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CONTRACTORS PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

In accordance with the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and Regulation 4 of the Construction (Design and Management) Regulations 2007, it is necessary for us to assess the health and safety competence of all contractors we employ.

To be considered for future work with this company, the questionnaire must be completed and returned together with any appropriate documentation.

CONTRACTORS DETAILS	
Name of Company	
Address	
Telephone No:	Fax No:
<i>I certify that all details contained in this questionnaire are correct</i>	
Signature.....	Date.....
Name & Initials..... (BLOCK CAPITALS PLEASE)	
Title.....	
Nature of Business and maximum contract value for which you wish to be considered	
.....	
.....	

PLANNING & DOCUMENTATION	
(tick appropriate box to confirm documents attached)	
1. Health & Safety Policy (including line management chart)	
2. Copy of current Employer's Liability Insurance Certificates	
3. Sample Risk Assessments	
4. Sample COSHH Assessments	
5. Sample Method Statements (for a similar activity if possible)	
6. Sample of Site Safety Inspection Reports Completed	
7. Sample of Safety Audit Reports Completed	
8. Waste Management Plan	
9. Environmental Management Plan	
10. Any Other Relevant Information	

INSURANCE DETAILS

Please provide a copy of your current Employer's Liability Insurance Certificate

Expiry date:

Employer's Liability cover:

Public Liability cover:

Product Liability cover:

HEALTH AND SAFETY ASSISTANCE

Please name the competent person or organisation responsible for assisting you with health and safety issues in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999

Name of person.....

Employed by.....

Address.....

.....

Qualifications.....

HEALTH AND SAFETY TRAINING AND RESOURCES

Please list the expertise / experience and training qualifications of the following

Safety Director.....

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Contracts Manager.....

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Supervisors.....

.....

Please list any training given to employees (e.g. CSCS, CPCS, CCDO, CCNSG, SMSTS, SSSTS, Site safety awareness, specific skills training etc.)

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DO YOU EMPLOY SUB-CONTRACTORS				Yes		No	
if the answer is yes, please provide information on how these sub-contractors are assessed to determine their competency							
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COMMUNICATION	
What are your procedures for communicating with workers / subcontractors whose first language is not English	
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FIRST AID	
Does your company have trained first aiders or appointed persons within your own workforce. Please provide details: -	
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SAFE SYSTEMS OF WORK	
Please detail how your safe systems of work are brought to the attention of all employees on site (e.g. risk assessments, COSHH assessments, method statements)	
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SAFE SYSTEMS OF WORK (Cont'd)
How is additional safety information passed on during the course of the contract
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INSPECTIONS, AUDITS & MONITORING
Please explain how monitoring of health and safety performance is undertaken
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ACCIDENT STATISTICS						
Please provide your accident statistics for the last three years						
	Last Year		Previous Year		Year previous to that	
No of fatalities						
No of reportable over 3 day injuries (RIDDOR)						
No of reportable Major injuries (RIDDOR)						
No of reportable dangerous occurrences (RIDDOR)						
No of reportable diseases (RIDDOR)						
No of employees						

