples required.		
20	Have method statements been prepared for the activities to be carried out on our premises? Examples required.		✓
21	Have safe systems of work been prepared for the activities to be carried out on our premises? Examples required.		✓
22	Do you have arrangements for the maintenance of plant and equipment? Please provide details.		✓
23	How do you ensure that adequate welfare facilities are available prior to work commencing? Please provide details.		✓ (if applicable)

Office use only	YES	NO
Has all the information requested above been received?		
Has a signed copy of Contractors safety information been received?		
Is the documentation satisfactory?		
Is there a contract specification for the work?		
Following the provision of references from previous clients, is the contractor approved?		