

Appendix B
Payment Certificate Pro-forma
Appendix B
Payment Certificate Pro-forma

London Underground

Certificate

Contractor Name
Contractor Address

Project No
Project Name
Order Reference
Original Order Description
Certificate Id.
Despatch Date
Valuation Date
Currency

GBP

	THIS CERTIFICATE	LAST CERTIFICATE	THIS PAYMENT
GROSS VALUATION	0.00	0.00	0.00
Contract Discount	0.00	0.00	0.00
TOTAL VALUATION	0.00	0.00	0.00
Less Retention Deduction	0.00	0.00	0.00
Plus Retention Release	0.00	0.00	0.00
Deductions:			
Income Tax	0.00	0.00	0.00
Liquidated Damages	0.00	0.00	0.00
Net Value of Work	0.00	0.00	0.00

NB: A copy of this Certificate must be attached to your VAT Invoice and sent to the Accounts Payable Address in order to receive payment.

Registered in England and Wales:

Appendix C

Payment Periods

SCHEDULE OF PERIOD END DATES

For clarification and avoidance of doubt: The Contractor shall submit details of the sums sought for payment to the Company at intervals as shown below. Payment Applications are to be made no later than the Payment Period end date in which the work has been carried out. The application will then be assessed by the Company no later than 14 days after the due date for a Payment Application submission (also period end date) whereby the Company shall issue a Payment Notice for the assessed amount. The Contractor shall within 7 days issue a corresponding VAT invoice. A copy of the Payment Notice is to be attached to the invoice and submitted to the Accounts Dept for payment. The due date for payment shall be 21 days after the Company receives the Payment Application. The Final Date for Payment shall be 28 days following the due date for payment. Payment notification and/or pay less amounts will be notified prior to the Final Dates for Payment. In addition the Contractor is required to submit each week a summary of labour costs (plus any Additional Equipment and Materials) validated by the supporting (signed) shift reports (timesheets).

Select Financial Year: **2015-16**

Period 1	Start	Finish
Week 1	01/04/2015	11/04/2015
Week 2	12/04/2015	18/04/2015
Week 3	19/04/2015	25/04/2015
Week 4	26/04/2015	02/05/2015

Period 2	Start	Finish
Week 1	03/05/2015	09/05/2015
Week 2	10/05/2015	16/05/2015
Week 3	17/05/2015	23/05/2015
Week 4	24/05/2015	30/05/2015

Period 3	Start	Finish
Week 1	31/05/2015	06/06/2015
Week 2	07/06/2015	13/06/2015
Week 3	14/06/2015	20/06/2015
Week 4	21/06/2015	27/06/2015

Period 4	Start	Finish
Week 1	28/06/2015	04/07/2015
Week 2	05/07/2015	11/07/2015
Week 3	12/07/2015	18/07/2015
Week 4	19/07/2015	25/07/2015

Period 5	Start	Finish
Week 1	26/07/2015	01/08/2015
Week 2	02/08/2015	08/08/2015
Week 3	09/08/2015	15/08/2015
Week 4	16/08/2015	22/08/2015

Period 6	Start	Finish
Week 1	23/08/2015	29/08/2015
Week 2	30/08/2015	05/09/2015
Week 3	06/09/2015	12/09/2015
Week 4	13/09/2015	19/09/2015

Period 7	Start	Finish
Week 1	20/09/2015	26/09/2015
Week 2	27/09/2015	03/10/2015
Week 3	04/10/2015	10/10/2015
Week 4	11/10/2015	17/10/2015

Period 8	Start	Finish
Week 1	18/10/2015	24/10/2015
Week 2	25/10/2015	31/10/2015
Week 3	01/11/2015	07/11/2015
Week 4	08/11/2015	14/11/2015

Period 9	Start	Finish
Week 1	15/11/2015	21/11/2015
Week 2	22/11/2015	28/11/2015
Week 3	29/11/2015	05/12/2015
Week 4	06/12/2015	12/12/2015

Period 10	Start	Finish
Week 1	13/12/2015	19/12/2015
Week 2	20/12/2015	26/12/2015
Week 3	27/12/2015	02/01/2016
Week 4	03/01/2016	09/01/2016

Period 11	Start	Finish
Week 1	10/01/2016	16/01/2016
Week 2	17/01/2016	23/01/2016
Week 3	24/01/2016	30/01/2016
Week 4	31/01/2016	06/02/2016

Period 12	Start	Finish
Week 1	07/02/2016	13/02/2016
Week 2	14/02/2016	20/02/2016
Week 3	21/02/2016	27/02/2016
Week 4	28/02/2016	05/03/2016

Period 13	Start	Finish
Week 1	06/03/2016	12/03/2016
Week 2	13/03/2016	19/03/2016
Week 3	20/03/2016	26/03/2016
Week 4	27/03/2016	31/03/2016

Select Financial Year: **2016-17**

Period 1	Start	Finish
Week 1	01/04/2016	09/04/2016
Week 2	10/04/2016	16/04/2016
Week 3	17/04/2016	23/04/2016
Week 4	24/04/2016	30/04/2016

Period 2	Start	Finish
Week 1	01/05/2016	07/05/2016
Week 2	08/05/2016	14/05/2016
Week 3	15/05/2016	21/05/2016
Week 4	22/05/2016	28/05/2016

Period 3	Start	Finish
Week 1	29/05/2016	04/06/2016
Week 2	05/06/2016	11/06/2016
Week 3	12/06/2016	18/06/2016
Week 4	19/06/2016	25/06/2016

Period 4	Start	Finish
Week 1	26/06/2016	02/07/2016
Week 2	03/07/2016	09/07/2016
Week 3	10/07/2016	16/07/2016
Week 4	17/07/2016	23/07/2016

Period 5	Start	Finish
Week 1	24/07/2016	30/07/2016
Week 2	31/07/2016	06/08/2016
Week 3	07/08/2016	13/08/2016
Week 4	14/08/2016	20/08/2016

Period 6	Start	Finish
Week 1	21/08/2016	27/08/2016
Week 2	28/08/2016	03/09/2016
Week 3	04/09/2016	10/09/2016
Week 4	11/09/2016	17/09/2016

Period 7	Start	Finish
Week 1	18/09/2016	24/09/2016
Week 2	25/09/2016	01/10/2016
Week 3	02/10/2016	08/10/2016
Week 4	09/10/2016	15/10/2016

Period 8	Start	Finish
Week 1	16/10/2016	22/10/2016
Week 2	23/10/2016	29/10/2016
Week 3	30/10/2016	05/11/2016
Week 4	06/11/2016	12/11/2016

Period 9	Start	Finish
Week 1	13/11/2016	19/11/2016
Week 2	20/11/2016	26/11/2016
Week 3	27/11/2016	03/12/2016
Week 4	04/12/2016	10/12/2016

Period 10	Start	Finish
Week 1	11/12/2016	17/12/2016
Week 2	18/12/2016	24/12/2016
Week 3	25/12/2016	31/12/2016
Week 4	01/01/2017	07/01/2017

Period 11	Start	Finish
Week 1	08/01/2017	14/01/2017
Week 2	15/01/2017	21/01/2017
Week 3	22/01/2017	28/01/2017
Week 4	29/01/2017	04/02/2017

Period 12	Start	Finish
Week 1	05/02/2017	11/02/2017
Week 2	12/02/2017	18/02/2017
Week 3	19/02/2017	25/02/2017
Week 4	26/02/2017	04/03/2017

Period 13	Start	Finish
Week 1	05/03/2017	11/03/2017
Week 2	12/03/2017	18/03/2017
Week 3	19/03/2017	25/03/2017
Week 4	26/03/2017	31/03/2017

Select Financial Year: **2017-18**

Period 1	Start	Finish
Week 1	01/04/2017	08/04/2017
Week 2	09/04/2017	15/04/2017
Week 3	16/04/2017	22/04/2017
Week 4	23/04/2017	29/04/2017

