

Proposed Specification of works
For
Proposed Rugby Stand to Moorends Welfare Ground.
For
Thorne Moorends Town Council



John Hill ASSOCIATES LTD
Architectural & Surveying Consultants
Chartered Building Surveyors



Section i

Contract Particulars and Preliminaries

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Proposed New Rugby Stand and Associated Ground Works
- Nature: Groundworks and installation of purpose made stand
- Location: Moorends Welfare Ground, Grange Road,
- Anticipated Contract Programme:
 - Tender of project May 2018
 - Tender return date – 22nd June 2018
 - Tender Analysis – 22nd June – 29th June
 - Target Contract Award and Feedback – July 2018
 - Lead in Period for contractor – TBC
 - Construction Period – TBC

120 EMPLOYER (CLIENT)

- Name: Thorne Moorends Town Council (TMTc)
- Address: Assembly Rooms, Field Side, Thorne, DN8 4AE
- Contact: Mr C Geeson
- Telephone: 01405 818015

130 PRINCIPAL CONTRACTOR (CDM)

- Name: **TO BE CONFIRMED**
- Address: _____.
- Contact: _____.
- Telephone: _____.
- Email: _____.

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Title: Contract Administrator / Architectural Consultant / Principal Designer / Employers Agent
- Name: Mr J A O'Neill
- Address: - John Hill Associates Ltd, Unit 6 Shaw Wood Way, Shaw Wood Business Park, Doncaster, DN2 5TB
- Telephone: 07762057091

150 PRINCIPAL DESIGNER

- Name: John Hill Associated Ltd
- Address: Unit 6 Shaw Wood Way, Shaw Wood Business Park, Doncaster, DN2 5TB
- Telephone: 01302 364565

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: As Listed in the Drawing Schedule (Appendix 1)

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

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160	PRECONSTRUCTION INFORMATION		
-	Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.		
A12	THE SITE/ EXISTING BUILDINGS		
110	THE SITE		
-	Description: The Site is situated off Grange Road, Moorends. This site currently consists of a series of sports fields / pitches and facilities including a changing facility, football stand, Rugby stand etc. the site is fenced to the full perimeter affording access to pedestrians at all times and Vehicles via a managed locked gate.		
140	EXISTING UTILITIES AND SERVICES		
-	Drawings: TMTC do not have up to date service drawings for the site. The PC is responsible for undertaking sufficient survey works and investigation.		
-	Other information: Consult with Northern Power grid and Coal Authority Information.		
160	SOILS AND GROUND WATER		
-	Information: TMTC do not have information relating to Soils and ground water, the PC is to undertake sufficient survey / investigation works.		
170	SITE INVESTIGATION		
-	Report: TMTC do not have information relating to site investigation surveys, the PC is to undertake sufficient survey / investigation works.		
180	HEALTH AND SAFETY FILE		
-	Availability for inspection: TMTC do not have a current Health and Safety file. – The Principal contractor is to allow for undertaking sufficient survey works and investigations of required. Any information required and not included for within the tender quotation must be brought to the attention of TMTC at tender stage.		
200	ACCESS TO THE SITE		
-	Description: Access to the site can be gained from the Grange Road Access.		
-	Limitations: this Access is managed and arrangements need to be made directly with TMTC		
210	PARKING		
-	Restrictions on parking of the Contractor's and employees' vehicles:- to be determined at the Pre Contract meeting. (all at contractors own risk). – Any damaged made to grassed areas must be made good by the Principal Contractor.		

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220	USE OF THE SITE		
-	General: Do not use the site for any purpose other than carrying out the Works.		
-	Limitations: No stock piling of materials and spoil onsite without Contractors Security in place (all at the risk of the PC). The site is a functioning recreation area and separation between the PC and public needs to be managed by the PC.		
230	SURROUNDING LAND/ BUILDING USES		
-	General: The general area and Surrounding immediate areas are predominantly public recreational spaces. This maybe in the form of, but not limited to, Official organised sports such as Rugby, football, cricket, bowls, tennis. Alternatively, unorganised play from the public, this could take any form and be in any area. Furthermore Dog Walkers and recreational walkers maybe present. Surrounding areas further afield consist of residential properties, redundant coal mine, moors / common land and road networks.		
240	HEALTH AND SAFETY HAZARDS		
-	General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:		
-	Live Services, Damaged equipment, debris from fly tipping, sharps from recreational drug use, Dog foul, etc.		
-	Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.		
-	Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.		
250	SITE VISIT		
-	Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.		
-	Arrangements for visit: - can be made by contacting TMTC. It is strongly advised that the contractor visits site to ascertain its full nature.		

**A20 JCT MINOR WORKS BUILDING CONTRACT WITH
CONTRACTOR'S DESIGN (MWD)**

**371 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S
DESIGN**

- The Contract: JCT Minor Works Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First

THE WORKS AND THE CONTRACT ADMINISTRATOR

The work comprises: Proposed New Rugby Stand and Associated Ground Works

- Architect/ Contract Administrator: See clause A10/140.

Second

CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Design, supply and installation of proprietary 75 seater grad stand.

Third

CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have been prepared which show and describe the work to be done Specification of works, tender drawings.

Fourth

PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Full Specification of works

THE ARTICLES

3

ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5

PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

4 and 5

PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Articles 4 and 5 will be deleted.

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CONTRACT PARTICULARS

Fifth Recital and Schedule 2

BASE DATE

- Base date: 10 May 2018

Fifth Recital and clause 4.2

CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is not a 'contractor' for the purposes of the CIS.

Sixth Recital

CDM REGULATIONS

- The project is not notifiable.

Eighth Recital and Schedule 3

SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 Applies
- Health and safety: Supplemental Provision 2 Applies
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 Applies
- Performance indicators and monitoring: Supplemental Provision 5 Does not apply
- Notification and negotiation of disputes: Supplemental Provision 6 Does not apply

Article 7

ARBITRATION

- Article 7 and Schedule 1 Applies

Clause 2.3

COMMENCEMENT AND COMPLETION

- Works commencement date: **TBC**
- Date for Completion: **TBC**

Clause 2.9

LIQUIDATED DAMAGES

- At the rate of £500 per Week

Clause 2.11

RECTIFICATION PERIOD

- Period: 12 Months from the date of practical completion.

Clause 4.3

INTERIM PAYMENTS

- Interim Valuation Dates:
 - The first Interim Valuation Date is: **TBC**
 - Thereafter at intervals of: 1 Month
- Payments due prior to practical completion:
 - Percentage of total value of the work etc.: 95 %
- Payments becoming due on or after practical completion:
 - Percentage of the total amount to be paid: 97.5 %

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Clause 4.8.1

SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 1 Month from the date of practical completion.

Clause 5.3

CONTRACTOR'S PUBLIC LIABILITY INSURANCE – INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: £5,000,000.00

Clauses 5.4A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS

- Clause 5.4A applies.
- Where clause 5.4A or 5.4B applies:
 - Percentage to cover professional fees: 15 %

Clause 7.2

ADJUDICATION

- The Adjudicator is: President or vice president of the RICS
- Nominating body: RICS

Schedule 1 paragraph 2.1

ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: RICS

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.8

APPLICABLE LAW

- Amendments: Law of England

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 – Fair Payment, Transparency and Building Information Modelling.

- Fair Payment provisions: Does not apply
- Transparency provisions: Does not apply
- Building information modelling provisions: Does not apply
 - The BIM protocol: Does not apply

EXECUTION

- The Contract: Will be executed Under Hand

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: no applicable

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of NBS Guide to tendering for construction projects
- Arithmetical errors: Alternative 1 is dominant.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

PRICING/ SUBMISSION OF DOCUMENTS

220 PRICING OF PRELIMINARIES

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: Submit with tender

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310 TENDER		
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.		
515 ALTERNATIVE TIME TENDERS		
- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.		
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.		
520 DESIGN DOCUMENTS		
- Scope: Include the following in the Contractor's Proposals:		
- Design drawings:		
• Plans, elevation, sections showing design of stand.		
• Photographs or 3D visualisations of proposed stand type		
• Loading, fixing information.		
550 HEALTH AND SAFETY INFORMATION		
- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.		
- Include:		
- A copy of the contractor's health and safety policy document, including risk assessment procedures.		
- Accident and sickness records for the past five years.		
- Records of previous Health and Safety Executive enforcement action.		
- Records of training and training policy.		
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.		
- Submit: With Tender		
570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN		
- Content: Submit the following information within one week of request:		
- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.		
- Details of the management structure and responsibilities.		
- Arrangements for issuing health and safety directions.		
- Procedures for informing other contractors and employees of health and safety hazards.		
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.		
- Procedures for communications between the project team, other contractors and site operatives.		
- Arrangements for cooperation and coordination between contractors.		
- Procedures for carrying out risk assessment and for managing and controlling the risk.		
- Emergency procedures including those for fire prevention and escape.		

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	<ul style="list-style-type: none"> - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. - Arrangements for welfare facilities. - Procedures for ensuring that all persons on site have received relevant health and safety information and training. - Arrangements for consulting with and taking the views of people on site. - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. - Review procedures to obtain feedback. <p>Submit: on request</p>		
599	FREEDOM OF INFORMATION		
	<ul style="list-style-type: none"> - Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act. - Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission. - Confidentiality: Maintain at all times. 		
A31	PROVISION, CONTENT AND USE OF DOCUMENTS		
	DEFINITIONS AND INTERPRETATIONS		
110	DEFINITIONS		
	<ul style="list-style-type: none"> - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary. 		
120	COMMUNICATION		
	<ul style="list-style-type: none"> - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. - Format: In writing to the person named in clause A10/140 unless specified otherwise. - Response: Do not proceed until response has been received. 		
130	PRODUCTS		
	<ul style="list-style-type: none"> - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. - Includes: Goods, plant, materials, site materials and things for incorporation into the Works. 		
135	SITE EQUIPMENT		
	<ul style="list-style-type: none"> - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities. 		

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140	DRAWINGS		
-	Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.		
-	CAD data: In accordance with BS 1192.		
145	CONTRACTOR'S CHOICE		
-	Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.		
150	CONTRACTOR'S DESIGN		
-	Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.		
155	SUBMIT PROPOSALS		
-	Meaning: Submit information in response to specified requirements.		
160	TERMS USED IN SPECIFICATION		
-	Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.		
-	Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.		
-	Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise.		
-	Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.		
-	Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.		
-	Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.		
-	Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.		
-	Refix: Fix removed products.		
-	Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.		
-	Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.		
-	System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.		
200	SUBSTITUTION OF PRODUCTS		
-	Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.		
-	Reasons: Submit reasons for the proposed substitution.		
-	Documentation: Submit relevant information, including:		

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	<ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. <ul style="list-style-type: none"> - Alterations to adjacent work: If needed, advise scope, nature and cost. - Manufacturers' guarantees: If substitution is accepted, submit before ordering products. 		
210	CROSS REFERENCES		
	<ul style="list-style-type: none"> - Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. 		
220	REFERENCED DOCUMENTS		
	<ul style="list-style-type: none"> - Conflicts: Specification prevails over referenced documents. 		
230	EQUIVALENT PRODUCTS		
	<ul style="list-style-type: none"> - Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. 		
250	CURRENCY OF DOCUMENTS AND INFORMATION		
	<ul style="list-style-type: none"> - Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender. 		
	DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER		
410	ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS		
	<ul style="list-style-type: none"> - Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies). - Additional copies: Issued on request and charged to the Contractor. 		
440	DIMENSIONS		
	<ul style="list-style-type: none"> - Scaled dimensions: Do not rely on. 		
460	THE SPECIFICATION		
	<ul style="list-style-type: none"> - Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions. 		

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470	DIVERGENCE FROM THE STATUTORY REQUIREMENTS <ul style="list-style-type: none"> - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities. - Action: Inform immediately. 		
	DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS		
600	CONTRACTOR'S DESIGN INFORMATION <ul style="list-style-type: none"> - General: Complete the design and detailing of parts of the Works as specified. - Provide: <ul style="list-style-type: none"> - Production information based on the drawings, specification and other information. - Liaison to ensure coordination of the work with related building elements and services. - Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection. - Information required: Full Design of 75 seater stand and associated works as described within section 2 and 3 <ul style="list-style-type: none"> - Format: drawings and written specification - Number of copies: 2 - Submit: With Tender. 		
620	AS BUILT DRAWINGS AND INFORMATION <ul style="list-style-type: none"> - Contractor designed work: Provide drawings/ information: - For all elements of the contractors design. - Submit: At least two weeks before date for completion. 		
630	TECHNICAL LITERATURE <ul style="list-style-type: none"> - Information: Keep on site for reference by all supervisory personnel: <ul style="list-style-type: none"> - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British, EN or ISO Standards. 		
640	MAINTENANCE INSTRUCTIONS AND GUARANTEES <ul style="list-style-type: none"> - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. - Information location: In the Building Manual. - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: week days, normal working hours. 		
A32	MANAGEMENT OF THE WORKS		
	GENERALLY		
118	VEHICLE SAFETY REQUIREMENTS <ul style="list-style-type: none"> - Vehicle equipment: Ensure that all vehicles have the following: <ul style="list-style-type: none"> - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation. 		

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	<ul style="list-style-type: none"> - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside. - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the nearside blind spot. - Side under run guards. - Driver training: <ul style="list-style-type: none"> - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence. - Drivers must have a valid driving licence and be legally able to drive the vehicle. 		
120	INSURANCE <ul style="list-style-type: none"> - Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract. 		
125	PROFESSIONAL INDEMNITY INSURANCE <ul style="list-style-type: none"> - Provide and maintain insurance in respect of Contractor Designed Works: <ul style="list-style-type: none"> - Level of cover: relates to claims or series of claims arising out of one event - Period of insurance for these purposes: 1 year - Amount of indemnity required: £ 2,500,000 - Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): - Expiry of required period of CDP Professional Indemnity insurance: 6 years. <ul style="list-style-type: none"> - (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works). - Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required. <ul style="list-style-type: none"> - Format: Hard copy. 		
130	INSURANCE CLAIMS <ul style="list-style-type: none"> - Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice. 		
140	CLIMATIC CONDITIONS <ul style="list-style-type: none"> - Information: Record accurately and retain: <ul style="list-style-type: none"> - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. 		
150	OWNERSHIP <ul style="list-style-type: none"> - Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. 		

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	PROGRAMME/ PROGRESS		
210	PROGRAMME		
-	Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:		
-	Planning and mobilisation by the Contractor.		
-	Subcontractor's work.		
-	Running in, adjustment, commissioning and testing of all engineering services and installations.		
-	Work resulting from instructions issued in regard to the expenditure of provisional sums.		
-	Work by others concurrent with the Contract.		
-	Submit: With Tender.		
250	MONITORING		
-	Progress: Record on a copy of the programme kept on site.		
-	Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.		
255	NOTIFICATION OF COMPENSATION EVENT		
-	Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently.		
260	SITE MEETINGS		
-	General: Site meetings will be held to review progress and other matters arising from administration of the Contract.		
-	Frequency: Weekly informal and two weekly formal.		
-	Location: onsite within site office.		
-	Accommodation: Ensure availability at the time of such meetings.		
-	Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.		
-	Chairperson (who will also take and distribute minutes): John O'Neill		
290	NOTICE OF COMPLETION		
-	Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.		
-	Associated works: Ensure necessary access, services and facilities are complete.		
-	Period of notice (minimum): 1 week		
310	EXTENSIONS OF TIME		
-	Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently.		
-	Details: As soon as possible submit:		
-	Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.		
-	An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.		
-	All other relevant information required.		

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CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

475 PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.
- Include for products purchased from a supplier:
 - A copy of the contract of sale.
 - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

ACCURACY/ SETTING OUT GENERALLY

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: 1 week.

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	<ul style="list-style-type: none"> - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. 		
540	DEFECTS IN EXISTING WORK <ul style="list-style-type: none"> - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. - Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> - Hinder access to defective products or work; or - Be rendered abortive by remedial work. 		
560	TESTS AND INSPECTIONS <ul style="list-style-type: none"> - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. - Records: Submit a copy of test certificates and retain copies on site. WORK AT OR AFTER COMPLETION		
710	WORK BEFORE COMPLETION <ul style="list-style-type: none"> - General: Make good all damage consequent upon the Works. <ul style="list-style-type: none"> - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. - Cleaning: Clean the Works thoroughly inside and out, including all accessible voids. Remove all splashes, deposits, rubbish and surplus materials. - Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction. - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. - Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. - Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation. 		
720	SECURITY AT COMPLETION <ul style="list-style-type: none"> - General: Leave the Works secure with, where appropriate, all accesses closed and locked. - Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt. 		
730	MAKING GOOD DEFECTS <ul style="list-style-type: none"> - Remedial work: Arrange access with Thorne Mooreds Town Council. - Rectification: Give reasonable notice for access to the various parts of the Works. - Completion: Notify when remedial works have been completed. 		

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: Sharps and unknown debris
 - Precautions assumed: Sharp Sweep prior to commencement

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer Client no later than 2 weeks prior to commencement.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

170 OCCUPIED PREMISES / SITE AREAS

- Extent: Existing buildings / site areas will be occupied and/ or used during the Contract as follows: Welfare Building with sports clubs. Pitches with team sports etc. General areas with public, un organised sports, dog walkers etc.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

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180	ACCESS CONTROL		
	- Controlled areas: vehicle access is controlled by locked gates at the entrance to the site		
	- Control type: keys will be issued by TMTC. Contractor to manage access.		
210	EMPLOYER'S REPRESENTATIVES SITE VISITS		
	- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.		
	PROTECT AGAINST THE FOLLOWING		
330	NOISE AND VIBRATION		
	- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.		
	- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.		
	- Restrictions: Do not use:		
	- Percussion tools and other noisy appliances without consent outside the hours of 0900 and 1800 Monday to Friday,		
	- Radios or other audio equipment		
340	POLLUTION		
	- Prevention: Protect the site, the Works and the general environment including the atmosphere, and against pollution.		
	- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.		
350	PESTICIDES		
	- Use: Not permitted.		
360	NUISANCE		
	- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.		
	- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.		
370	ASBESTOS CONTAINING MATERIALS		
	- Duty: Report immediately any suspected materials discovered during execution of the Works.		
	- Do not disturb.		
	- Agree methods for safe removal or encapsulation.		
371	DANGEROUS OR HAZARDOUS SUBSTANCES		
	- Duty: Report immediately suspected materials discovered during execution of the Works.		
	- Do not disturb.		
	- Agree methods for safe removal or remediation.		

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375	ANTIQUITIES		
-	Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.		
-	Preservation: Keep objects in the exact position and condition in which they were found.		
390	SMOKING ON SITE		
-	Smoking on site: Not permitted.		
400	BURNING ON SITE		
-	Burning on site: Not permitted.		
430	WASTE		
-	Includes: Rubbish, debris, spoil, surplus material, containers and packaging.		
-	General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.		
-	Handling: Collect and store in suitable containers. Remove daily and dispose off site in a safe and competent manner:		
-	Non-hazardous material: In a manner approved by the Waste Regulation Authority.		
-	Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.		
-	Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.		
-	Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.		
-	Waste transfer documentation: Retain on site.		
	PROTECT THE FOLLOWING		
510	EXISTING SERVICES		
-	Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.		
-	Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.		
-	Work adjacent to services:		
-	Comply with service authority's/ statutory undertaker's recommendations.		
-	Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.		
-	Identifying services:		
-	Below ground: Use signboards, giving type and depth;		
-	Overhead: Use headroom markers.		
-	Damage to services: If any results from execution of the Works:		
-	Immediately give notice and notify appropriate service authority/ statutory undertaker.		
-	Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.		

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	<ul style="list-style-type: none"> - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. - Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations. 		
520	ROADS AND FOOTPATHS		
	<ul style="list-style-type: none"> - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner. 		
530	EXISTING TOPSOIL/ SUBSOIL		
	<ul style="list-style-type: none"> - Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works. - Protection: Before starting work submit proposals for protective measures. 		
540	RETAINED TREES/ SHRUBS/ GRASSED AREAS		
	<ul style="list-style-type: none"> - Protection: Preserve and prevent damage, except those not required. - Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense. 		
560	EXISTING FEATURES		
	<ul style="list-style-type: none"> - Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. 		
A36	FACILITIES/ TEMPORARY WORKS/ SERVICES		
	GENERALLY		
110	SPOIL HEAPS, TEMPORARY WORKS AND SERVICES		
	<ul style="list-style-type: none"> - Location: Give notice of intended siting. - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good. 		
	ACCOMMODATION		
230	TEMPORARY ACCOMMODATION		
	<ul style="list-style-type: none"> - Accommodation made available by the Employer: None. 		
230	TEMPORARY ACCOMMODATION		
	<ul style="list-style-type: none"> - Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site. - Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal. 		

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Facilities: General Welfare to be provided by Principal contractor to suit work requirements - Sanitary facilities, office and canteen area

280 EXISTING ACCOMMODATION

- Restrictions on use: All, no access provided.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: allowed with prior approval.

Contractor to provide public notice board on fencing illustrating proposals.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE PROJECT MANUAL

- Responsibility: The Principal Contractor
- Content: Obtain and Provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works to enable efficient and safe operation and maintenance.
- Format: Soft and Hard Copy
- Number of copies: one of each
- Delivery to: John Hill Associates Ltd by (date) 2 week post completion.

115 THE HEALTH AND SAFETY FILE

- Responsibility: John Hill Associates Ltd

155 CONTENT OF THE PROJECT MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

190 MAINTENANCE SERVICE

- Scope: Provide a comprehensive maintenance service for the items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items:

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A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

- 110 MANAGEMENT AND STAFF
- Cost significant items: _____

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

- 110 SITE ACCOMMODATION
- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: _____

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

- 110 SERVICES AND FACILITIES
- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: _____

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 MECHANICAL PLANT
- Cost significant items: _____

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

- 110 TEMPORARY WORKS
- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: _____

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Section ii

Specification of works

SCHEDULE OF WORKS

DESCRIPTION OF WORKS

NB: The Description of Works describes the various items of work to be executed. The contractor shall be deemed to have examined the drawings, and visited site to ascertain the full extent and nature of the various works described.

No claim will be considered which results from lack of knowledge or discrepancy between the specification and drawings, or from information reasonably attributable from site investigation.

The drawings and specification notes on the drawings are to take precedence over this section where any discrepancies occur. The tenderer is deemed to have included in this tender to provide for all the works shown on the drawings, whether indicated in the Schedule or not.

The rates for various items of works shall be deemed to include everything necessary to complete the works and, with the exception of provisional sums and authorised variations, shall not be subject to adjustment.

Without prejudice to the generality of the last two paragraphs, all items shall be deemed to include:

- i) Labour and all costs in connection therewith.
- ii) Materials, goods and all costs in connection therewith (e.g. conveyance, delivery, unloading, storing, returning parkings, handling, hoisting, lowering, unless specifically excluded by the phrase 'fix only'.
- iii) Removal and disposal from site of all demolition materials and items.
- iv) Fitting and fixing materials and goods in position.
- v) All temporary works.
- vi) Use of plant.
- vii) All fixings, pluggings, anchors etc, and for all labour and sundries associated with the works.
- viii) Waste materials, and the use of additional materials in laps.
- ix) Fuel.
- x) Establishment charges, overhead charges and profit

Mobilisation.

1. Principal contractor to allow for mobilisation of compound, site security, welfare provision, management etc as detailed within the pre-construction information and preliminaries.

Enabling / Demolition / Alterations

2. Principal contractor to allow for removing turf and top soil and clearing from site (allow provision for making good material). Reduced levels to that required and remove surplus material.
3. PC to fully compact formation and fill in any soft spots with 6F2 - bottom out and prepare for sub base.
4. Principal contractor to allow for keeping excavations clear from ground water.

In-situ concrete works

5. New concrete raft to comprise of 250mm thick general slab with 2 layers of A393 mesh one top and one bottom. New slab to have 1:60 crossfall to front. Slab to have thickened toe to perimeter 450mm below ground level as shown. Provide one layer of A393 mesh to bottom of toe. Slab to be sat on 1200g DPM, on 50mm sand blinding on 150mm DOT type 1.

NB: Principal contractor to allow for providing new concrete base suitable for proposed new stand. It is noted that the stand is to PC design / manufacture, specification therefore of the base slab has been assumed. PC to allow for item 5 above. Structural Engineer check to be undertaken post tender on selected design.

6. New slab to have none slip brushed finish and 100mm bullnosed trowelled margins.

Landscaping

7. Contractor to allow for locally grading around the full perimeter of the plinth to provide level transition between existing ground level and plinth.
8. Provide min 250mm vegetation strata to all disturbed areas and grass seed. Contractor to allow intermittent watering until germination.

Hand railing

9. Proposed external polyester powder coated handrail in RAL colour TBC. Principal contractors preferred supplier to design and fabricate. new handrail. Top bar to be 1000mm high (above slab Level), 42mm \varnothing & have midrail at half height. Core drill through new concrete slab into toe and set uprights in sleeves in epoxy resin @ maximum 1200mm centres.

Prefabricated structures

- 10 Proposed new 75 seater Grandstand on new concrete slab. New proprietary stand to be complete with terracing. All seating to be to FIFA / UEFA requirements. All structural elements to be GMS and powder coated, colour TBA. The arrangement should be fully water resistant, thus providing cladded roof and sides. Sides to be translucent above seating level to allow for viewing. All roof cladding to be of a tread safe nature. Roof to be of a mono pitched nature fitted with gutter and fall pipes together with shoe distribution. All seating to be to FIFA / UEFA standard in colour to be agreed. Materials to be UV stabilised.
11. Allow for Delivery and erection of all pre fabricated structures

Other

12. Allow for all works associated or implied by the drawings.
13. Allow for general contingency of £1000 for unforeseen works

£1000

Section iii
Tender Return Form

JOHN HILL ASSOCIATES LTD
Architectural & Surveying Consultants

TENDER FOR
PROPOSED NEW RUGBY STAND
AT
MOORENDS WELFARE GROUND
FOR
THORNE MOORENDS TOWN COUNCIL

TO:- Thorne Moorends Town Council

Sirs

I/We the undersigned hereby offer to undertake upon the terms and conditions of, and in the manner described in the Conditions of Contract, Specification of Works and drawings which have been furnished to and inspected by me/us to supply all labour, materials and plant to carry out all works required to complete the whole of the works included or implied in the Specification and all Drawings in accordance with the said conditions of contract for the sum of

in wordsPounds
..... pence (plus VAT) £(Plus VAT)

If successful we would be able to commence the works within weeks of acceptance of the tender.

If successful we would require weeks from the date of possession to complete the works.

