

**WIGGETT CONSTRUCTION GROUP,
VIKING HOUSE, 449 MIDDLETON ROAD,
CHADDERTON, OLDHAM, OL9 9LB.
TEL : 0161 626 3010 FAX : 0161 627 1371**

SUB-CONTRACTOR QUESTIONNAIRE

Please complete & return to us this questionnaire if you want to be considered for subcontract work with Wiggett Construction

COMPANY NAME _____

ADDRESS _____

TEL NO. _____

MOBILE NO _____

E-MAIL ADDRESS _____

SERVICES OFFERED / TRADE _____

NUMBER OF EMPLOYEES _____

COMPANY VAT REGISTRATION NO. _____

COMPANY REGISTRATION NO _____

UNIQUE TAX REFERENCE NO (UTR) _____

TURNOVER FOR LAST 3 YEARS _____

PLEASE COMPLETE QUESTIONS 1 TO 17 ON THE FOLLOWING PAGES.

SIGNED

DATED

POSITION

Please sign, date and return one copy of this form, retaining copy for your own records. Please attach all documents requested or give an explanation as to why these cannot be provided

SUB-CONTRACTOR QUESTIONNAIRE

1. Please attach copies of your Employers and Public Liabilities Insurance cover.

2. Please provide details of your Professional Indemnity insurance.
3. **Constructionline** registration number and notation value (please also supply copy of notation schedule)
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4. Please give examples of work that your company has undertaken within the last 3 years including details of type of work, contract period and subcontract sum
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5. Please supply details of 2 companies that you have carried out work for, and from whom we can take up references (**please provide us with contact name, firm phone number and e-mail address**)
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6. Please provide details of your **CHAS** registration (**if not CHAS registered please complete items 7-17**).
7. Please attach a copy of your company Health and Safety Policy statement (this should include the names or responsible people and arrangement for Health and Safety).
8. Who in your organisation has day to day responsibility for management of Health and Safety
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9. What are their qualifications
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10. Please outline the main Health and Safety regulations that apply to the type of work undertaken by your company
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11. Please supply examples of Risk Assessments and COSHH Assessments used by your company.
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12. Please detail your Health and Safety monitoring procedures and supply a specimen of any monitoring forms that you use.

13. How do you consult with your Employees/Safety Representatives on issues of Health and Safety ?

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14. Please attach details of any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) incidents you have dealt with in the last 2 years.

15. Please attach details of any Prohibition Notices, investigations and/or prosecutions that your company has been subject to in the last 5 years including any that are pending.

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16. Please supply details of Health and Safety training given to your employees. In particular, please specify what mandatory training is required for the type of equipment or tasks undertaken by your Company (certificate for mechanical plant and fork lift trucks, Dumpers etc.)

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17. Please supply evidence of other legally required Health and Safety documentation used by your Company. (Portable Appliance Test, Lifting Equipment Documentation and Mechanical Plant).

ADDITIONAL NOTES AND COMMENTS
