



SUB-CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

REPLY TO: RS Duncan Plant Hire Ltd

Fax: 01290423219 Email: rs.duncan@btconnect.com

(A)		(B)					
Name	_____	VAT Registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Address	_____	VAT Registration No	_____				
City	_____	Unique Taxpayer's Reference (UTR - 10 digits)	_____				
Postcode	_____	Sole Trader – National Insurance No	_____				
Tel	_____	If a Partnership – Partner's Name and NI No. (applicable to UTR)					
Fax	_____						
Contact	_____	Registration No (if a Ltd Company)					
Position	_____						
Email	_____	No. of Employees					
(C) BANK DETAILS							
Bank Name & Address	_____						
Account Name	_____						
Sort Code	_____	Account No	_____				
(D) Type of equipment supplied (tick applicable boxes)							
		Operated Plant	<input type="checkbox"/>	Self Drive Plant	<input type="checkbox"/>	Driver /Operator Only	<input type="checkbox"/>
(E) What conditions of hire do you operate under? e.g. SPOA							
(F) Do you have an Environmental Policy? If so, please attach a copy		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If not, will you adopt the policy of RSD's / the Main Contractor?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
(G) Do you conform to the recognised principles of Freedom of Association & collective bargaining?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
(H) Do you have procedures in place to handle matters of discrimination, employee harassment and abuse, discipline, working hours and remuneration? Equal Opportunities Policy Etc		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If so please attach copy							
(I) DOCUMENTATION ATTACHED							
Copy of Environmental Policy		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Health & Safety Policy Statement (signed and dated within last 12 months)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Equal Opportunities Policy		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Confirmation of current Employers Liability Insurance (Indemnity limit and expiry date required)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Confirmation of current Public Liability Insurance (Indemnity limit and expiry date required)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Confirmation of Hired In Plant Insurance (Indemnity limit and expiry date required)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Copy of VAT Registration Certificate (if registered)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		



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PART 2

HEALTH & SAFETY

Please provide the names and qualifications of the person providing you with health and safety assistance/advice.

Is your workforce registered with the Construction Plant Competence Scheme (CPCS) or [CSCS]?

How do you communicate and engage your workforce on health and safety matters?

All items of excavators hired to us are required to have a thorough examination certificate. How do you ensure that this requirement is met?

All excavator operators are required to have training on the operating of quick hitch systems and using excavators as cranes. What systems do you have in place for ensuring this?

Who carries out safety checks (inspections) on your plant and how often?

Do you have a procedure for investigating and reporting accidents and other incidents?

Yes No

Please provide RIDDOR statistics for the last three years.

Year			
Fatalities			
Major			
Over 3 days			
Dangerous occurrences			

Please detail any enforcement action in the last five years and state remedial measures taken. (Note: HSE web page will be checked)

All companies providing plant to RS Duncan are required to comply with the following.

1. Where required all plant to have current thorough examination certificate.
2. All plant operators must hold a CPCS card for the relevant category of plant.
3. All plant operators must satisfactorily complete RSD excavator & H&S Check sheets.
4. All mobile plant to have beacon fitted.
5. All excavator operators must have received training on the operation on quick hitches
6. All excavators must have the relevant operator's handbooks for excavator and quick hitch (where fitted).
7. All plant fitted with cabs must have appropriate fire extinguishers

Signature of authorised official on behalf of Sub-contractor	Date
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Print Name	Designation/Title
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FOR RSD LTD OFFICE USE ONLY

<p>ACCOUNTS OFFICE</p> <p>Verification No _____ Date _____</p> <p>Verification Status Gross Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Net _____ % Deduction _____</p> <p>Authorised by _____</p>	<p>Initiated by</p> <p>Name _____</p> <p>Health & Safety Authorisation</p> <p>Name _____</p> <p>Date _____</p>
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