Dated this day of Two Thousand and Eighteen

Signed

For and on behalf of

JOHN HILL ASSOCIATES LTD

Architectural & Surveying Consultants

TENDER FOR

PROPOSED NEW RUGBY STAND

AT

MOORENDS WELFARE GROUND

FOR

THORNE MOORENDS TOWN COUNCIL

1. Tenders are to be delivered or sent by post to reach the office of thorne Moorends Town Council, no later than 12.00 noon on 6th July 2018
2. Unqualified tenders only must be submitted and any qualifications of the tender or variation of the terms and conditions of contract will result in the rejection of the tender.
3. No undertaking is given that the lowest or any tender will be accepted.
4. The Contractor is expected to check when submitting his tender that the amount stated on the tender form is correct. NBS Guide to Tendering for Construction Projects Alternative 1 Applies.
5. Should the tender under consideration exceed the Employer's Budget then the procedure will be as laid down in the NBS Guide to Tendering for Construction Projects.
6. The Contractor is advised to visit the site prior to preparing his tender

Appendix i
Drawings Schedule

Appendix ii
TMTC Certificates B & D

THORNE MOORENDS TOWN COUNCIL

Proposed Rugby Stand

PART B: STATEMENT CONFIRMING BONA FIDE (GENUINE) TENDERING

In respect of the belief that the fundamental nature of selective tendering is that Thorne Moorends Town Council shall receive bona fide (genuine) competitive tenders from all those tendering.

I/WE CERTIFY THAT:

- 1.1 The tender submitted with this document is a bona fide (genuine) tender, intended to be competitive.
- 1.2 I/WE have not fixed or adjusted the amount of the Tender under or in line with any agreement or arrangement with any other person.
- 1.3 I/We have not done, and agree that we will not do at any time before the hour set for the return of the Tender, any of the following actions:
 - a. Communicate with a person other than the person calling for this Tender the amount or approximate amount of this Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to get hold of insurance premium quotations that were required for the preparation of the Tender);
 - b. Enter into any agreement with any other person that he/she shall not tender or discuss the amount of any Tender sent in; and
 - c. Offer, pay, give or agree to give any sum of money or valuable consideration, directly or indirectly, to any person for doing, having done, causing or having caused to be done, with regard to this tender or to any other Tender any act or thing described above.

Name:

Position:

For and on behalf

of:

Dated:

In this statement:

⇒ ***'Person' includes any person, body or association corporate or incorporate; and 'Any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.***

THORNE MOORENDS TOWN COUNCIL
Proposed Rugby Stand

**PART D: CERTIFICATE IN RESPECT OF UNAUTHORISED
APPROACHES TO THORNE MOORENDS TOWN COUNCIL
EMPLOYEES**

I/We hereby certify that I/We have not made any unauthorised approach in writing or otherwise to any employee of Thorne Moorends Town Council to ascertain any information relating to individual or collective rates of pay, conditions of service or to obtain any operational information to assist in submitting this tender or any other tender or proposed tender and that no person employed by me/us acting on my/our behalf has done any such act.

I/We hereby undertake that I/We will not in the future do any such unauthorised act as specified above in connection with the tender or any proposed tender and that no person employed by me/us acting on my/our behalf will do any such act.

Name:

Position:

For and on behalf of:

Dated:

Appendix iii
Pre Construction Information

PRE-CONSTRUCTION INFORMATION
FOR
Proposed Rugby Stand
AT
Moorends Welfare Ground

1. INTRODUCTION

The purpose of this Pre-construction Information is to provide information for the tendering for / planning of work and is to assist the Principal Contractor in preparing and developing the Construction Phase Health and Safety Plan (CPH&SP)

The project referred to above not deemed notifiable to the Health & Safety Executive (HSE) under the CDM Regulations of 2015. This said, all CDM 2015 regulations still apply.

This document provides information for the proposed new rugby stand to Moorends Welfare Ground. This document has been prepared by John Hill Associates Ltd in their capacity as Principal Designers for Thorne Moorends Town Council. The source of information to formulate this document was provided by both the Client and there representatives. As the Principal Contractor is to act as Designer for the Project it is deemed their responsibility to undertake all duties as Designers and prepare relevant Design Risk Assessments for the works. All this information is to be issued the PD prior to commencement.

The document summarises significant risk activity defined by the Client Team. The hazards may require additional control measures and the Principal Contractor should identify such procedures in the CPH&SP.

This document also contains information provided by the Client to assist in the contractor's provision of welfare facilities, services, infrastructure etc.

It is the duty of the Principal Contractor to prepare and operate his own safety management system and procedures, taking into account the site rules, the Client requirements, the perceived hazards and project information incorporated within this document and other tender documentation.

It is necessary for the Contractor to visit site and familiarise themselves with the site and its surroundings prior to tendering. It should be noted that the site is currently an active recreational site. This site is open to the public together with organised sports events. Activities undertaken on the site maybe as follows (however not limited to): Organised Sports activities (rugby, football, cricket, bowls, tennis, basketball) unorganised activities (children playing, dog walkers, running / cycling).

The site consists of generally large open spaces for recreational use, a road and path network, Welfare pavilion, football and rugby stands. Hardstanding areas for car parking, tennis, basketball etc.

1.1. Development of the Construction Phase Health and Safety Plan

The Principal Contractor has a duty to develop the Construction Phase Health and Safety Plan from the pre-construction information prepared by the Principal Designer, to set out the means by which he will control the hazards identified and to take account of the following:

- a) Any changes to the design
- b) Aspects of health and safety specific to the Principal Contractor's method of working
- c) Principal Contractor's detailed health and safety procedures
- d) All current relevant legislation
- e) Welfare provisions
- f) Security management
- g) Emergency procedures
- h) Hazards identified by the Principal Contractor and other contractors
- i) Hazards identified by contractors with a design responsibility
- j) The client's specific requirements
- k) New risks which may arise during the course of the work

Any changes to the plan resulting in design change must only be carried out by agreement with the Principal Designer.

The Construction Phase Health and Safety Plan should be developed as early as possible to avoid delays and a satisfactory response is required prior to commencement on site.

Thereafter the Construction Phase Health and Safety Plan will be updated by the Principal Contractor to incorporate further hazards identified as work proceeds.

1.2. Designer's Duties

Where the works involve elements of contractor's design, the Principal Contractor is to assume the role and responsibility of a designer under the CDM Regulations 2015 and issue designers risk assessments to the Principal Designer for all elements of contractors design work.

2. DESCRIPTION OF PROJECT

2.1. Project and Programme Details

The project is for is expected to involve the following work activities (not limited to);

- Establish site set up, Welfare provisions, secure with fencing and install signage
- Formation of temporary haul road, including a safe pedestrian crossings
- Excavation works
- Concrete works
- Fitting of Fixtures and fittings
- Landscaping generally.

The commencement date for the project will be at the discretion of the client however anticipated to be July 2018

It is expected that the Principal Contractor will programme the works so that other contractors appointed are provided with reasonable lead-in times.

The Principal Contractor will be given a lead-in period from the award of the contract to the start date of 2 to 3 weeks.

The Principal Contractor is required to provide a detail programme of works which will be used by the client to programme the Phasing of the project, partial completion / handover and installation of the finishes. This programme of works will form part of the contract documents.

There will not be any restriction on working hours, however, any out of normal hours working must be agreed with the client in order that all client departments and operatives are fully aware.