Period 2	Start	Finish
Week 1	30/04/2017	06/05/2017
Week 2	07/05/2017	13/05/2017
Week 3	14/05/2017	20/05/2017
Week 4	21/05/2017	27/05/2017

Period 3	Start	Finish
Week 1	28/05/2017	03/06/2017
Week 2	04/06/2017	10/06/2017
Week 3	11/06/2017	17/06/2017
Week 4	18/06/2017	24/06/2017

Period 4	Start	Finish
Week 1	25/06/2017	01/07/2017
Week 2	02/07/2017	08/07/2017
Week 3	09/07/2017	15/07/2017
Week 4	16/07/2017	22/07/2017

Period 5	Start	Finish
Week 1	23/07/2017	29/07/2017
Week 2	30/07/2017	05/08/2017
Week 3	06/08/2017	12/08/2017
Week 4	13/08/2017	19/08/2017

Period 6	Start	Finish
Week 1	20/08/2017	26/08/2017
Week 2	27/08/2017	02/09/2017
Week 3	03/09/2017	09/09/2017
Week 4	10/09/2017	16/09/2017

Period 7	Start	Finish
Week 1	17/09/2017	23/09/2017
Week 2	24/09/2017	30/09/2017
Week 3	01/10/2017	07/10/2017
Week 4	08/10/2017	14/10/2017

Period 8	Start	Finish
Week 1	15/10/2017	21/10/2017
Week 2	22/10/2017	28/10/2017
Week 3	29/10/2017	04/11/2017
Week 4	05/11/2017	11/11/2017

Period 9	Start	Finish
Week 1	12/11/2017	18/11/2017
Week 2	19/11/2017	25/11/2017
Week 3	26/11/2017	02/12/2017
Week 4	03/12/2017	09/12/2017

Period 10	Start	Finish
Week 1	10/12/2017	16/12/2017
Week 2	17/12/2017	23/12/2017
Week 3	24/12/2017	30/12/2017
Week 4	31/12/2017	06/01/2018

Period 11	Start	Finish
Week 1	07/01/2018	13/01/2018
Week 2	14/01/2018	20/01/2018
Week 3	21/01/2018	27/01/2018
Week 4	28/01/2018	03/02/2018

Period 12	Start	Finish
Week 1	04/02/2018	10/02/2018
Week 2	11/02/2018	17/02/2018
Week 3	18/02/2018	24/02/2018
Week 4	25/02/2018	03/03/2018

Period 13	Start	Finish
Week 1	04/03/2018	10/03/2018
Week 2	11/03/2018	17/03/2018
Week 3	18/03/2018	24/03/2018
Week 4	25/03/2018	31/03/2018

Select Financial Year: **2018-19**

Period 1	Start	Finish
Week 1	01/04/2018	07/04/2018
Week 2	08/04/2018	14/04/2018
Week 3	15/04/2018	21/04/2018
Week 4	22/04/2018	28/04/2018

Period 2	Start	Finish
Week 1	29/04/2018	05/05/2018
Week 2	06/05/2018	12/05/2018
Week 3	13/05/2018	19/05/2018
Week 4	20/05/2018	26/05/2018

Period 3	Start	Finish
Week 1	27/05/2018	02/06/2018
Week 2	03/06/2018	09/06/2018
Week 3	10/06/2018	16/06/2018
Week 4	17/06/2018	23/06/2018

Period 4	Start	Finish
Week 1	24/06/2018	30/06/2018
Week 2	01/07/2018	07/07/2018
Week 3	08/07/2018	14/07/2018
Week 4	15/07/2018	21/07/2018

Period 5	Start	Finish
Week 1	22/07/2018	28/07/2018
Week 2	29/07/2018	04/08/2018
Week 3	05/08/2018	11/08/2018
Week 4	12/08/2018	18/08/2018

Period 6	Start	Finish
Week 1	19/08/2018	25/08/2018
Week 2	26/08/2018	01/09/2018
Week 3	02/09/2018	08/09/2018
Week 4	09/09/2018	15/09/2018

