



Applicants Must Complete All Questions In The Questionnaire

In line with our environmental procedures ALL completed documentation and supporting evidence should be provided in electronic format on CD or emailed back to becky.bosman@frankham.com

1	ORGANISATION DETAILS		
	Company Name		
	Address:		
	Registered address is different from above:		
	Telephone No:	Email:	
	Fax No:	Website:	
	Contact Name:	Telephone No:	
	Email address:		
	Is the organisation a limited company, Partnership or Sole Trader?		
	How long has the company been trading?		
	What is the:	Maximum value of contract you can undertake:	
		Minimum value of contract you can undertake:	
		Maximum number of projects you can undertake:	
	Present total turnover:		
	Please state the number of Employees employed by your Company:		
	Supervisory		
	Operatives		
	Trainees		
Admin/Clerical			
Total No.			
Does your Company / Firm hold a Tax Certificate (CIS) as part of the construction industry tax deduction scheme?		Yes/No	

2	INSURANCES (minimum normally required £1m)	
	Please give details of insurance held and provide copies where appropriate;	
	Public Liability (Third Party) – extent of cover	£
	Employer's Liability – extent of cover	£
	Professional Indemnity - Yes/No	£*
	All Risks – extent of cover	£
	Final acceptance and invitation to carry out works will not be made until such proof in insurance is received; you will be advised of this at a later date.	
	*where the answer is no, please refer to and answer Q3.1	



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3	CONTRACTING SERVICES		
	Type	Value Range	Areas of Operation
3.1	Do any of your services involve design or consultancy advice?		Yes/No

4	TRADE ASSOCIATIONS
	Applicants may be asked in due course, to provide evidence that they are members of certain Trade Associations

5	BUSINESS MANAGEMENT SYSTEMS	
	Does your company any of the following;	
	Quality Management System (QMS)	Yes/No
	Health & Safety Management System	Yes/No
	Environmental Management System	Yes/No
	Investors in Excellence	Yes/No
	Are any of your management systems accredited by a third-party certification body? If yes, please provide a copy of the relevant certification.	Yes/No

6	WASTE MANAGEMENT POLICY	
	Do you have a Waste Management Policy? If yes, please provide a copy of the relevant certification.	Yes/No

7	HEALTH, SAFETY AND ENVIRONMENTAL POLICY	
	Do you have a Health & Safety Policy?	Yes/No
	<i>IF YOU HAVE LESS THAN FIVE EMPLOYEES PLEASE ENCLOSE A COPY OF YOUR WRITTEN STATEMENT CONFIRMING COMPLIANCE WITH THE HEALTH & SAFETY AT WORK ACT 1974</i>	
	Is your system accredited by any outside body (CHAS, BSC, RoSPA etc.) If yes, please provide a copy of your current certificate	Yes/No
	Do you have an Environmental Policy or Statement If yes, please provide a copy of the relevant policy.	Yes/No
	Please provide details of any incidents, accidents and dangerous occurrences reportable under RIDDOR involving your company in the past five years:	
	<i>(Note: Frankham Consultancy Group Limited will check the HSE prosecutions database. Inclusion on the database may not preclude your company, however failure to disclose will.)</i>	



8	TRAINING AND COMPETENCE	
	Do you maintain training records for all members of staff?	Yes/No
	Do you provide basic induction training to all new employees?	Yes/No

9	REVIEW AND AUDIT	
	Do you review/audit your policies and procedures on a regular basis, covering as applicable, Quality, Health & Safety and Environment?	Yes/No
	If YES , please:	
	State the frequency of the formal review(s):	
	Enclose a copy of the relevant procedure(s):	
	Enclose a sample audit programme:	

10	EQUAL OPPORTUNITIES POLICY *	
10.1	Does your organisation have an equal opportunities policy? <i>(if yes, please provide a copy)</i>	Yes/No
10.2	Does this policy cover:	
	Racial discrimination?	Yes/No
	Sexual discrimination?	Yes/No
	Disability?	Yes/No
	Age?	Yes/No
	Religion and belief?	Yes/No
	Gender?	Yes/No
	Human Rights?	Yes/No
10.3	Is your policy on equal opportunities readily available in:	
	Instruction to those concerned with recruitment, training and promotion?	Yes / no
	Documents available to employees recognised trade unions or other representative groups of employees?	Yes / no
	Recruitment advertisements or other literature available to the general public?	Yes / no

11	REFERENCES
	Please list full name, address and other details requested of organisations other than this authority for which your Company has carried out works in the past year: <i>Please ensure that all referees listed are willing to provide a reference for your Organisation.</i>



11 REFERENCES			
Client including address and contact:	Project and Involvement	Date of Contract	Value of Involvement

I / We certify that the information supplied is accurate to the best of my / our knowledge and that I / We accept the conditions and undertakings requested in the questionnaire. I / We understand that false information could result in my / our exclusion from Frankham Consultancy Group Limited's Approved List of Contractors.

Signed: Printed:

For and on behalf of:

Date