2.2. Details of Project Team

As set out in Section A10 of the preliminaries

2.3. Statement of Client's Health and Safety Policy

Generally

The client is committed to supporting the health and safety strategy in the context of managing safe construction.

The client will employ a Principal Contractor who can demonstrate and implement a safety strategy with a target of zero accidents of all types.

The client will require that the Principal Contractor be able to demonstrate the following requirements:

- All management, supervisory staff, tradesmen and operatives will have a competent skill level incorporating health and safety training.
- Everyone working on the site will go through the Principal Contractor's health and safety induction process.
- Demonstrate a commitment to consultation on health and safety issues.
- Have a system to identify, agree and adopt best practice and also to rapidly disseminate lessons learnt from health and safety incidents.
- There will be agreed construction progress meetings throughout the duration of the contract, which will include the monitoring and reviewing of health and safety practices on site. The meetings will be chaired by the Contract Administrator, and all present will be copied into all minutes. Any design changes and health and safety incidents must be brought to the attention of the Principal Designer.

- The Principal Contractor must prepare a suitable emergency plan detailing the procedures to be taken in the event of serious or imminent danger. Details should be included in the Construction Phase Health and Safety Plan. A sufficient number of competent persons should be nominated to implement these procedures.
- When planning emergency procedures, escape routes and exits etc, consider the type and location of work being undertaken and the number of persons likely to be present on site at any one time.
- Emergency escape routes on the site should be kept clear, signed and adequately lit. The Health and Safety (Safety Signs and Signals Regulations 1996) set standards for these signs.
- The Principal Contractor must provide adequate first aid facilities with sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on site.
- The use and location of storage containers must be agreed with the client prior to placement on site.
- The Principal Contractor will be responsible for ensuring that suitable and appropriate welfare facilities are provided on the site in accordance with the Construction (Health, Safety and Welfare) Regulations 1996.
- The welfare facilities should be sufficient for everyone who is working on the site and can be arranged separately or jointly with others. The facilities should be kept clean, warm and properly ventilated. This will include WC, washing facilities, canteen and office. The client will not be providing welfare facilities.
- The Principal contractor should provide provision for services as required.

2.4. Extent and Location of Existing Records and Plans

A site survey plan has not been prepared by the client team. The principal contractor is to undertake all necessary survey works.

The client does not have access to of existing service drawings / routes into the site / area, The principal contractor is to undertake all necessary survey works.

The tendering contractor is advised to visit the site and satisfy themselves as to the nature and use of the immediate environment.

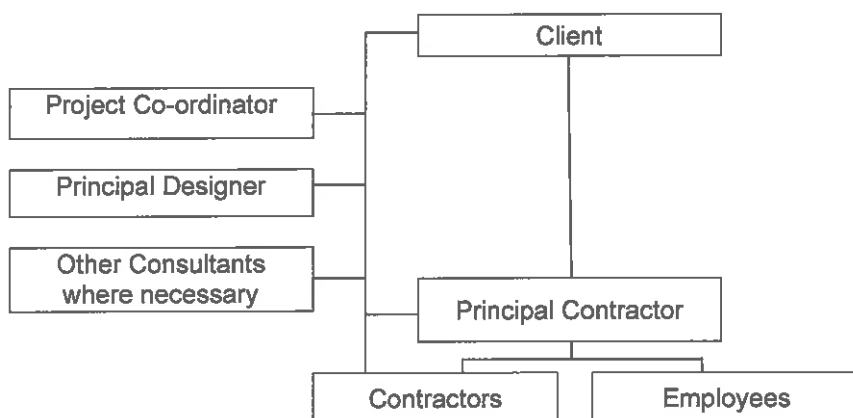
3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1. Planning for and Managing the Construction Work

The Principal Contractor will be responsible for planning and managing the construction work including the health and safety requirements for the project.

The objective of the Construction Phase Health and Safety Plan will be to provide a useful working document which will act as a focus for persons working on the project and for the client's staff and visitors.

3.2. The structure and organisation are broadly as follows:



Continuing Liaison

The Construction Phase Health and Safety Plan must include arrangements for ongoing communication and regular liaison between all parties on site, consultation with the workforce, and exchange of design information between client, Principal Designer, and all sub-contractors employed.

3.3. Security of the Site/Works

The Principal Contractor will be fully responsible for site security arrangements and access to the site.

The Principal Contractor should take reasonable measures to ensure that at the start and end of each working day, and the commencement of any works, no unauthorised persons are present in the building / site.

Access to the site will be directly off grange road via a manged gated access. Keys will be issued to the PC to manage this access for their selves.

The Principal Contractor will have a daily signing in policy for his operatives and visitors to the site, details of persons on site are therefore recorded in case of emergency and a roll-call is required. The Principal contractor should detail the arrangements for security within the CPHSP.

The Principal Contractor must take reasonable measures to ensure that no unauthorised persons enter the work areas. Only people who are explicitly authorised by the Principal Contractor should be allowed access to the site. Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training.

All operatives are to carry an up to date CSCS card for the element of works they are to carry out and undertake the necessary Principal contractors induction. All cards are to be produced upon request by any person.

All visitors must carry a CSCS card and undergo a site induction, alternatively at the discretion of the principal contractor, undertake a site induction and be accompanied by an inducted CSCS authorised person at all times.

3.4. Welfare Provisions

The Principal Contractor is to allow for providing temporary welfare facilities for the full duration of the contract. The Principal Contractor will make his own arrangements for supplies as required. These facilities need to be provided within the contractor's compound, to be agreed within the CPH&SP and at the pre-start meeting prior to commencement.

The Principal Contractor will provide welfare facilities in accordance with Schedule 2 of the Construction (Health, Safety and Welfare) Regulations 2007. Regulation 16 of the CDM Regulations 2015 requires the client to be satisfied that the above is in place prior to the works commencing.

3.5. Site Hoarding & Scaffolding requirements

It is a requirement of the client that the principal contractor provides a secured perimeter around the areas of works. It has been agreed that a 2000mm high Heras type anti climb fencing with security anti-vandal

3.6. Site Transport Arrangements or Vehicle Movement Restrictions

It will be the responsibility of the Principal Contractor to detail the proposals for managing access to and from the site in their Construction Phase Health and Safety Plan.

3.7. Fire Precautions

No burning will be permitted on site.

Extra care should be taken to ensure that no incipient fires are left when burning equipment (e.g. oxy-propane torches) have been used.

The Principal Contractor is required to write and review a fire plan for the project. The fire plan must be submitted along with the Construction Phase Health and Safety Plan prior to the works commencing on site. It is suggested that the fire plan forms part of the Construction Phase Health and Safety Plan.

The publication 'Fire Prevention on Construction Sites' may be helpful in producing the fire plan.

The Principal contractor is advised to consider notification procedures / early warning procedures for a fire incident to the clients neighbouring users.

