



QA-BY-T3-SCA03	<b>Supplier/Sub-Contractor Supply Chain Application Form</b>	
Rev 1.2		

### 1. GENERAL INFORMATION

<b>Company Name:</b>			
<b>Holding Company (if applicable):</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Number of Directly Employed Operatives:</b>	
<b>Telephone No:</b>		<b>Fax No:</b>	
<b>Callout Number:</b>		<b>Mobile Number:</b>	
<b>E-mail:</b>		<b>Web Site:</b>	
<b>Company Registration No:</b>		<b>Dunn &amp; Bradstreet No. (If known)</b>	
<b>Please state which primary trades/products your company provide below:</b>			
<b>Trade(s):</b>		<b>Product(s):</b>	

### 2. FINANCIAL INFORMATION

<b>Bankers:</b>		<b>Account Name:</b>	
<b>Sort Code:</b>		<b>Account No:</b>	
<b>Annual Turnover for Last Three Years:</b>		<b>VAT No (If registered):</b>	
<b>Period:</b>	<b>Period Ending:</b>	<b>Turnover:</b>	
1			
2			
3			
<b>Please enclose the following information:</b>		<b>Policy No:</b>	<b>Value of cover</b>
<b>Public Liability Insurance:</b>	<i>Please enclose copy</i>		
<b>Employers Liability Insurance:</b>	<i>Please enclose copy</i>		
<b>Professional Indemnity Insurance:</b>	<i>Please enclose copy</i>		
<b>CIS details – Unique Taxpayers Reference No. (UTR):</b>			
<b>National Insurance No.:</b>			

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### 3. HEALTH & SAFETY (ALL APPLICANTS)

Who holds the ultimate responsibility for Health & Safety within your organisation?			
Who acts as the competent person for Health & safety within your organisation? i.e. Health & Safety Manager			
Do you have access to external Health & Safety professional advice? If so give details.			
Do you have documented risk assessments?	Yes/No	If 'Yes' please enclose examples.	
Do you carry out COSH assessments, where relevant?	Yes/No	If 'Yes' please enclose examples.	
Do you have trained first aiders within your organisation?	Yes/No	If 'Yes' please enclose examples.	
Has your organisation had any HSE notices (improvements/prohibitions) and prosecutions in the past 3 years?	Yes/No	If 'Yes' please provide a brief description on a separate sheet.	
<b>Please enclose the following information:</b>			
Your company health & safety policy or statement (if you employ 5 or more persons):	Yes/No	If 'Yes' please enclose documents.	
Organisational chart regarding managing health & safety:	Yes/No	If 'Yes' please enclose documents.	
Evidence of your employees CSCS/CPCS or affiliated certification ( <i>Mandatory for access to all Hobson and Porter Sites</i> )	Yes/No	Please provide copies of CSCS cards for all operatives.	
<b>TYPE OF ACCIDENT</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Non-reportable accidents / minor injuries:			
Near misses:			
Fatalities (RIDDOR):			
Major injuries (RIDDOR):			
Over 7 day injuries (RIDDOR):			
Diseases:			
Dangerous occurrences:			
Incidents involving public:			
<b>TOTAL REPORTABLE ACCIDENTS:</b>			

### 4. QUALITY INFORMATION

Do you hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001 from an organisation with a related UKAS accreditation, or equivalent?  <i>(If 'yes' please provide details)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Exemption:</b> the questions in this section need not be completed if you have selected 'yes' on the above question.		
Do you have a policy and organisation for quality management?  <i>(If 'yes' please provide details)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?	<input type="checkbox"/>	<input type="checkbox"/>

<i>(If 'yes' please provide details)</i>		
<b>Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(If 'yes' please provide details)</i>		
<b>Do you have procedures for periodically reviewing, correcting and improving quality performance?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(If 'yes' please provide details)</i>		
<b>Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(If 'yes' please provide details)</i>		


**5. MEMBERSHIPS (PLEASE ENCLOSE ASSOCIATED CERTIFICATES TO THIS APPLICATION)**

<b>Is your organisation registered with any trade associations or professional bodies?</b> If so please give details including membership numbers etc. in the box below. Leave blank if not applicable.
<b>Is your organisation certified to Safe Contractor, CHAS or other Safety Scheme in ProcurementSSIP?</b> If so please give details including membership numbers etc. in the box below. Leave blank if not applicable.
<b>Is your organisation a member of Constructionline or equivalent?</b> If so please give details including membership numbers etc. in the box below. Leave blank if not applicable.

