

Section 1 – Supplier Identity and Contact Information

Ref	Information required	Description of supporting information expected, which will be taken into account in assessment	Response	
Q1.1	Name of legal entity or sole-trader	Unique name of legal entity or name of individual		
Q1.2	Registered office address	Address line 1 (Property name/number)		
		Address line 2		
		Address line 3		
		Town		
		County		
		Post code		
Q1.3	Contact Details for enquiries <i>(Include address where projects would be administered from, if different from that of the registered office).</i>	Title (Mr, Mrs, Ms etc)		
		Name		
		Jobtitle		
		e-mail		
		telephone number		
		fax number		
		Address line 1 (Property name/number)		
		Address line 2		
		Address line 3		
		Town		
		County		
Post Code				
Q1.4	Registration number if registered with Companies House or equivalent & date of Registration.	Registration number with Companies House.		
		Registration number with equivalent body.		
Q1.5	Charity registration number			
Q1.6	VAT registration number			
Q1.7	Name of Parent Company			
Q1.8	Type of organization	<i>e.g. PLC; limited company; LLP, Other partnership; Sole trader; Other (please specify)</i>		
Q1.9	Area of Operation	<i>Please indicate the geographical areas that are applicable to you.</i>	West Wales	<input type="checkbox"/>
			East Wales	<input type="checkbox"/>
			Mid Wales	<input type="checkbox"/>
			North Wales	<input type="checkbox"/>

Section 2 – Financial information

Ref	Information required	Description of supporting information expected, which will be taken into account in assessment
Q2.1	What is your maximum contract value	£
Q2.2	What is your minimum contract value	£

Ref.	Information required	Description of information expected, which will be taken into account in assessment	Tickif provided	Supplier's unique reference to relevant supporting information
Q2.3	<i>Please select the one organization description that most closely matches your organization and provide information accordingly.</i>			
	Q2.3.1 Financial information for a start-up business that has not reported accounts to the Revenue or Companies House.	Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status.	<input type="checkbox"/>	
	Q2.3.2 Accounts for an unincorporated business (sole traders and partnerships).	Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships) together with the tax assessment.	<input type="checkbox"/>	
	Q2.3.3 Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5million) that is not required to prepare audited accounts.	Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable.	<input type="checkbox"/>	
	Q2.3.4 Accounts for a medium to large incorporated entity and all other organizations that are required to prepare audited accounts.	Copy of the most recent audited accounts for your organization covering either the most recent three year period of trading, or if trading for less than three years, the period that is available.	<input type="checkbox"/>	
	Q2.3.5 Accounts for other organization types (e.g. not for profit entities, local authorities, housing associations, charities)	In most cases it is likely that audited accounts will have been prepared and the accounts required at Q1.4 above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in Q2.3.2 above should be provided.	<input type="checkbox"/>	

Ref	Information required	Please provide the information requested in the response column	Response
Q2.4	Insurance statement and Certificates		
	Q2.4.1 Employers liability insurance	Insurance Company	
		Policy No.	
		Limit of indemnity	
		Excess	
		Limit for a single event	
		Expiry date	
	Q2.4.2 Publicliability insurance	Insurance Company	
		Policy No	
		Limit of indemnity	
		Excess	
		Limit for a single event	
		Expiry date	
	Q2.4.3 Contractors All Risk insurance	Insurance Company	
		Policy No	
		Limit of indemnity	
		Excess	
		Limit for a single event	
		Expiry date	
	Q2.4.4 Professional Indemnity insurance <i>(Where consultancy input involved)</i>	Insurance Company	
Policy No.			
Limit of indemnity			
Excess			
Expiry date			
Q2.4.5 Product liability insurance <i>(Where product is to be supplied)</i>	Insurance Company		
	Policy No.		
	Limit of indemnity		
	Excess		
	Expiry date		

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Section 3 – Capability and Experience

Ref	Information required	Description of supporting information expected, which will be taken into account in assessment	Response	
Q3.1	Trades Information	Please indicate what areas of trading you specialize in and which others you could also offer. Please list any proprietary systems /products for which you company is an Approved /Licensed manufacturer /Installer.		
Q3.2	Track Record. (List three relevant contracts undertaken in the last 2 years).	Project/Location		
		Description		
		Client		
		Value		
		Completion Date		
		Reference		
		Project/Location		
		Description		
		Client		
		Value		
		Completion Date		
		Reference		
		Project/Location		
		Description		
		Client		
Value				
Completion Date				
Reference				
Q3.3	Current Resources. (List current resources by type).	Type e.g. Operatives, Painters, Roofers etc.	Type	Total No

Q3.4	BIM Capability	What does BIM mean to your Company?		
		Who is responsible for BIM within your Company?		
		What is the current status and future plan for BIM rollout?		
		What are your plans for BIM implementation?		
		What experience has your Company had of working on BIM projects?		
Q3.5	Accreditations & Memberships	Organization	Certificate/Membership No:	Expiry Date

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Section 4 – Business and Professional Standing

We require that subcontractors, consultants and suppliers in their responses to the questions in this section make known all pertinent information in respect of business related, criminal or civil court judgements against them and identify any ongoing or pending cases.

Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
Q4.1	<p>Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?</p>	<p>Please provide details of any such action. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not necessarily constitute a reason for rejection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q4.2	<p>If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the suppliers Product Liability Insurance policy requirements and been accepted by insurers?</p>	<p>Please provide details of action and confirmation, with references of the relevant notification and insurer acceptance. Responses will be taken into account as part of the assessment process.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q4.3	<p>Has your company or any of its Directors and Executive Officers been in receipt of enforcement/ remedial orders that are still unresolved (such as those in relation to: Environment Agency or Office of Rail Regulation enforcement), in the last three years?</p>	<p>Please provide details, including the status of the required action Responses will be taken into account as part of the assessment process.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section 5 – Health and Safety

Q5.1	<p>Q5.1 Exemptions and pertinent question selection: If your organization meets the criteria identified in one of Q5.1-1a to Q5.1-1c below and you can provide the supporting evidence required, you only need to complete questions Q5.10 of this question module. If exemption is not claimed, please move to Q5.2</p>	Exemption Claimed (Please tick as appropriate)	Please provide copy of certificates or other supporting information	
	<p>Q5.1-1a. You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91.</p>	<input type="checkbox"/>		
	<p>Q5.1-1b. You have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.</p>	<input type="checkbox"/>		
	<p>Q5.1-1c. You hold a UKAS or equivalent, accredited independent third party certificate of compliance with ISO OHSAS 18001.</p>	<input type="checkbox"/>		
Q5.2	<p>Role related question selection: The questions asked in Q5.3 to Q5.17 are appropriate for particular construction roles and have been colour coded accordingly to assist identification. Please indicate below which role(s) best describes your organizations activity and then only provide responses to the questions colour coded to the role(s) you have selected. <i>NOTE If your organization will potentially fill more than one role (e.g. Design and Build), please provide responses to the questions applying to all relevant roles (e.g. Designer and Contractor)</i></p>	<input type="checkbox"/>		
	ROLE IDENTIFIED	YES	NO	
	<p>Q5.2-a) Contractor or Sub-Contractor (respond to unshaded questions Q5.3 to Q5.14)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Q5.2-b) Designer (respond to red shaded question Q5.15 to Q5.17)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment		Supplier's unique reference to relevant supporting information
Q5.3	<p>Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management?</p>	<p>Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organization. <i>(Organizations with fewer than 5 employees, please see Note 1 to this Table)</i></p>		
Q5.4	<p>Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?</p>	<p>Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce. <i>(Organizations with fewer than 5 employees, please see Note 1 to this Table)</i></p>		

Q5.5	Do you have access to competent H&S advice/ assistance – both general and construction/sector related?	Please provide evidence of how your organization obtains access to competent H&S advice. <i>NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.6	Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organization is likely to undertake?	Provide evidence that your organization has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the Company.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.7	Do your staff/ workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organization is likely to undertake.	You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.8	Do you check, review and where necessary improve your H&S performance?	Please provide evidence that your organization has in place and implements, an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.9	Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures?	Please provide evidence that your organization has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.10	Do you routinely record and review accidents/ incidents and undertake follow-up action?	Please provide records any HSE Notices and accident rates and frequency for all RIDDOR reportable (see note 2 to this Table) events for the last three years. Demonstrate that your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.11	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged?	You will be expected to demonstrate and provide evidence on request that your organization has and implements, arrangements for ensuring that H&S performance throughout the whole of your organization's supply chain is appropriate to the work likely to be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>	

Q5.12	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?	You will be expected to demonstrate and provide evidence on request that your organization has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ('method statements'). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent. (Organizations with fewer than 5 employees, see Note 1 to this Table)	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.13	Do you have arrangements for co-operating and coordinating your work with others (including other suppliers, notably subcontractors)?	Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organizations are involved in drawing up method statements/safe systems of work etc. Including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.14	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?	You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organizational measures.	<input type="checkbox"/>	<input type="checkbox"/>	

Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
Q5.15 Designers only	Do you ensure that you and your workforce have the appropriate capabilities to enable you and them to discharge your / their legal duties under health and safety legislation?	Provide evidence of your CPD programme and / or examples of training and development plans (which may include in-house training). Please provide evidence of how your organization obtains H & S information, including how you maintain your technical knowledge and understanding of developments in construction. Provide commentary on how you match individual capabilities with the work undertaken	<input type="checkbox"/>	<input type="checkbox"/>	
Q5.16 Designers only	Do you have and implement arrangements for meeting the designer duties under the Construction Design and Management Regulations?	Please provide evidence showing how you address Q5.16-1 to Q5.16-4 below. Please provide examples for each showing how risk was reduced through design. <i>NOTE Emphasis should be on practical measures that reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