3.8. Emergency Procedures and Means of Escape

Procedures must be written and included in the Construction / Demolition Phase Health and Safety Plan to deal with all emergencies that may arise during the construction work. Where contractors provide method statements and risk assessments for their work, the risks must be looked at to ensure that the Construction Phase Health and Safety Plan fully covers all emergencies that may arise. The nearest Accident and Emergency Hospital from the site is located at Doncaster Royal Infirmary (Thorne Road, Doncaster DN2 5LT) or Minor injuries unit at Goole (Woodland Avenue, Goole, East Riding DN14 6RX)

The Principal Contractor must ensure that first aid cover is provided through the duration of the project. This must meet with current legislation. Details of emergency procedures should be part of the site induction given to persons working or visiting the site.

Fire exits from any buildings and the site in general must be clearly signed and left clear at all times, and maintained during the works.

3.9. Site Rules

The Principal Contractor will provide a set of rules for persons working on the site. These rules must be made known to all operatives when they are inducted prior to them starting work on site.

The following must be included in the site rules:

- No radios or personal stereos are permitted on the site
- Smoking is not permitted on the site
- The welfare facilities must be kept clean and tidy at all times
- Persons visiting or working on the site must not enter any areas where they are not authorised to do so
- Any person that appears to be under the influence of alcohol or drugs must be excluded from the site
- All accidents and near misses must be reported to the Principal Contractor 's Health and Safety Officer and also the client's Health and Safety Officer together with being recorded in the site diary.

3.10. Site Tidiness

The site must be kept clear of any accumulation of rubbish which could become a fire risk, trip hazard or other health risk. Debris and surplus materials etc must be removed from the area of work as soon as it arrives. The principal contractor is to ensure that the surrounding areas, off loading areas, car parks, footpaths etc are clean, tidy and free of debris at all times.

Any materials to be stored on site must be locked away.

3.11. Site Supervision

The client expects continual site supervision to be provided by the Principal Contractor, therefore whenever a sub-contractor is on site the Principal Contractor will also have supervision on the site. This will be achieved by the appointment of a full time Site Manager and Contracts Manager. All Site Managers are to have completed the SMSTS Training Course or higher and produce a certificate as part of the CPH&SP.

All operatives are to carry an up to date CSCS card for the element of works they are to carry out. All cards are to be produced upon request by any person.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1. Site Safety Hazards

The following hazards have been identified which will be a risk to the health and safety of the construction workers and visitors.

- Potential sharps – The Principal contractor is to undertake a Sharps sweep prior to commencement.
- Dog and other pet / animal foul
- Other debris left or discarded by the public.

4.2. Delivery of Materials

The delivery of materials to site must be closely controlled. Adequate warning signs must be posted and due care should be taken to ensure access to other premises is maintained at all times.

It is highly likely that other site users will be using the facilities around the area of works. The Principal contractor is to take extra care with moving vehicles and machinery. Banks men should be provided as required. Maximum speed restriction for the site is 5MPH.

4.3. Adjacent Land Uses

The contractor must maintain convenient easements, rights of way and safe access to the adjacent properties and facilities. Proposals where necessary should be included in the Construction Phase Health and Safety Plan.

4.4. Location of Existing Services

The Principal Contractor is advised to carry out a full CAT Scan of the site prior to commencement of any excavations in order to identify any possible unknown services. It is also advised that the principal contractor liaise with local utility companies regarding exact positions prior to commencement. Any works to utilities required outside the site will be carried out by the Utility companies unless other arrangements are in place.

4.5.

4.6. Existing Structures

It will be the Principal Contractor's responsibility to prevent damage to the existing surrounding buildings. Any damage incurred will be rectified at the Principal Contractor's cost.

4.7. Difficulties in access and movement

If use of a crane for is required, care is to be taken to make sure that the jib does not come in close proximity of any overhead service.

Suitable barriers should be erected at ground level to prevent this or restricted areas of travel established.

Over sailing rights must be considered along with site limitations and are included in the lift plan and CPH&SP.

A lift plan should be written and suitable strategy put in place prior to crane works.

5. SITE HEALTH HAZARDS

5.1. Contaminated Land

The client is not aware of any ground contamination in the area of the proposed works. The Principal contractor is to satisfy themselves of any requirements.

5.2. Asbestos

Due to the nature of the works, the encounter of asbestos materials is limited. This said,

If the Principal Contractor suspects asbestos is present then they should inform the Principal Designer immediately and not proceed with any works.

All notifiable asbestos containing materials are to be removed by a licensed firm as previously stated, see report. Non-notifiable ACMs (Asbestos Containing Materials) listed do not have to be removed by a licensed contractor but would be subject to the requirements of the Control of Asbestos Regulations and be removed by a competent person.

5.3. Disposal of Material

With the exception of asbestos products as detailed above, the Principal contractor is to outline proposals for the safe disposal of materials, either to licensed landfill sites or to their own store if to be sorted and recycled.

6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

As this is a Design a Build Project the Designer (Principal contractor) is to undertake a Design Risk Assessment and notify the PD of any significant construction hazards.

The following principal hazards or work sequences so far identified cannot be avoided and will be a risk to the health and safety of the construction workers.

It will be the responsibility of the Principal Contractor to detail their proposals for managing these problems. The details/method statements will be incorporated into the Construction Phase Health and Safety Plan prior to the work commencing on site.

6.1. Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes

During site meetings any design changes will be discussed along with their implications to health and safety. Details of any designs carried out by designers working for contractors, or their sub-contractors, must be passed to the Principal Designer.

6.2. Construction Materials

The following health hazards for materials have so far been identified which cannot be avoided and will be a risk to the health and safety of all workers or visitors during construction.

- a) Cement and concrete.
- b) Dust from excavation work.
- c) Hot poured sealants and tarmac.
- d) Bituminous / chemical sealants.
- e) Paints and Cleaning products

Gas cylinders and similar containers, whether empty, in use, or spare, should be stored in a safe place

Other hazards may exist from materials to be used in the project which are not known at this point in time. The Principal Contractor will be responsible for bringing to the attention of all operatives and providing safe working methods and ensuring manufactures instructions are followed.

It will be the responsibility of the contractor to detail their proposals for managing these problems. The details/method statements will be incorporated into the Construction Phase Health and Safety Plan prior to the works commencing on site.

7. THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN (CPHSP)

The Principal Contractor will be responsible for drawing up the Construction Phase Health and Safety Plan. Information should be included in the plan where the topic is relevant to the work proposed. The plan should set out how health and safety is to be managed during the construction phase.

The Construction Phase Health and Safety Plan should be prepared following the guidance and example headings as shown within HSE L143

8. THE HEALTH AND SAFETY FILE

The Principal Contractor will be responsible for providing information to the Principal Designer on completion of the project.

Information for the Health and Safety file is outlined below.

The Health and Safety file is to be a comprehensive information source and guide for the employer and end users, providing a complete understanding of the works and its systems and enabling it to be operated and maintained efficiently and safely.

The Principal Contractor shall provide all necessary information to the Principal Designer to enable him to adequately prepare the Health and Safety File. Such information shall be provided progressively throughout the contract period but shall be submitted completely by the date for completion.