**6. EXPERIENCE (SUBCONTRACTORS/DESIGNERS ONLY)**

Please list any recent contracts undertaken indicating their scope, location and value (please continue on a separate sheet if necessary):

Employer:	Client/main contractor contact details (to enable H&P to gain references, if required):	Nature of works undertaken and location:	Value
<b>Has your organisation been sued or prosecuted within the last 5 years in respect of a project involving the design, construction, or services provided by the organisation or been involved in such a project that was abandoned</b>	<b>Yes/No</b>	If 'Yes' please provide details on a separate sheet and if appropriate details of the litigation, prosecution or abandonment.	
<b>Please list regions and /or postcode areas which you are able to competitively operate in:</b>			

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## 7. SCOPE OF WORKS

Size of work undertaken by your company	
Minimum Value	£
Maximum Value	£

Please list the main geographical areas currently covered by your company	

## 8. PRIMARY TRADES/PRODUCTS

Please state which primary trades/products your company provide on the enclosed list

HOBSON & PORTER APPROVED LIST TRADES				
Trade/Product	✓		Trade/Product	✓
Access Barrier			Ceramic Tiles	
Access Equipment			Ceramic Tiling	
Access Hatches			Changing & Cloakroom Equipment	
Acoustic Seals			Chem Clean	
Acoustic Boards			Chimney – Dummy	
Agency Labour			Chimney Lining	
Air Conditioning/Refrigeration			Chimney Sweep	
Alarm			Civil Engineers	
All Subs			Civils and Utility Contractors	
Amendment Text			Cladding Real Stone	
Aquareele Wetwall			Cladding Panel Repairs	
Archaeological Survey			Cleaning	
Architects			Cloakroom & Outdoor Furniture	
Artexing			Clocks	
Asbestos Removal			Cold Room	
Asbestos Testing			Commissioning of Services	
Audio Visual Installation			Computer Hardware	
Auditorium			Computer Maintenance/Support	
Automatic Gates			Computer Software	
Bathroom Pods			Concrete – Imprinted	
Blinds			Concrete Accessories	
Blinds & Canopies			Concrete Cube Testing	
Block Paving Contractor			Concrete Cutting/Drilling	
Brick Cutting			Concrete Panel Construction	
Brick Manufacturer			Concrete Pumping	
Brickwork / Stone Restoration			Concrete Repairs	
Brickwork Contractors			Concrete Structures	
Building – Air Test			Conservatories	
Building – Sound Test			Construction Chemicals	
Building – Thermal Survey			Consultants – Acoustic	
Building Data			Consultants – BREEM	



Cabling Solutions		Consultants – Building Control
Canopies		Consultants – Code for Sustainable Homes
Canopies GRP		Consultants – Drainage
Car/Van Hire		Consultants – Electrical
Carpet Tiles		Consultants – Environmental
Cash Tills		Consultants – L1 Compliance
Cast Iron Gds		Consultants – L2 Compliance
Cast Iron Tree Grids		Consultants – Materials Testing
Catering		Consultants – Personnel
Catering Equipment		Consultants – Tree Survey
Cavity Closers		Containers
Cavity Trays		Contamination Advice
CDM Co-ordinator		Contract Lifting
Conveyor Systems		Electrical Stage Lighting
Conveyor Works		Engineer - M&E
Copying Services		Engineer – Structural
Council Suppliers		Engineering Machinery
Coving & Cornices		Escalators
Crane Hire		Estimators
Cubicle Curtain Tracks		Excavations
Cycle Sheds		External Displays
Damp Proof		Fabrications – Aluminium
Damp Proof Membrane		Fabrications – Handrails & Balustrades
DDA Equipment		Fabrications – Metalwork
Decorating		Fabrications – Plastic
Demolition		Fabrications – Stainless Steel
Demountable Podia & Staging		Fabrications – Staircases
Design and Build		Fabrications – structural Steel
Dock Levellers		Fall Arrest Systems
Door Access Systems		Fencing – Metal
Door Protection		Fencing – Security
Doors – Automatic/Sliding		Fencing – Timber
Doors – Composite		Fire Fighting Equipment
Doors – Fire		Fire Protection
Doors – Grilles		Fire Protection – Sprinklers
Doors – GRP		Fire Surrounds
Doors – High Speed		Fixings – Galvanised
Doors – Roller Shutters		Fixings – General
Doors – Sectional Overhead		Fixings – Stainless
Doors – Shutters		Flagpoles
Doors – Sliding / Folding		Flood Barriers
Doors – Specialist		Floor Finishes
Doors – Steel		Floor Protection
Doors – Timber		Flooring
Drain Clean		Flooring – Acoustic
Drainage		Flooring – Asphalt
Drainage & External Works		Flooring – Concrete
Drainage – Attenuation		Flooring – Epoxy

