



# **SUBCONTRACTOR PRE-QUALIFICATION FORM TERMS & CONDITIONS**

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*April 2021 Revision*



# Subcontractor Pre-qualification Form Terms & Conditions

## Prior to any work commencing and payment being made:

1. You must read and agree with the Terms and Conditions as set out below.
2. Complete all sections of the form and forward to the address below together with supporting documentation.

## Purchase Order and Numbers

- Creagh Concrete Products Limited ('the Company') will provide you with a written purchase order number. Sub-Contractors must provide the Company with the appropriate purchase order number on all invoices, failure to do so may delay payment.
- Invoices exceeding the purchase order value will not be accepted unless a written variation has been provided and approved prior to commencement of work.
- To back up your invoice, you may be asked to provide timesheets if work is being paid on a day rates basis (or hourly) and furthermore your employees may be asked to adhere to and register with the Company's digital time and attendance system.

## >> ALL INVOICES/APPLICATIONS ARE TO BE SUBMITTED TO THE PROJECT QUANTITY SURVEYOR AND:

Annemarie McNally  
Subcontract Accounts Clerk  
Creagh Concrete Products Limited  
38 Blackpark Road, Toomebridge  
Co. Antrim  
BT41 3SL  
Email: [amcnally@creaghconcrete.com](mailto:amcnally@creaghconcrete.com) and [accounts@creaghconcrete.com](mailto:accounts@creaghconcrete.com)

## Invoices and Payments Process

- All invoices will be date stamped upon receipt.
- All invoices are subject to the Company's standard approval process before payment can be processed. This involves approval by the Quantity Surveyor and the relevant Director before payment will be made.
- All invoices to be with the Subcontract Accounts Clerk for the 5th of the month following the supply of goods or services.
- No exceptions for early payment will be granted.

## Performance Review

- The performance of Sub-contractors will be measured and reviewed on a regular basis. The Company will measure quality, reliability, job duration, documentation (time sheets when required), communication, number of customer complaints, health and safety standards and price.
- 5% retention will be held on contracts where the Sub-Contractor's involvement exceeds £20,000.

## Defects and Variations

- The Company will advise Sub-Contractors of defective work or disputed invoice(s) within a reasonable time frame.
- Defects must be rectified by the Sub-Contractor within 7 days of being notified by the Company. If the work has not been completed within that timeframe, the Company may do anything necessary to make good any defects without further notice. All costs will be deducted from any monies due or to become due to the Sub-Contractor or shall be recoverable from the Sub-Contractor as a debt.
- Goods and services provided which are not on the scope of supply provided on the purchase order will not be covered by the Company.
- Variations must be submitted in writing to the project Quantity Surveyor within the Company prior to commencement of work and are subject to approval.
- All works undertaken by the Sub-Contractor are subject to the Company's Supplier Terms and Conditions which are available on our website: <https://www.creaghconcrete.co.uk/media/1495/supplier-terms-and-conditions.pdf>

### PART 1:

**The Company will advise Sub-Contractors of defective work or disputed invoice(s) within a reasonable time frame.**

Sub- Contractor Name	
Address	
Telephone Number	
Contact Name	
E-mail for Remittances	
Bank Name:	
Branch:	
Sort Code:	
Account No:	
Confirm that you have enclosed copy blank cheque/ lodgement slip	
VAT Number	
VAT Certificate	
UTR Number	
Company Registration No.	

Or National Insurance No.	
Letter from your independent accountants to confirm that your tax affairs are in order with HMRC	
(If a Limited Company) Copy Certificate of Incorporation	
Letter of Introduction signed by a Director with his/her Director status shown on the letter.	
Insurance certificates:	
Public Liability: 10m	
Employers Liability: 10m	
Professional Indemnity: 10m. Together with completed questionnaire (pages 11-15)	
Do you intend to sub- Contract out the work to a third party? If the answer is YES: 1) Provide details of that third party 2) Confirm that you have carried out all financial and regulatory due diligence on that third party. Note: our express authorisation is required for this on a contract-by-contract basis.	
Confirm that travel and subsistence arrangements between your workers (including agency staff) comply with HMRC requirements	
Confirm that you do not use off-shore intermediaries	
Do you use agency staff	
Confirm that all workers are paid the national minimum wage/national living wage	
Do you hold all appropriate licenses for the carrying out of the Sub-contract works?	
Do you hold a Gangmasters and Labour Abuse Authority Licence ?	