Period 7	Start	Finish
Week 1	16/09/2018	22/09/2018
Week 2	23/09/2018	29/09/2018
Week 3	30/09/2018	06/10/2018
Week 4	07/10/2018	13/10/2018

Period 8	Start	Finish
Week 1	14/10/2018	20/10/2018
Week 2	21/10/2018	27/10/2018
Week 3	28/10/2018	03/11/2018
Week 4	04/11/2018	10/11/2018

Period 9	Start	Finish
Week 1	11/11/2018	17/11/2018
Week 2	18/11/2018	24/11/2018
Week 3	25/11/2018	01/12/2018
Week 4	02/12/2018	08/12/2018

Period 10	Start	Finish
Week 1	09/12/2018	15/12/2018
Week 2	16/12/2018	22/12/2018
Week 3	23/12/2018	29/12/2018
Week 4	30/12/2018	05/01/2019

Period 11	Start	Finish
Week 1	06/01/2019	12/01/2019
Week 2	13/01/2019	19/01/2019
Week 3	20/01/2019	26/01/2019
Week 4	27/01/2019	02/02/2019

Period 12	Start	Finish
Week 1	03/02/2019	09/02/2019
Week 2	10/02/2019	16/02/2019
Week 3	17/02/2019	23/02/2019
Week 4	24/02/2019	02/03/2019

Period 13	Start	Finish
Week 1	03/03/2019	09/03/2019
Week 2	10/03/2019	16/03/2019
Week 3	17/03/2019	23/03/2019
Week 4	24/03/2019	31/03/2019

Appendix D
Shift Report Pro-forma



Contractor name:		Site:		Sheet _____ of _____
Contract reference:		Shift start date:		
Shift type:	Day / Night (delete as applicable)	Possession:	Yes/No (delete as applicable)	

Special Notes: (Work executed for other contractors / delayed access / incidents / future labour & materials requirements / other notes)

[illegible]

Contractor's Site Supervisor	LD Representative
Name: _____	Name: _____
Position: _____	Position: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
	Signature certifies that the resources recorded above are accurate and were required for the work.

Failure to complete, sign and submit this document on completion of each shift is in breach of LU's standard working practices and may delay or prejudice recovery of costs under the relevant contract.

CBS Codes:

A - Preliminaries
B - Enabling Works

C - Tiling Works
D - Painting

E - Cleaning & Repairing Surfaces
F - Cable Management System

G - Cabling Works (inc testing)
H - Comms Systems (inc t&c)

I - M & E & Fire Equipment
J - M & E & Fire Services

K - Signage Works
L - Civil Works

M - Others

Schedule 5

Contract Variation Procedure

Variations to any Contract in accordance with Clause 10 of the Conditions of Contract will be dealt with in accordance with the following procedure.

Variations will be dealt with on behalf of the Company by the Company's Representative.

- 1.1 In any case where the Company is considering the introduction of a Variation, whether at the request of the Contractor or not, but does not wish to proceed until the effect, if any, of the proposed Variation on the Order Price is known, the Company's Representative will complete the top portion of a Notification of Proposed Variation to Contract ("**NPVC**") in the form of Appendix 1A and send two copies to the Contractor. The Contractor will complete the form detailing the variation, if any, in the Order Price for each Variation, and will return one copy to the Company Representative.
- 1.2 In any case where the Contractor wishes to recommend a Variation, the Contractor shall complete and send to the Company's Representative one copy of a Contractor's Recommended Variation to Contract ("**CRVC**") in the form of Appendix 1B detailing the proposed Variation and their effect, if any, on the Order Price.
- 1.3 Subject to Paragraph 2 below, the Contractor must not implement any Variation until it has been duly authorised by the Company's Representative by the issue of an Authority for Variation to Contract ("**AVC**") in the form of Appendix 3.
2. In cases where the Company requires a Variation to be implemented by the Contractor, whether at the suggestion of the Contractor or not, as soon as possible and before the effect on the Order Price is established, the Company's Representative will complete the top portion of a Notification of Required Variation to Contract ("**NRVC**") in the form of Appendix 2, which will be authorised by the Company's Representative and send two copies to the Contractor. The Contractor will take the same action as detailed in Paragraph 1.1 above in respect of the completion and return of the form but will immediately proceed with the Variation required. The Parties shall agree the variation of the Order Price as soon as reasonably possible thereafter. In default of such agreement within twenty-one (21) days of despatch of the NRVC by the Company's Representative the Dispute resolution procedure set out in Clause 25 of the Conditions of Contract shall apply.
3. When a NPVC or a CRVC has been issued and the variation, if any, in the Order Price has been negotiated between the Company's Representative and the Contractor and agreed, the Company's Representative will authorise the Contractor to proceed with the Variation by the

issue, in duplicate, of an AVC. The Contractor will countersign and return one copy to the Company's Representative.

4. Subject to Paragraph 2 above, no variation whatsoever from the original Order Price will be considered unless the foregoing procedure has been carried out, and it will be the responsibility of the Contractor to ensure that the relevant form or forms has or have been received from the Company's Representative before any Variation is implemented.
5. All forms referred to in this Schedule shall be completed and returned by the Contractor to the Company's Representative as soon as possible and in any event within twenty-eight (28) days of receipt by the Contractor from the Company's Representative.
6. Any variation to the Order Price ("**the Variation Sum**") shall take effect on the date of its agreement by the Parties in accordance with the procedure set out in this Schedule 5 or (as the case may be) the date of its determination in accordance with the Dispute resolution procedure in Clause 25 of the Conditions of Contract. The Variation Sum shall be paid as an equal proportionate adjustment to the Order Price for the remaining period of the Contract until the Order Completion Date unless otherwise specified in the AVC.

Appendix 1a
VARIATION PROCEDURE FORM 1A

XX

Telephone 020-7xxx-xxxx Fax 020-7xxx-xxxx

Contract No. xxxx

Variation No. xxx

Date xxx

NOTIFICATION OF PROPOSED VARIATION TO CONTRACT (NPVC)

Price only required

THIS IS NOT AN INSTRUCTION TO PROCEED

THE PROCEDURE SET OUT BELOW MUST BE FOLLOWED IN RETURNING THIS FORM.

- (i) This form constitutes a supplementary tender and must be completed as soon as possible and in any case within two weeks from the date hereof.
- (ii) The prices entered on this form will be related to the levels of labour rates and material prices prevailing at the date of tender and NOT at current price levels. In the event of the Order Price not being affected "nil" should be entered in the appropriate space(s).
- (iii) This form is sent in duplicate. One completed copy must be returned to the Company's Representative.

DETAILS OF VARIATION(S)

Signed by [Company's Representative]

Registered Office: Windsor House, 42-50, Victoria Street, London, SW1H 0TL England.
Registered Numbers: 6242508 and 6221959 in England and Wales.

TO BE COMPLETED BY THE CONTRACTOR - Cost of above variation(s)

	Increase to Order Price	Decrease to Order Price	Details and costs of Redundant Parts or Raw Materials
i)			

Date

Signed

on behalf of *[insert name of Contractor]*

Appendix 1b
VARIATION PROCEDURE FORM 1B

[Insert name of contractor]

Telephone 020-7xxx-xxxx Fax 020-7xxx-xxxx

Contract No. xxxx

Datexxx

**NOTIFICATION OF CONTRACTOR'S RECOMMENDED VARIATION TO CONTRACT
("CRVC")**

THE PROCEDURE SET OUT BELOW MUST BE FOLLOWED IN RETURNING THIS FORM.

- (i) This form constitutes a supplementary tender. The Company's Representative shall inform the Contractor as soon as possible and in any case within two weeks from the date hereof whether or not the Contractor's recommended variation is acceptable or not to the Company.
- (ii) The prices entered on this form are related to the levels of labour rates and material prices prevailing at the date of tender and NOT at current price levels. Where the Order Price is not affected by the variation recommended in this CRVC "nil" has been entered in the appropriate space(s).
- (iii) This form is sent in duplicate. One completed copy must be returned to the Contractor.

