



SUBCONTRACTOR PERFORMANCE ASSESSMENT CHECK-LIST

Site: HAMPSHIRE COUNTY COUNCIL AREA "A"		Contract No: 003869		
Name of Subcontractor: SOUTHERN FIRE ALARMS				Comments/Corrective action taken (<i>reference item number</i>)
Item	Yes	No	Score out of 10	
1. All staff completed site induction?	YES		10	Signing in / asbestos register signed all completed.
2. All staff appropriately skilled?	YES		10	All training records are held back at the office.
3. Site visit preparation/attendance OK?	YES		10	Site visits are pre-arranged and held on time.
4. Site rules & disciplines observed?	YES		10	Site audits have proved that the induction has been adhered too.
5. Staff keeps within the general area of work?	YES		10	Engineers are highly regarded on the HCC contract.
6. Evidence of safety controls being satisfactorily addressed?	YES		10	Audits of the engineers out on site have shown this.
7. Risk assessment & method statement undertaken?	YES		10	Office staff before hand and by engineers.
8. Permit to work / Limitation of Access obtained?	N/A		N/A	N/A.
9. All staff wearing appropriate clothing?	YES		10	Very well presented engineers, company uniform is used.
10. Personal protective equipment being used correctly?	YES		10	Site audits have proven that PPE is worn correctly.
11. Tools and equipment fit for purpose for the activities undertaken?	YES		8	All tools are fit for purpose and calibrated when required.
12. Deliveries planned and adequate information given?	YES		9	Arranged by office staff and delivered when promised.
13. Communication channels acceptable?	YES		9	Polite engineers and helpful staff.
14. Security badges visible?	YES		10	Regular site audits have proved ID is worn.
15. Senior staff identified?	YES		9	ID badges are worn with positions identified on them.
16. All inspection, measuring equipment identified with calibration status?	YES		10	All records are held back at the office and have been seen.
17. Where required, meetings attended, ie safety?	YES		10	No meetings have been missed.
18. Productivity good?	YES		10	Very good.
19. Corrective actions spontaneous and not reliant on continuous chasing?	YES		9	Actions are attended to and corrected when required.
20. Documentation requests received promptly?	YES		9	All records are easily available and usually received promptly.
21. Barriers, Signage and notification always in place?	YES		10	Regular site / client audits have proved this.
22.				
23.				



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Evidence of Environmental Considerations:-

Item	Yes	No	Score out of 10	Comments/Corrective action taken (<i>reference item number</i>)
24 Environment. Considered and appropriate controls used to minimise impact & documented?	YES		10	All records are kept within SFA's office.
24.1 Emissions to Air. Identified & controls applied?	N/A		N/A	
24.2 Effluent. Discharges to drains considered & appropriate controls/clearances evident?	N/A		N/A	
24.3 Ground. No unauthorised discharges or storage of materials or substances?	YES		10	All materials etc are stored and disposed of in the correct manor
24.4 Nuisance. Actions as appropriate to control noise, dust, fume, smoke, odour, traffic?	N/A		N/A	
24.5 COSHH. Substances & materials correctly labelled, stored, transported and disposed. Is documentation available and are persons aware of requirements?	YES		10	All COSHH materials are documented correctly and stored in the correct manor.
24.6 Waste. Correctly stored, separated, transported, removed & disposed in accordance with legislation, EFS or client requirements?	YES		10	See statement above.
24.7 Housekeeping. Area of work controlled & maintained to EFS standards?	YES		10	Very clean working areas.
24.8				
24.9				

Comments:

Southern Fire Alarms are very highly thought of by Hampshire County Council and have been brought back by EMCOR as their work is exceptional for the HCC contract. All of their mobile engineers are very well presented and polite when on site and have a thorough understanding of the HCC contract. The office staff and office environment is very well organised and paperwork is filed away correctly and is easily available on request. All staff has a good understanding of the work load and the current progress of works and are willing to assist where necessary when we have questions or enquiries. Will highly recommend to any prospective works / contracts enquiries within EMCOR.

25 Customer satisfied with subcontractors performance	YES		10	HCC highly recommended.
26 Re-use of this subcontractor recommended?	YES		10	Highly recommended.

Completed by: (*Print & Sign*) ADAM BAILEY.

Position: OPERATIONS SUPERVISOR

Date: 01/03/2012