- We / I acknowledge and agree with the Company Payment Terms & Conditions and understand that failure to submit all required information may lead to non-payment.
- We / I confirm acceptance of the Supplier Terms and Conditions.
- We / I confirm that the information supplied and noted above it correct and any changes to same will be immediately notified to the Company.
- We / I agree to adhere to all Creagh Concrete Products Limited Policies which are available on its website, including: -
  - Drugs and Alcohol Policy
  - Slavery and Human Trafficking Policy
  - GDPR Policy
  - Bribery and Corruption Policy

<b>Signature:</b> _____
<b>Print Name:</b> _____
<b>Position:</b> _____
<b>Date:</b> _____

## Part 2

### Entitlement to work in the UK Policy

All employers in the UK have a responsibility to prevent illegal working. This is done by conducting simple right to work checks before employing someone, to make sure the individual is not disqualified from carrying out the work in question by reason of their immigration status. Creagh Concrete Products Limited ('the Company') fully supports the Government's approach to dealing with illegal workers.

In line with both Home Office Guidance and our Company policies we ensure that all directly employed personnel are legally entitled to work in the UK.

As a Sub-Contractor we require you to:-

- Verify that the personnel you are supplying to Creagh Concrete Products Limited are legally compliant to work in the UK and Ireland.
- Verify that the employees are not breaching an Visa restrictions
- Verify, check and copy original documents in line with Home Office guidance to satisfy yourself of same.
- Where applicable, carry out appropriate follow up checks (where an individual's right to work in the UK is time limited)
- Confirm that you will immediately notify us if you find out that one of your employees right to work in the UK has expired or it becomes apparent that forged documents were procured.
- Immediately and without delay, produce documentary evidence to us upon request that such steps are being followed.

(Typically the original documents which are produced are a passport showing that the holder is a British citizen of the UK and colonies having a right of abode in the UK OR a passport or national identity card showing that the holder is a national of the European Economic Area or Switzerland. Refer to Home Office Guidance if not available)

We confirm that we are undertaking the steps outlined above in relation to verifying our employees right to work in the UK.

<b>Print Name:</b> _____
<b>Signature:</b> _____

# CREAGH CONCRETE PRODUCTS LIMITED

## PRE-QUALIFICATION QUESTIONNAIRE

To be listed on our approved supplier/sub-contractor register, you must submit information on your arrangements for managing Health, Safety, Environmental, Quality and Responsible sourcing to the HSEQ department along with supporting documentation prior to commencing or completing a required project.

**Please note that if you have already started work with us, we are unable to process payment until we have received your completed questionnaire and other required documentation.**

COMPANY NAME	
ADDRESS	
TELEPHONE NO	
EMAIL ADDRESS	
CONTACT PERSON	
NATURE OF WORK UNDERTAKEN	

## HEALTH & SAFETY - supporting documentation is required were applicable

Who has the overall responsibility of Health and Safety within your company	Name:
	Position:
Who provides you with any Health & Safety advice required for your organisation?	Name:
	Position:
Does your company have more than 5no employees?	<p>YES / NO</p> <p>If yes please enclose a copy of your Health &amp; Safety statement of intent (If no please sign up to Creagh Concrete Statement at the end)</p>
As a company do you carry out site specific Risk assessments and Safe Systems of Work	<p>YES / NO</p> <p>Please enclose a sample</p>
How do you communicate Health & Safety matters to your employees?	
Do you have a documented health & Safety Management system? e.g. OHSAS 18001 (or its equivalent ISO 45001) Safe T Cert	<p>YES/NO</p> <p>If yes please enclose a copy of your externally verified certificate</p>
What safety training and skills training do you provide for employees and management and how do you ensure that this stays up to date  Please enclose training of all personnel what maybe carrying out working for Creagh Concrete	
Do you plan on subcontracting out any of your works to another subcontractor?	<p>YES/NO</p> <p>If yes, please provide details of the arrangements</p>
Please provide details on how you monitor your Health & Safety performance?	
Has your company been served with any prohibition/improvement notices from a law enforcing authority in the last five years?	<p>YES/NO</p> <p>If yes, please provide details</p>

## Accident/ Incident Statistics

Year				
3 day RIDDOR				
Major injuries				
Dangerous occurrences				
Fatalities				

## ENVIRONMENTAL - supporting documentation is required where applicable

Who has the overall responsibility of Environmental matters within your company	Name:
Who provides you with Environmental advice required for your organisation?	Name:
Does your company have an Environmental policy?	YES / NO If yes please enclose a copy of your Environmental Policy
Is your company accredited to ISO 14001 or equivalent?	YES / NO If yes please enclose your certificate
Has your company had any environmental prosecutions or notices served within the last five years?	YES / NO If yes please enclose details
Do you have Environmental risk assessments on work carried out on site or any tasks you undertake?	YES/NO If yes please enclose a sample
Do you hold a waste carriers licence?	YES/NO If yes please enclose a copy of your licence



## QUALITY - supporting documentation is required were applicable

Who has the overall responsibility of quality within your company	Name:
Does your company have a quality policy?	YES / NO If yes please enclose a copy of your quality statement
Is your company accredited to ISO 9001 or equivalent?	YES / NO If yes please enclose your certificate
As a company how do you control and amend non-conforming products or services?	DETAILS:

## RESPONSIBLE SOURCING -supporting documentation is required were applicable

Does your company hold a responsible sourcing accreditation e.g. BES 6001 or equivalent	YES / NO If yes please attached copy of certificate, and if no please give details on how you responsibly source your materials
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## Employment - supporting documentation is required were applicable

Does your company have an equal opportunities policy?	YES / NO If yes please attached copy of policy, and if no please give details on how you ensure fair employment
Does your company have an Ethical Code of Conduct or Policy?	YES / NO If yes please attached copy of policy, and if no please give details on how you manage Corporate Social Responsibility
Does your company have an anti-bribery and corruption policy?	YES / NO If yes please attached copy of policy, and if no please give details on how you manage Bribery and Corruption Responsibility
Does your company have a slavery and human trafficking policy?	YES / NO If yes please attached copy of policy, and if no please give details on how you manage Slavery and Trafficking Responsibility

# HEALTH & SAFETY STATEMENT:

If your company has 5 or fewer employees please read, sign and date Creagh Concrete Products Ltd Health and Safety Policy Statement.

## MY COMPANY'S COMMITMENT TO HEALTH & SAFETY

- a. To comply with regulations and legislation of Northern Ireland, UK and Southern Ireland as a minimum standard
- b. To ensure the prevention of injury and ill health of all employees and persons working for the company, in so far as is reasonably practicable.
- c. To ensure that people, not in our employment, who may be affected by our work activities, are not thereby exposed to risks to their safety and health.
- d. To consult with all our employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable, and notify them of their specific duties under the appropriate legislation. All employees and sub-contractors are positively encouraged to challenge all unsafe conditions and if necessary stop activities and report the issue to their line Manager until a safe solution can be implemented.
- e. To make available information, instruction, training and supervision on safe working practices as detailed in the Safety Statement, to its entire workforce and to do everything reasonably practicable to ensure sub-contractors are similarly informed and accept working under these safety procedures.
- f. To distribute this Safety Statement to all sites and ensure that the additional identified hazards are prepared for each site with the coversheet listing the responsible persons.
- g. To ensure that all necessary resources, structures and procedures are in place to allow effective alimentation and maintenance of the Safety Statement and to assess the effectiveness and implantation of this Safety Statement annually and make any changes deemed necessary.
- h. Operate a health and safety management system in accordance with the requirements of OHSAS 18001:2007, and to use this system to continually improve our health and safety performance
- i. To establish health & safety objectives which are set and reviewed on a regular basis at least once per annum.
- j. Our core health and safety objectives are the provision of a safe and healthy place of work and the prevention of accidents.

This Safety Statement shall be brought to the attention of, and made accessible to, all employees and sub-contractors so that they will know and understand their responsibilities as detailed in it and the co-operation required from all to achieve a "SAFE PLACE OF WORK".

*Note: This policy is supported by a more detailed Creagh Concrete Products Limited Health and Safety Policy that details the Company's statement of intent, organisation and arrangements for managing health and safety and which is available upon request.*

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Part 4

## Sub-Contract Insurance Questionnaire

Please arrange for your Insurers or Insurance Brokers to complete and return the undernoted questionnaire. This questionnaire must be completed in full. Insurance policy is not accepted as an alternative. You are not permitted to complete this questionnaire yourself.

Name of Contractor: _____
Address: _____

**Business Description:** This must clearly outline and cover the description of works you are responsible for and are carrying out on behalf of Creagh Concrete Products Ltd.