		<p>Q5.16-1 ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;</p> <p>Q5.16-2 ensure hazards are eliminated and show how remaining risks are managed, (with reference to buildability, maintainability and use);</p> <p>Q5.16-3 ensure that any structure that will be used as a workplace will meet relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992;</p> <p>Q5.16-4 manage design changes.</p>			
<p>Q5.17 Designers only</p>	<p>Do you check, review and where necessary improve your H & S performance?</p>	<p>Please provide evidence that your organization has in place and implements, an ongoing system for monitoring H&S procedures and for periodically reviewing and updating that system as necessary for example through project design review (during and post-completion).</p>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE 1 Organizations with fewer than five employees are not legally required to have a documented policy statement. If a supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if when procedures are clear and accessible.

NOTE 2 RIDDOR: the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Section 6 – Equal opportunity and diversity policy and capability

Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
Q6.1	As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Please provide copies of relevant policies/literature or written statement/evidence of relevant actions	<input type="checkbox"/>	<input type="checkbox"/>	
Q6.2	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favorably than others?	No supporting evidence required.	<input type="checkbox"/>	<input type="checkbox"/>	
Q6.3	In the last three years has any finding of unlawful discrimination been made against your organization by any court or industrial or employment tribunal or equivalent body?	Please provide details of any findings.	<input type="checkbox"/>	<input type="checkbox"/>	
Q6.4	In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Please provide details of any investigations.	<input type="checkbox"/>	<input type="checkbox"/>	
Q6.5	Do you currently undertake disclosure and barring service checks on your employees?	If YES , you will be requested to supply the information as required on each contract. If NO , you will be required to undertake DBS checks on all employees that work on all relevant contracts with TAD Builders Ltd.	<input type="checkbox"/>	<input type="checkbox"/>	

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Section 7 – Environmental management policy and capability.

Q7.1	<p>Exemption: The questions in this module need not be completed if your organization holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested.</p>	<p><i>Exemption Claimed</i></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>		<p><i>If yes, please provide copy of certificate.</i></p>	
Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
Q7.2	<p>Do you have a documented policy and organization for the management of construction-related environmental issues?</p>	<p>Please provide evidence that you or your organization has an environmental management policy authorized by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organization</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q7.3	<p>Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?</p>	<p>Please provide evidence that your organization's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including:</p> <ul style="list-style-type: none"> • sustainable materials procurement. • waste management. • energy management. <p>This should include arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q7.4	<p>Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?</p>	<p>Please provide evidence that your organization has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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Section 8 – Quality management policy and capability.

Q8.1	<p>Exemption: The questions in this section need not be completed if your organization holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001 and can provide the supporting evidence requested.</p>	<p><i>Exemption Claimed</i></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>If yes, please provide copy of certificate.</i></p>		
Ref.	Core question	Example of the type of information in support of responses, which will be taken into account in assessment	YES	NO	Supplier's unique reference to relevant supporting information
Q8.2	<p>Do you have a policy and organization for quality management?</p>	<p>Please provide evidence that your organization has and implements a quality management policy that is authorized by the Chief Executive or equivalent and periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and sets out responsibilities for quality management throughout the organization</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q8.3	<p>Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?</p>	<p>Please provide evidence that your organization keeps copies of documentation setting out quality management organization and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organization. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Q8.4	<p>Do you have procedures for periodically reviewing, correcting and improving quality performance?</p>	<p>Please provide evidence that your organization has a system for monitoring quality management procedures on an on-going basis. Your organization should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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DECLARATION			
<p>I/We certify that as far as I/We know, the information supplied within this questionnaire is accurate. I/We understand that if I/We give false information I/We would not be considered for inclusion on TAD Builders Ltd.'s approved list of Subcontractors/Consultants.</p>			
Signed:		Date:	
Name:		Position:	
For and on behalf of:			
Telephone No:		E-mail:	

Please return your completed questionnaire together with the supporting documentation preferably electronically as a pdf document to: helen@tadbuilders.co.uk or alternatively as a paper document to:

Helen Griffiths. TAD Builders Ltd, Temple Works, Furnace, Llanelli, Carmarthenshire, SA15 4HT.

Approval Status (For Official Use Only)			
<p>Following the assessment of the information provided this Company's supply chain status is:</p>	APPROVED	NOT APPROVED	
<p>If status is "Not Approved" please give the following reasons:</p> <div style="background-color: #cccccc; height: 80px; width: 100%;"></div>			
Signed:		Date:	
Name:	Dave Thomas	Position:	Supply Chain Manager