DETAILS OF VARIATION(S)

TO BE COMPLETED BY THE CONTRACTOR - Cost of above variation(s)

	Increase to Order Price	Decrease to Order Price	Details and costs of Redundant Parts or Raw Materials
			Proposed Date for Variation to take place

Date

Signed

on behalf of **[insert name of Contractor]**

Appendix 2
VARIATION PROCEDURE FORM 2

XX

Telephone 020-7xxx-xxxx Fax 020-7xxx-xxxx

Contract No. xxxx

Variation No. xxx

Date xxx

NOTIFICATION OF REQUIRED VARIATION FROM CONTRACT ("NRVC")

This form constitutes an **INSTRUCTION TO PROCEED** with the variation(s) detailed below on a "price to be agreed" basis and is a tender form on which your price(s) for such variation(s) must be notified.

THE PROCEDURE SET OUT BELOW MUST BE FOLLOWED IN RETURNING THIS FORM.

- (i) No claim for a change to the Order Price will be accepted unless this form is completed and returned within two weeks from the date hereof unless mutually agreed in writing.
- (ii) The prices entered on this form will be related to the levels of labour rates and material prices prevailing at the date of tender and NOT at current price levels. In the event of the price not being affected, "nil" should be entered in the appropriate space(s).
- (iii) This form is sent in duplicate. One completed copy must be returned to the Company's Representative.

DETAILS OF VARIATION(S)

Signed [Company's Representative]

for BCV and SSL

Registered Office: Windsor House, 42-50 Victoria Street London SW1H 0TL, England.
Registered Numbers: 6221959 and 6242508 in England and Wales.

TO BE COMPLETED BY THE CONTRACTOR - Cost of above variation(s)

Increase to Order Price	Decrease to Order Price	Details and costs of Redundant Parts or Raw Materials
		Proposed date from which Variation to take place

Date

Signed

on behalf of Contractor

Appendix 3
VARIATION PROCEDURE FORM 3

XX

Telephone 020-7xxx-xxxx Fax 020-7xxx-xxxx

Contract No: xxxx

Variation No:

Date:

AUTHORITY FOR VARIATION TO CONTRACT ("AVC")

Pursuant to Clause 15 and Schedule 5 of the Conditions of Contract authority is hereby given for the implementation of the Variation and the variation in the Order Price as detailed below. The duplicate copy of this form must be signed by or on behalf of the Contractor and returned to the Company's Representative as an acceptance by the Contractor of the variation shown below.

DETAILS OF VARIATION	AMOUNT (£)
ALLOWANCE TO XX	
EXTRA COST TO XX	
TOTAL	

Signed

For the Company

Registered Office: Windsor House, 42-50 Victoria Street London, SW1H 0TL, England.
Registered Number: 6221959 in England and Wales.

ACCEPTANCE BY THE CONTRACTOR	
Date	Signed

Schedule 6
QUENSH Menu and Quality and Safety Plan^{1 2}

¹ Insert Quality and Safety Plan.

² Insert the applicable QUENSH Conditions.

F0780 Contract Menu

This Contract Menu must be used in conjunction with Category 1 Standard [S1552](#) "Contract QUENSH Conditions"

Issue No.: A16

MAYOR OF LONDON

Issue date: November 2014
Review date: November 2019



Contract Menu

Contract No: TfL00249 Specialist Welding and Hand Grinding Framework
(Lot 3) /1

Contract Name Labour – Track Welding Lot 3

Client: London Underground

Supplier: 1st Inrail

Principal Contractor: Yes ☐ No ☐



Guidance

The menu is a tool which is used by the Client to identify conditions that apply to specific contracts and communicate these conditions to the Supplier.

