

Pre-Qualification Questionnaire



1. General Information			
a. Company Name			
b. Address			
c. Contact Name & Position			
d. E-mail			
e. Phone Number			
f. VAT No.			
g. Company Registration			
h. Date of Incorporation			
i. UTR No.			
j. If exempt – please explain			
k. Insurances:	Type	Indemnity Level	Expiry Date
Please tick insurances held and provide copies of	All risk		
	Public Liability		
	Professional Indemnity		

2. Capabilities		
a. Trade/ Type of works carried out		
b. Geographical areas you are willing to operate in		
c. Value of works to be considered for	Min £	Max £
d. No. of contracts currently in progress		
e. Examples of previous works carried out in the last two years and values		
f. No. of directly employed operatives		

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g. Do you sub-let any of your works or activities? Please provide details	
h. Professional Affiliations & SSIP Certification (e.g. CHAS, JIB, HVCA, Constructionline etc.)	SSIP Registration No. Please supply copy of certification
If SSIP accredited please skip to Q4.	

3. Health and Safety (please supply documentation)	
a. H&S Director/Manager or Advisor – Contact Details	Name: Mobile: Email:
b. Do you have ISO 45001 Accreditation or equivalent?	
c. Do you have a H&S Policy that is implemented and regularly reviewed? If not please provide an explanation	Yes Date last signed: No Why?
d. Please provide a recent example document of your risk assessment and method statement	
e. Provide evidence of how you identify H&S needs and training within your organisation?	

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f. How do you assess the competency of your subcontractors? (Only answer if you sub-let your works)	
g. Have you been the subject of HSE Improvement or Prohibition notice within the last five years? If yes please provide records and measures implemented to prevent recurrence.	No Yes Details:
h. Provide details / evidence of any RIDDOR Reportable Accidents and Injuries in the last five years and your Accident Frequency Rate AFR – Provide on a separate sheet.	

Accident & Incident statistics	-2 year	-1 year	Current Year
▪ Near miss reports			
▪ < 3 days LTA (less than)			
▪ > 3 day LTA (greater than)			
▪ RIDDOR			

4. Carbon	
a. Do you have a carbon reduction plan?	Yes No
b. Are you aware of your scope 1, 2 and 3 emissions?	No Yes Details:

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Please provide if applicable	
c. What are your current carbon initiatives?	

5. Environment (please supply documentation)	
a. Do you have ISO 14001 accreditation? If no please provide your Environmental Policy	Yes No
b. Have you received a written warning or a legal caution or the like from the Environment Agency in the last five years?	Yes No

6. Quality Control (please supply documentation)	
c. Do you have ISO 9001 accreditation?	Yes No
d. Do you have a Quality Management Policy?	Yes No

7. Policy Documents (please supply documentation)
Please provide the following policies: Modern Slavery Right to Work in the UK Anti Bribery and Corruption Equality, Diversity and Inclusion IT Security Social Value Smoking, Drugs and Alcohol Data Protection If you do not have these in place please give an explanation why below:

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8. Financial

Please provide your most recent management accounts

a. Are you registered on the Prompt Payment Code?

Yes

No

Declaration

We can confirm that the information contained within this questionnaire is a true record.

We can confirm that we will not participate in anti-competitive practices and collusion.

We agree that all personnel on site including lorry drivers delivering materials or hired plant/equipment to site must wear the following Personal Protective Equipment:

- Head Protection (Safety Helmet BS EN 397)
- Hand Protection (gloves suitable for task)
- High Visibility Clothing
- Safety Footwear (Safety Boots to BS EN 345-200 with mid sole protection to standard SB-P S1-P S3 S5) with adequate ankle support (no shoes or trainers)

We agree to that should we sub-let any works or services, we will ensure the 3rd parties comply and meet the standards and contractual arrangements expected of ourselves on any Francis Construction contract.

Signature	Name & Position	Date

Have you worked with Francis Construction in the last 36 months Y N
(if yes references aren't required)

References of Employers within the last 3 years:

Employed by:

•

Referee name:

•

Contact details:

• Tel:

• Email:



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Employed by:	•
Referee name:	•
Contact details:	• Tel:
	• Email:
Employed by:	•
Referee name:	•
Contact details:	• Tel:
	• Email:

FOR INTERNAL USE ONLY – PQQ Approval

Health and Safety Manager	
Finance Director	
Supply Chain Manager	
Director (if application referred)	

Comments

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