Drainage – Land			Flooring – Hardwood	
Drainage – Syphonic			Flooring – Raised Access	
Drainage – Water Recycling Systems			Flooring – Sports	
Drainage Pumps			Flooring Supplies	
Drainage Stainless			Floors – Mezzanine	
Dufaylite Products			Flue Block Manufacturer	
Ecological Products			Flyscreens & Insect Mesh	
Electrical – Dom – New			Food Safe Panels	
Electrical – Dom – Refurb			Formwork – Permanent	
Electrical – Ind/Comm/Edu – New			Formwork – Temporary	
Electrical – Ind/Comm/Edu – Refurb			French Polishing	
Fuel			Insulations – Timber Frame	
Fuel Tank Services			Ironmongery	
Fuel Tanks			Irrigation Installations	
Furniture – Childcare			Japanese Knotweed	
Furniture – Commercial			Joinery Contractor – Fix Only	
Furniture – Educational			Joinery Contractor – Supply & Fix	
Furniture – Healthcare			Kalwall Cladding	
Furniture – Hospital			Kerbs & Paving	
Furniture – Laboratory			Kilns	
Gabions			Kitchen Units	
Garage Equipment			Laminated Board	
General			Landscaping	
General Builders Work			Laundry Equipment	
Generators & UPS			Lifting Gear	
Glass			Lifts – Access	
Glass Blocks			Lifts – Disabled	
Glazing			Lifts – Goods & Service	
Glulam Beams			Lifts – Passenger (Cable)	
Glulam Structure			Lifts – Passenger (Hydraulic)	
Grab Rails			Lifts – Passenger (Hydraulic) MRL	
Granite & Marble			Lifts – Passenger (Traction)	
Granulars & Hardcore			Lifts – Passenger (Traction) MRL	
Grasscrete			Lifts – Platform	
Ground Gas Barriers			Lifts – Stair	
Ground Gas Ventilation Systems			Lighting	
Ground Investigation			Lightning Protection	
Ground Source Heat Pump			Lintel Manufacturer	
Groundworks Contractor			Living Wall	
Grouting			Load Testing	
GRP Products			Lockers	
Gutters – Aluminium			Locks – Magnetic Systems	
Gutters – Cast Iron			Locksmith	
Gutters – Seamless			Loft Ladders	
Hardware			Louvres / Vents	
Haulage			Man Hole Covers	
Hoardings			Mansafe	



Hygienic Cladding		Manufactured Joinery
Hygienic Doorsets		Masonry, Rylstone, Sact Stone
Industrial Photography		Mastic Pointing
Insulation – Thermal		Mech – Ind/Com/Educ
Insulations – Acoustic		Medical Equipment
Insulations – Cavity		Medical Gas
Insulations – External Walls		Medical Hoists
Insulations – Loft		Membranes
Insulations – Sprayed		Merchants – Bricks
Merchants – Builders		Piling – CFA
Merchants – Decorators		Piling - CHD
Merchants – Electrical		Piling – Driven Precast
Merchants – Insulation		Piling – Driven Steel
Merchants – Plumbers		Piling – Equipment Hire
Merchants – Roofing		Piling – Housedeck Floor
Merchants – Stone		Piling – Mini
Merchants – Timber		Piling – Steel Sheet
Mesh Supplies		Piling – Vibro
Metal Decking		Pinboards
Mirrors		Pipe Fitting – Stainless
Mobile Cabin Relocation		Planning Department
Mobility Equipment		Planning Supervisor
Modular Building Contractor		Plant/Equip Hire
Moling		Plant/Vehicle Repairs
Mortar		Plastering
Mortar Tubs		Playground Equipment
Motor Vehicle Engineers		Playground Surfaces
Mouldings – Glassfibre		Plumb & Heat – Dom – New
Movable Pool Floor		Plumb & Heat – Dom – Refurb
Noise Barriers – Hire		Plumb – Ind/Com/Educ
Nurse Call Alarm		Post Boxes
Pallet Makers		Power Hoists
Partitions – Demountable		Precast Concrete
Partitions – Folding		Precast Concrete – Fibre Reinforced
Partitions – Glazed		Pressure Controls
Partitions – Metal Stud		Pressure Grouting
Partitions – Operable		Pressure Washers
Partitions – PVC		Pretext Notes
Partitions – Steel		Project Manager
Partitions – Structural Metal Stud		Quantity Surveyor
Passivent		Rainscreen Cladding
Passivent Installation		Rainwater Goods
PAT Testing		Rainwater Harvesting Systems
PC Floors		Ready Mixed Concrete
PC Floors – Beam & Block		Recruitment Consultant
PC Floors – Hollocore		Recycling Materials
PC Floors – Terracing		Refrigeration & Air Conditioning
PC Floors – Hollowcore		Refuse Chutes



PC Stairs		Reinforcement	
Pendock Profile		Remediation Contractors	
Perimeter Protection		Removals / Storage	
Pest Control		Rendering	
Petrol		Renewable Energy	
Photography		Resin Bonded Aggregate	
Pile Testing		Restoration Contractors	
Road Marking		Soil Stabilisation	
Road Planning		Solar Film	
Road Sweepers		Solar Panels	
Roof Access Walkways		Solar Shading	
Roof Trusses		Specialist Controls	
Roofing – Asphalt		Specialist Glazing	
Roofing – Built Up Felt		Spiral Staircases	
Roofing – Cladding		Sports Equipment	
Roofing – Fibreglass		Sports Lighting	
Roofing – Green		Sports Pitches	
Roofing – GRP		Stationery	
Roofing – Lead Work		Stationery – Audio/Visual	
Roofing – Liquid Applied		Stationery – Computer	
Roofing – Metal		Statutory Authority – Dwg Office	
Roofing – Metal Tiling		Statutory Authority – Quotes	
Roofing – Single Ply		Steel Fire Screens	
Roofing – Tiling		Steel Fixer	
Roofing – Various		Steel Framed Construction	
Safety Equipment		Steel Stocklist	
Safety Netting		Stone Cladding	
Safety Services		Stone Cleaning	
Salt Bam Manufacturer		Stone Masonry	
Sanitaryware		Stop Logs	
Scaffolding		Storage	
Screeding – Materials		Street Furniture	
Screeding – Pumped		Street Lighting	
Screeding – Sand & Cement		Structural Concrete Frame	
Screen Printers		Sunpipes	
Sealants		Survey Equipment Testing	
Seating – Auditorium		Surveying Equipment	
Seating – Stadia		Surveyors - Land	
Security		Surveys – Asbestos	
Security – CCTV		Surveys – Ecological	
Security Equipment		Surveys – Energy Performance	
Sheds		Surveys – Geophysical	
Sheet Materials		Surveys – Ground Investigation	
Shelters		Surveys – Thermographical	
Shelving		Surveys – Topographical	
Shelving System		Surveys – Trees	
Shop Fitters		Surveys – Unexploded Ordnance	
Shotblasting & Scabbling		Surveys – Utilities	





Shower Seats			Suspended Ceilings	
Signs			Swimming Pool Works	
Site Accommodation			Tarmacadam	
Site Manager			Tea Points	
Soft Furnishings			Telephones & Data Systems	
Temporary Protection Materials				
Temporary Road				
Terms & Conditions				
Timber Decking				
Timber Engineering				
Timber Framed Contractors				
Time Recorders				
Traffic Control				
Traffic Management Systems				
Training				
Tree Protection				
Tree Surgeon				
Trespa / Eternit Boards				
Trespa Panelling				
Turfing				
Turnstiles				
TV Aerial				
TV Brackets				
Underfloor Heating				
UPVC Cladding				
UPVC Miscellaneous				
UPVC Repairs				
Utilities Contractor				
Ventilation				
Vistamatic Vision Panels				
Wall Protection				
Wall Tie Replacement				
Warden Call				
Waste Disposal				
Water Treatment & Drinking Fountains				
Waterproofing				
WC / Cloakroom Fittings				
WC and Changing Cubicles				
WC Cubicles				
Windows & Doors				
Windows – Aluminium				
Windows – Aluminium Composite				
Windows – Curtain Walling				
Windows - GRP				
Windows – Patent Glazing				
Windows – Rooflights				
Windows – Secondary Glazing				
Windows – Steel				

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Windows – Timber			
Windows – Timber Repairs			
Windows – UPVC			

Please use the list below to ensure that you have included all documents and then sign and date the declaration:

Document Required		Included	Not Included	Office Use
1	General Information			
2	Financial Information			
3	Memberships			
4	Health & safety			
5	Experiences			
6	Public Liability Insurance			
7	Employers Liability Insurance			
8	Professional Indemnity Insurance			
9	CIS Details - UTR			

I/We, the undersigned, wish our company to be included on the Hobson & Porter register of approved suppliers/subcontractors and declare that there is no objection to Hobson & Porter making enquiries regarding our financial status and performance standards.

I/We certify that to the best of my/our knowledge and belief, and after making all relevant enquiries, the information provided in this application is correct on the date stated below.

I/We undertake to inform Hobson & Porter of any relevant changes made in our company after submission of this application.

I/We declare that the company and employees shall comply with all relevant statutory regulations and relevant industry codes of practice during the supply of products/services or execution of works.

I/We shall accept the decision of Hobson & Porter as final and understand that Hobson & Porter is under no obligation to disclose reasons should my/our application be unsuccessful.

*Signed:		*Full Name:	
*Position		*Date:	

Please return application form and associated information to [supplychainmanagement@hobsonporter.com](mailto:supplychainmanagement@hobsonporter.com)

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**INTERNAL USE ONLY**

**STEP 1 – BUYING APPROVAL**

Creditsafe Score:		Date:	
<i>(If creditsafe score is below 40 seek approval from Finance Director)</i>			
County Court Judgements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Signed:		Full Name:	
Position:		Date:	

**STEP 2 - FINANCE DIRECTOR APPROVAL:** *(if applicable)*

Signed:		Full Name:	
Position		Date:	

**STEP 3 – HEALTH & SAFETY APPROVAL**

Signed:		Full Name:	
Position		Date:	

**STEP 4 – QUALITY APPROVAL**

Signed:		Full Name:	
Position		Date:	

**STEP 5 – ACCOUNTS APPROVAL**

Signed:		Full Name:	
Position		Date:	
EVOM Code:		Date Entered:	

**STEP 6 – COLLABORATE (BUYER)**

Date entered onto Collaborate:		Entered by:	
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**STEP 7 – SUPPLY CHAIN MANAGEMENT DRIVE (BUYER)**

Date documentation saved on system:		Saved by:	
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*(Notification of approval status to be issued to Subcontractor/Supplier and internal buying team)*

Ref: JLB/SLAVERY/290

22 February 2017

TO WHOM IT MAY CONCERN

Dear Sir/Madam

**RE: MODERN SLAVERY POLICY**

The Modern Slavery Act 2015 has introduced changes in UK law focused on increasing transparency in supply chains. Specifically, large businesses will be required to disclose the steps they have taken to ensure their business and supply chains are free from Modern Slavery (that is slavery, servitude, forced and compulsory labour and human trafficking).

Hobson & Porter Limited has a zero-tolerance to Modern Slavery and we are committed to ensuring Modern Slavery is not taking place anywhere in our own business or in any of our supply chains as set out in the attached Modern Slavery Policy.

We would ask that you please take the time to review this document carefully and ensure that you adhere to our policy when acting on behalf of Hobson & Porter Limited.

Please could you read, sign and date this letter to acknowledge receipt and understanding of its contents and return to the above address for the attention of Jacquie Blades or email to [jacque.blades@hobsonporter.com](mailto:jacque.blades@hobsonporter.com).

Should you require any further information, please do not hesitate to contact the undersigned.

Yours faithfully  
For and on behalf of  
Hobson & Porter Limited



J L Blades (Mrs)  
Director

E-mail: [jacque.blades@hobsonporter.com](mailto:jacque.blades@hobsonporter.com)

We hereby confirm understanding and receipt of Hobson & Porter's Modern Slavery Policy and confirm that we will adhere to it when acting on behalf of Hobson & Porter Limited.

**Company**

**Signed**

**Name**

**Date**

**Position**