How to complete the menu

1. The Client evaluates the scope of work and enters 'Y' or 'N' in the 'Identified by the Client' column of the menu against each condition selected as applicable or not applicable to the Contract. In the 'Other documents / comments' column the Client can make references to other documents which are supplementary information which is available although not contained within the QUENSH manual but should be considered by the Supplier when they review the conditions. Copies of any additional documents identified in the menu shall be made available to the Supplier. All documents referenced in the Menu shall be current issue, unless otherwise advised. This column can also be used to communicate information (comments) to the Supplier which may be of use to the Supplier when reviewing the conditions.
2. The Client fills in 'Client menu (Invitation to Tender)' section on the last page of the menu and issues the menu as part of the ITT.
 - (1) The Supplier receives the ITT, evaluates the scope of work and, as a requirement of the tendering process, inserts 'Y' or 'N' in the 'Identified by the Supplier' column of the menu against each condition selected as being applicable. These selections may be different from those identified by the Client. Where the Supplier's selection differs from the Client's selection, a clear explanation of the reason for these differences shall be given by the Supplier. A reference to these explanations shall be put in the 'Reference to explanation' column on the menu.
 - (2) The Supplier representative signs and dates the 'Supplier menu (Tender)' on the last page of the menu and submits it with the tender, for consideration by the Client.
 - (3) Differences in the Client and Supplier menu selections will be discussed and resolved with the Client at subsequent tender review meetings. The agreed final version of the menu selections shall form a mandatory part of the Contract and shall be complied with by all Suppliers and their sub-contractors.
 - (4) The menu shall be subject to project version and document control.

Queries on the menu

Any queries in relation to the Contract QUENSH Conditions selected on the menu are to be referred to the Client representative, see contact details/address on last page of the menu.



Contract menu

Requirements in QUENSH

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
4	Agreement of the applicable QUENSH contract conditions				
5	Supplier's selection of sub-contractors		Y	Y	
6	Identification of Safety Critical Activities		Y	Y	
7	Works Environmental Management		N	Y	Required as part of general site management
8	Emergency Plan		N	Y	Required as part of general site management
9	Method Statements	Labour Supply Only. MS will be supplied by Client. Supplier to comply with MS requirements	Y	Y	Method Statements supplied as part of tender
10	Health, Safety and Environment File		N	Y	Update of existing HSE files required
11	Pre-start health, safety and environment meeting		N	Y	Required as part of general site management
12	Supplier's site induction		Y	Y	
13	Site Person in Charge		Y	Y	
14	Staff requirements		Y		
14.1	Behaviours		Y		
14.1.1	Alcohol and drugs		Y	Y	
14.1.2	Control of hours worked		Y	Y	
14.2	Knowledge		Y		
14.2.1	English language		Y	Y	
14.2.2	Access Card and Worksite Briefing		Y	Y	



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
14.2.3	Visitors to sites		Y	Y	
14.3	General competence		Y		
14.3.1	Evidencing competence of safety critical staff		Y	Y	
14.3.2	Identification of safety critical staff		Y	Y	
14.3.3	Competent external safety critical personnel		Y	Y	
14.3.4	Training		Y	Y	
14.3.5	Asset specific competence		Y	Y	
14.4	Medical requirements		Y	Y	
14.5	Identification of Suppliers staff		Y	Y	
14.6	Clothing		Y	Y	
15	Permits and licences		Y		
15.1	LU specific permits and licences		Y	Y	
15.2	Permits, licences and certificates for Supplier's staff		Y	Y	
16	The Principles of Access		Y		
16.1	Introduction		Y	Y	
16.2	Access to Stations		Y	Y	
16.3	Access to Track		Y	Y	
16.4	Access to depots		Y	Y	
17	Applying for Planned Access	Arrangements to be made by Client	N		
17.1	Introduction		N	N	
18	Applying for Generic Access		N	N	
18.1	Constraints that apply to Generic Access		N	N	
19	Access for fault repair		N	N	
20	Operational Assurance		N	N	
21	Closures and possessions	Arrangements to be made by Client	N		
21.1	Requirements for closures		N	Y	If available to access others under client request