

Pre-Qualification Questionnaire for Principal Contractors / Designers

Project:	
Organisation name:	
Address:	
Telephone:	
Email:	
References:	
1.	
2.	
3.	
Client Organisation name: Chichester University	
Address: BOC / BRC to be added	
Contact name: To be added	
Telephone: To be added	
Email: To be added	
Completed by:	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 work you will complete for the University. Examples enclosed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Please provide a statement of your general policy with regard to health and safety that is signed and dated by a senior manager within the last 12 months. Enclosed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Provide details of your organisation's health and safety management procedures. How will these be used to ensure effective management of health and safety during construction phase of this project? Enclosed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. When and how do you use Construction Phase Plans, Risk Assessments, and Method Statements. Enclosed examples:	Yes <input type="checkbox"/> No <input type="checkbox"/>

5. Have you or your Organisation been prosecuted for any breach of health and safety in the last five years? If yes please provide details of the incident.

Yes **No**

Details enclosed:

Yes **No**

6. Have you or your Organisation been issued with any Prohibition or Improvement Notices in the last five years? If yes please provide details of the incident.

Yes **No**

Details enclosed:

Yes **No**

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

Name:

Position:

Address:

Telephone:

Fax:

Email:

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

Yes **No**

9. Who will be responsible for site management / health and safety on this project?

Name:

Position:

Address:

Telephone:

Fax:

Email:

10. Provide details of the experience and qualifications of the person named at 9. above. *Curriculum vitae* enclosed.

Yes **No**

11. How many professional staff do you employ? Number:

12. Provide details of the experience, qualifications, membership of professional bodies etc. and arrangements for continuing professional development of key staff who would be employed on work for the University. *Curriculum vitae* enclosed.

Yes **No**

Arrangements for continuing professional development enclosed:

Yes **No**

13. Provide details of the general training which you would provide to your employees and to others to ensure their competence whilst they are employed with you.
Details enclosed: **Yes** **No**
14. Provide details of the safety training which you would provide to your employees and to others to ensure their competence whilst they are employed with you.
Details enclosed: **Yes** **No**
15. Please advise of the number and type of projects your company has acted as Principle Contractor for on previously:
16. As Principle Contractor what measures would you adopt to ensure the competence of the sub-contractors to whom you propose to award any work?
Details enclosed: **Yes** **No**
17. Please provide information and any Policies on how you discard waste off site, including consideration of differing types of waste. Please provide your current Environmental Policy.
Provide examples / policy documents: **Yes** **No**
18. For capital works a minimum public liability (PL) insurance cover of £10 million is required for all UoC Estates contractors. Only following one off approval will a lower amount be agreed on a specific project. Please provide a statement from your insurance broker providing the following details, or complete the below and enclose copies of your insurance.
Certificates enclosed: **Yes** **No**
19. Environmental Performance – Are you aware of the main environmental impacts of your company and does your company have any formal procedures to control its environmental impact e.g. oil spill procedures / sustainable procurement procedures / etc.
Enclosed: **Yes** **No**
20. Equality, Diversity, and Inclusion Policies
Enclosed: **Yes** **No**
- Where a Contractor / Consultant is to carry out an element of design:**
21. Please confirm your company has experience working as Principle Designer (PD) under the Construction Design and Management Regulations (CDM) 2015.
Enclosed: **Yes** **No**
22. For capital works a minimum professional indemnity (PI) insurance cover of £5 million is required for all UoC Estates contractors. Only following one off approval will a lower amount be agreed on a specific project. Please provide a statement from your insurance broker providing the following details, or complete the below and enclose copies of your insurance.
Enclosed: **Yes** **No**