_____
_____
_____

### EMPLOYERS' LIABILITY INSURANCE

Insurer	
Policy Number	
Date of Expiry	
Limit of Indemnity	
Territorial Limits	

**Does the Policy provide:**

Indemnity to Principal	YES / NO
Contractual Liability	YES / NO
Cover in respect of liability to Plant Operators assumed under Plant Hire Agreements	YES / NO
Cover in respect of liability to Labour Only Sub-Contractors, self-employed persons and persons loaned / hired	YES / NO

Please list any special conditions/exclusions of the Policy

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## PUBLIC LIABILITY

Insurer	
Policy Number	
Date of Expiry	
Limit of Indemnity	
Policy Excess	
Territorial Limits	

Does the policy provide:-

Indemnity to Principal	YES / NO
Contractual Liability	YES / NO
Third Party Working Risk arising out of the use of mechanically Propelled plant – owned or hired (ex RTA)	YES / NO
Products Liability	YES / NO
Contingent Liability for acts of Bona Fide Sub-Contractors	YES / NO
Liability in respect of advice/design/specification not given for a fee	YES / NO
Liability in respect of the use of heat	YES / NO
Height Limit (Please give details)	YES / NO
Depth Limit (please give details)	YES / NO

Please list any special conditions/exclusions of the Policy

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## EXCESS PUBLIC/PRODUCTS LIABILITY

Insurer(s)	
Policy Number(s)	
Renewal Date(s)	
Indemnity Limit(s)	

Please list any special conditions/exclusions of the Policy

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## PROFESSIONAL INDEMNITY INSURANCE

Insurer(s)	
Policy Number(s)	
Renewal Date(s)	
Business description(s)	
Indemnity Limit(s)	

Please list any special conditions/exclusions of the Policy

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# CONTRACT WORKS

Insurer	
Policy Number	
Date of Expiry	
Territorial Limits	

## Sums Insured

Contract Works / Temporary Works / Materials	£
Inflation / Additional Costs	£
Constructional Plant, Tools, Equipment & Temporary Buildings used in connection with the contract	£
Limit any One Item of Hired in Plant	£

Excess

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Does the Policy provide for:

Employer's Interest	YES / NO
Off-site storage of materials	YES / NO
Transit risk (ex sea / air)	YES / NO
12 months Maintenance /Defects Liability Period	YES / NO
Consequences of defective workmanship/materials	YES / NO

Please list any special conditions / exclusions of the Policy

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**Signature:** \_\_\_\_\_

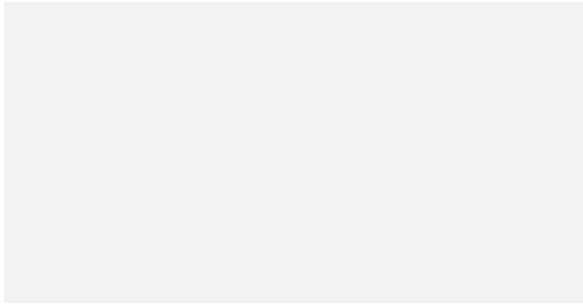
**For (Insurer/Broker):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp Required:**



**CHECK LIST - Please ensure that all the following documentation is included in your submission of information**

<b>DOCUMENTATION</b>	<b>ENCLOSED Y/N</b>	<b>N/A</b>
Signed Sub-Contractor Payment Terms & Conditions		
VAT Certificate		
Certificate of Incorporation (if Limited Company)		
Letter from independent Accountant regarding Tax affairs.		
Any licences which are required for the carrying out of the Sub-Contract Works		
Signed Entitlement to Work in the UK policy		
Health & Safety policy Statement (if fewer than 5 employees ensure that you sign and return Creagh Concrete Products Limited Statement enclosed within this form)		
Samples of H&S and Environmental risk assessments & Method Statements		
OHSAS 18001 or equivalent		
H&S training records of employees		
H&S Prohibition/Improvement notice details		
Environmental Policy Statement		
ISO 14001 or equivalent		
Environmental Prohibition/Improvement notice details		
Sample environmental Risk Assessment		
Waste Carriers licence		
Quality Policy Statement		
ISO 9001 or equivalent		
BES 6001 or equivalent (responsible sourcing)		
Equal Opportunities Policy		
Ethical Code of Conduct		
Signed Anti-Bribery and Corruption Policy		
Signed Slavery and Trafficking Policy		
Insurance certificates and completed questionnaire		



**Please return all the supporting information along with completed form to:**

Annemarie McNally  
Creagh Concrete Products Ltd  
38 Blackpark Road  
Toomebridge  
Co.Antrim  
BT41 3SL

Alternatively please send an electronic copy to via email to [accounts@creaghconcrete.com](mailto:accounts@creaghconcrete.com)

For Official Use Only	
Data Sent:	Sender:
Return Date:	
Approved? Yes / No	
Reasons for Non-Approval:	
Additional Information Requested?	Received?
Sub-Contractors Approved by:	
1.	
2.	

Approved by: _____
Date: _____