The information provided by the Principal Contractor shall include, but not be limited to:

- A brief description of the work carried out.
- Any residual hazards which remain and how they have been dealt with (e.g. contaminated land, buried services etc).
- Hazardous materials used
- Information and as-built drawings.
- Two copies of record or 'as built' drawings and plans used and produced throughout the construction process, along with the design criteria where these are produced by the Principal Contractor, his sub-contractor (whether nominated or otherwise) or consultants.
- General details of the construction methods and materials used.
- Details of the structures, equipment and maintenance.
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures of equipment.

Prepared by
Name:

Checked by

Date:

Appendix iV
Pre-Qualification Questionnaire

Thorne Moorends Town Council Supplier & Subcontractor Pre-Qualification Questionnaire

TMTC are committed to high standards of health, safety and welfare. Contractors working on TMTC sites must ensure that they comply with all current health, safety and environmental legislation, industry standards and good working practices.

All contractors must satisfy the requirements of the questionnaire in order to be accepted and placed on the Approved Contractors List. No contractor will be permitted to work on any TMTC projects without prior approval.

All sections of the questionnaire must be completed. Any sections not applicable must be clearly indicated. Simply completing the questionnaire will not achieve a successful assessment; documentary evidence must be provided to support your answers.

In the event that you are unsure of your response, please contact our project Co-ordinator

Please note that we will request updated information from you periodically to ensure that you are continuing to maintain your current systems and procedures.

Part 1: Company Details			
Supplier	<input type="checkbox"/>		
Subcontractor	<input type="checkbox"/>		
Trading Name			
Address			
Town / City			
County			
Post Code			
Website			
Description of services / goods that your company provides:			
Have you worked for TMTC before?			YES / NO
Which project did you last work on with TMTC and approx. date?			
Main Contact			
Name			
Email			
Phone		Fax	
Your Company			
How many direct staff does your company employ?			
Do you as a company employ sub-contract or agency staff?			YES / NO
Who has executive responsibility for health, safety & environmental issues in your company?			
Name			
Position			
Email			
Phone		Fax	

Part 2: Quality, Safety and Environment		
1	Does your company operate a Quality Management System e.g. ISO 9001? If YES, please attach a copy of certificate.	YES / NO
If NO, please give details of how you manage quality assurance within your organisation.		
Safety Schemes in Procurement		
2	Are you a member of CHAS or Constructionline, or any other SSIP's? Please see www.ssip.org.uk for a list of accredited members. Please attach a copy of your latest membership certificate / approval letter and proceed to Q14. If not, please continue with Q3.	YES / NO
Health and Safety		
3	Does your company have a health and safety policy? If yes please enclose a copy.	YES / NO
4	When was your health and safety policy last reviewed?	
5	Please provide details of how you bring the details of your health and safety policy to the attention of your employees.	
6	How do you monitor the health and safety performance of your direct employees? Please provide an example of a site inspection.	
7	Please provide the name of the person or organisation that provides competent health and safety advice to your organisation:	
	Name	
	Organisation	
	Address	
	Telephone	
	Email	
Please attach an up to date CV for the above person ensuring that details of relevant health and safety qualifications are included.		
8	Does your company undertake health and safety training to both staff & operatives? If yes, please attach a copy of your training matrix to this form and provide some sample certificates.	YES / NO
9	Asbestos awareness training is a legal requirement for anyone who can potentially be at risk of exposure. Because asbestos is widely found in older buildings, TMTC expect all subcontractors to have received asbestos awareness training by a reputable body i.e. UKATA. Does your company provide training for relevant staff members? If yes, please provide copies of asbestos awareness training certificates.	YES / NO
10	Has your company or individuals employed by the company been prosecuted for any breaches of health and safety legislation within the past five years? If YES, give brief details:	YES / NO

11	Has your company been issued with any improvement notices or prohibition notices within the past 3 years? (Please note the HSE's database of prosecutions may be checked to verify this information). If YES, give brief details:				YES / NO
12	Provide details of your accident history for the past 3 years.				
	Year	Fatal Accidents	Reportable Accidents	Minor Accidents	Near Misses
13	Do you carry out your own Risk Assessments, Method Statements and COSHH Assessments? If NO, please state who does and how site specific risk assessments are undertaken: Please provide a copy of a recent risk assessment and method statement.				YES / NO
14	How do you assess the competence of companies you place your contracts with?				
15	Please confirm that all subcontractors employed by yourselves will be: <ul style="list-style-type: none"> • Suitably qualified and experience to fulfil the contract • Properly qualified and have relevant accreditations • Provided access to documentation enabling them to fully appreciate all aspects of work; and • Are able to demonstrate capability and resources to meet the requirements of the contract 				YES / NO YES / NO YES / NO YES / NO
Environmental Management					
16	Does your company operate an Environmental Management System e.g. ISO14001? If YES, please attach a copy of the certificate. If NO, please explain how your company reduces effects on the environment:				YES / NO
17	Has your company been prosecuted under Environmental Legislation?				YES / NO
	Date	Details:			

18 Insurance Details			
Employer's Liability – please attach copy			
Insurer		Policy Number	
Limit of Indemnity		Renewal Date	
Public Liability – please attach copy			
Insurer		Policy Number	
Limit of Indemnity		Renewal Date	
Professional Indemnity Insurance – please attach copy			
Insurer		Policy Number	
Limit of Indemnity		Renewal Date	
Accounts Information			
VAT Registration No.		Unique Tax Reference	
Company Registration No.		National Insurance (Where applicable)	
Bank Details			
Account Name			
Sort Code		Account Number	

Minimum Contract Value	£	Maximum Contract Value	£
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Declaration			
Print Name		Role	
Signature		Date	

DOCUMENTATION CHECKLIST

The following information **MUST** be returned with this questionnaire. If any are not applicable please write 'None'. Please do not return complete policy or procedural documents – just statement pages (signed and dated).

Quality	ISO 9001:2000 certification certificate(s)	
SSIP	Accreditations – CHAS, Constructionline, SAFEcontractor	
Health and Safety	Health and Safety Policy Statement (Revised in the last 12 months, signed and dated)	
	Health and Safety Advisor's CV	
	Training Matrix	
	Sample Training Certificates	
	Asbestos Awareness Training Certificates	
	Copies of any Improvement, Prohibition Notices or prosecutions received during the last 5 years	
	Sample Risk Assessment and Method Statement	
	Example Site Inspection Report	
	Copies of ISO 9001, ISO 14001 and OHSAS 18001 Certificates	

For Internal use only

Requested by		Signature		Date	
Reviewed by	Health & Safety Manager	Signature		Date	
	Project Manager	Signature		Date	
	Accounts	Signature		Date	
Decision	Approved	<input type="checkbox"/>			
	Additional information required	<input type="checkbox"/>			
	Failed application	<input type="checkbox"/>			
Comments:					