

SUBCONTRACTOR ASSESSMENT FORM

INSTRUCTIONS

PART 1

Subcontractors Company Profile:

Must be completed by the Subcontractor and forwarded to:

Aideen Gorman
Harcourt Construction (NI) Limited,
Site Management Office, Sydenham Road,
Belfast, BT3 9DJ

Or

aideen.gorman@harcourtconstruction.com

If approved the company's name will be added to the Approved List of Subcontractors of Harcourt Construction (NI) Limited.

All information given will be classified as confidential and will not be disclosed to any persons without the Subcontractor's permission.

PART 2

Formal Proposal:

Must be completed by the following personnel:

Commercial Manager
Quality Surveyor

PART 1: TO BE COMPLETED BY THE SUBCONTRACTOR
SUBCONTRACTORS COMPANY PROFILE

1. Registered Name of Company:

8. Website:

2. Company Registration Number:

9. VAT Number:

3. Year of Registration:

10. Nature of work carried out by the company:

4. Address:

5. Contact Person:

6. Telephone:

Fax:

7. Mobile:

Email:

11. Who are the present owners/shareholders:

12. Who are the principals/directors:

13. Does your company hold HMRC verification:

Yes ☐ No ☐

14. Is your company a member of the CEF or other trade organisation:

Yes ☐ No ☐

15. Are you prepared to comply and adhere to the Health and Safety at work Act 1974 and Management of Health and Safety at Work Act 1999 and Construction, Design and Management Regulations 2007:

Yes ☐ No ☐

16. Are you prepared to issue a project specific Risk Assessment and Method Statement to Harcourt Construction (NI) Limited one week prior to induction of operatives on site:

Yes ☐ No ☐

16.1. Are you in a position to supply evidence that all your workforce are all PAYE employees:

Yes ☐ No ☐

16.2 Prior to appointment are you prepared to supply copy of financial management accounts for previous year trading:

Yes ☐ No ☐

16.3. Details of convictions, if any, that your firm has incurred over the past 5 years in respect of Health and Safety provisions in any jurisdiction:

16.4. Are you prepared to take sole responsibility for all your own waste removal daily from site and ensure all your materials are stored safely and securely:

Yes ☐ No ☐

16.5. State the number of fatalities in the past 5 years and provide details:

16.6. State the number of reportable accidents in the last 5 years and provide details:

16.7. Have you been issued with any statutory notices or been prosecuted within the past 5 years:

Yes ☐ No ☐

If yes please provide details:

16.8. Does your company operate a Safety Management System?

Yes ☐ No ☐

16.9. Is a Safety training Programme for your operatives in operation:

Yes ☐ No ☐

17. Does your company have a full design capability:

Yes ☐ No ☐

If so please forward details of your Professional Indemnity Policy.

18. What was the approximate turnover of the company over the past 3 financial years:

Year Turnover (£)

Year Turnover (£)

Year Turnover (£)

19. How many people are currently directly employed by the company:

Management

Tradespeople

General Operatives, Drivers etc

Others

20. Do you agree that permission will be required prior to subletting any portion of your work:

Yes ☐ No ☐

21. Who are your principal suppliers of materials:

22. Please set out particulars of significant contracts recently executed or currently being executed by your company:

Start Date

Contract

Value (approx)

Contractor

Architect

Reference

23. Are you prepared to enter into a Subcontract Agreement with Harcourt Construction based on The NEC3 form, suitably amended to comply with Terms and Conditions of the Main Contract:

Yes ☐ No ☐

23.1. Are you prepared to provide a Subcontract Performance Bond in favor of Harcourt Construction (NI) LTD if so requested:

Yes ☐ No ☐

Please give the name and address of your Bondsman:

- 23.2. Are you prepared to submit written confirmation, through your insurance company, of the annual renewal of your insurance policies:

Yes ☐ No ☐

Please give the name and address of your Insurance Broker:

What is the level of your Public Liability insurance Cover:

£

What is the level of your Employer Liability insurance policy excess:

£

If held, what is the level of your Professional Indemnity:

£

Quality Assurance

24. Does your Company's work comply with a recognised/specified/approved standard:

Mark as appropriate

a Registered Quality Assurance System ISO 9001:2000: ☐

other Quality Assurance System: ☐

written 3rd party reference: ☐

other ☐ Specify: (Eg. nomination of Architect)

Please provide details as appropriate

- 24.1. Does your suppliers products/materials comply with a recognised/specified standard:

Mark as appropriate

has a BS Kitemark: ☐

has a BBA Certificate: ☐

has a Test Certificate from other body: ☐

will provide own written assurance: ☐

inspection and written assurance: ☐

other ☐ Specify: (Eg. nomination of Architect)

Please provide details as appropriate

- 24.2. Are you prepared to comply with the Quality Assurance System of Harcourt Construction (NI) LTD, and issue a Subcontract Quality Plan:

Yes ☐ No ☐

Environmental Management

25. Does your company's work comply with a recognised/approved Environmental standard:

- 25.1. Does the company hold ISO14001 Accreditation:

Yes ☐ No ☐

- 25.2. If yes:

Accreditation body:

Certificate number:

- 25.3. Is the company working towards ISO14001:

Yes ☐ No ☐

- 25.4. Does the company have a documented Environmental Policy:

Yes ☐ No ☐

25.5. Who is responsible for Environmental Issues:

26.

Other Relevant information:

25.6. Does the company use/handle hazardous materials/substances:

Yes ☐ No ☐

25.7. Are there procedures in place for the disposition of hazardous waste:

Yes ☐ No ☐

25.8. Are there procedure in place for the segregation of general waste:

Yes ☐ No ☐

25.9. Is the company able to formulate an Environmental Plan and/or Method Statements for a project:

Yes ☐ No ☐

25.10. Does the company have Emergency Preparedness and Response Plans in respect of Environmental accidents and incidents:

Yes ☐ No ☐

25.11. Are you prepared to comply with the Environmental System of Harcourt Construction (NI) LTD/BREEAM and issue a Subcontract Environmental Plan or Method Statement as required(applicable):

Yes ☐ No ☐

25.12. Are you prepared to comply with Harcourt Construction (NI) LTD policy in respect of Subcontractors segregation and disposal of waste materials:

Yes ☐ No ☐

I/We declare:

- a. The applicant is not bankrupt or is being wound up, whose affairs are being administrated by the court, who has entered into arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations.
- b. The applicant is not the subject of proceedings for a declaration bankruptcy, for an order for compulsory winding up or administration (or examinership or receivership) by the court or for an arrangement with creditors or of any other similar proceedings under the national laws or regulations;
- c. The applicant has not been convicted of an offence concerning his professional conduct or been guilty of grave professional misconduct proven by any means which can be justified;
- d. All the foregoing details and responses to this document are correct.

If the applicant is unable to declare that any of items (a) to (c) do not apply to them, please give details:

Signed on behalf of Subcontractor:

Position:

Date:

PART 2: TO BE COMPLETED BY HARCOURT CONSTRUCTION (NI) LTD
FORMAL PROPOSAL/APPROVAL

Having examined and made all reasonable efforts to verify the information contained in Section A of the document and personally inspected previous work* carried out

by

at (location).

I am pleased to propose that the company be included in the Approved List of Subcontractors of Harcourt Construction (NI) LTD.

*Personal inspection of previous work not necessary if the subcontractors work complies with any of the outlined items in 21 (i) Section A

Proposed by:

Signed:

Dated:

Position:

Approved by:

Signed:

Dated:

Position:

Approved Subcontractor trade Descriptions:

Trade Code: