

QA Reference
QA-BY-T3-SCA03
Revision
1.4

Supplier/Sub-Contractor Supply Chain Application Form



1. GENERAL INFORMATION

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

2. FINANCIAL INFORMATION

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

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3. HEALTH & SAFETY

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 <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose examples.</i>
Do you carry out COSHH assessments, where relevant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose examples.</i>
Do you have trained first aiders within your organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose details.</i>
Has your organisation had any HSE notices improvements/prohibitions & prosecutions in the past 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please provide a brief description on a separate sheet.</i>
Please enclose the following information:			
Your company health & safety policy or statement <i>(if you employ 5 or more persons):</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose documents.</i>
Organisational chart regarding managing health & safety:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose documents.</i>
Evidence of your employees CSCS/CPCS or affiliated certification <i>(Mandatory for access to all Hobson and Porter Sites)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Please provide copies of CSCS cards for all operatives.</i>
Accidents/Incidents/Near Misses for the last three years			
TYPE OF ACCIDENT	Year 1	Year 2	Year 3
Non-reportable accidents / minor injuries:			
Near misses:			
Fatalities (RIDDOR):			
Major/specified injuries (RIDDOR):			
Over 7 day injuries (RIDDOR):			
Diseases:			
Dangerous occurrences:			
Incidents involving public:			
TOTAL REPORTABLE ACCIDENTS:			

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4. QUALITY INFORMATION

1. Does your company hold a UKAS (or equivalent) accredited certificate of compliance with BS EN ISO 9001?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose certificate.</i>
Exemption: the questions in this section need not be completed if you have selected 'yes' to question 1.			
2. Does your company have a quality policy statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose document.</i>
3. Is your company working towards implementation of a UKAS (or equivalent) accredited quality management system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please state when accreditation is expected.</i>
4. What processes/quality management methods do you have in place to ensure consistency of quality?	<i>Please provide details</i>		

5. ENVIRONMENTAL INFORMATION

1. Has there been any environmental related civil or criminal action in the last three years against your company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please provide a brief description on a separate sheet.</i>
2. Is there any environmental related civil or criminal action pending against your company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please provide a brief description on a separate sheet.</i>
3. Does your company hold a waste carriers' licence or any environmental permits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes', please enclose copies.</i>
4. Does your company have a third-party accredited environmental management system such as BS EN ISO 14001?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please enclose certificate.</i>
Exemption: the questions in this section need not be completed if you have selected 'yes' to question 4.			
5. Does your company have an environmental management policy statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes', please enclose document.</i>
6. Is your company working towards implementation of a UKAS (or equivalent) accredited environmental management system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please state when accreditation is expected.</i>

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

Is your organisation registered with any trade associations or professional bodies? <i>If so, please give details including membership numbers etc. in the box below.</i>
Is your organisation certified to Safe Contractor, CHAS or other Safety Scheme in ProcurementSSIP? <i>If so, please give details including membership numbers etc. in the box below.</i>
Is your organisation a member of Constructionline, Considerate Constructors or equivalent? <i>If so, please give details including membership numbers etc. in the box below.</i>

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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 <i>(to enable H&P to gain references, if required):</i>	Nature of works undertaken & location:		Value
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		Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' please provide details on a separate sheet and if appropriate details of the litigation, prosecution or abandonment.</i>
Please list regions and /or postcode areas which you are able to competitively operate in:				

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	

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

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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 credit safe score is below 40 or CCJ's)

Signed:		Full Name:	
Position		Date:	
Comments:			

STEP 3 – HSE APPROVAL

Signed:		Full Name:	
Position		Date:	
Comments:			

STEP 4 – QUALITY APPROVAL

Signed:		Full Name:	
Position		Date:	
Comments:			

STEP 5 – DIRECTOR APPROVAL (signature required if any of the above sections are NOT approved)

Signed:		Full Name:	
Position		Date:	
Comments:			

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STEP 6 – ACCOUNTS APPROVAL

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

STEP 7 – COLLABORATE

Date entered onto Collaborate:		Entered by:	
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Ref: JLB/SLAVERY/290

January 2020

TO WHOM IT MAY CONCERN

Dear Sir/Madam

RE: MODERN SLAVERY POLICY

Clifford House, Malmo Road
Sutton Fields Industrial Estate
Kingston upon Hull, HU7 0YF

Telephone 01482 823999

Facsimile 01482 823733

Email admin@hobsonporter.com

Web www.hobsonporter.com

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, or email to sender.

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

Yours faithfully
For and on behalf of
Hobson & Porter Limited

J L Blades (Mrs)
HR Director

E-mail: Jacquie.blades@hobsonporter.com

We hereby conform 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	-----