

ISO 45001 | ISO 9001 | ISO 14001

Sub-Contractor HSEQ

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Submitted to:
procurement@conroy.ie

This questionnaire is designed to help Conroy assess the Health, Safety, Environmental, and Quality standards of prospective sub-contractors. All sub-contractors that wish to be considered for inclusion on the Conroy Approved Sub-Contractor List must complete this questionnaire in full. Where a sub-contractor holds valid ISO certification or SSIP accreditation (Safe-T-Cert, CHAS, Constructionline Gold), shortcuts through certain sections are indicated.

This questionnaire and all supporting documents should be submitted to: **procurement@conroy.ie**

Section 1 Company Details

Company Name**Registered Address****Town / City****Post Code / Eircode****Country****Telephone No.****Email****Company Registration No.****Nature of Business / Trade**

Are you a member of any trade association? If so, please state:

Trade Association(s)**Director / Senior Manager responsible for Health & Safety (Name & Title):****Name & Title**

Telephone No.

Email

Please provide details of your appointed in-house or external Health & Safety Adviser (you must have a competent H&S Adviser irrespective of the number of employees):

Name of Adviser

Telephone No.

Email

Is there an individual in your company responsible for Quality Management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide contact details:

Name of Adviser

Telephone No.

Email

Is there an individual in your company responsible for Environmental Management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide contact details:

Name of Adviser

Telephone No.

Email

ATTACHMENT: Please provide copies of insurance certificate details including exclusions / restrictions in respect of: Employers' Liability, Public Liability, and Professional Indemnity (if applicable). Tick

Can you confirm your insurance adequately covers the activities to be undertaken on this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If no, please state policy exclusions / restrictions where relevant (e.g. confined space working, working at height):

Do you agree to comply with Conroy Health, Safety & Environmental Standards for Sub-Contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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ATTACHMENT: Please attach a copy of your Health, Safety & Welfare Policy & Statement to your application. Tick

Section 2 Sub-Contractors

Do you engage / employ Sub-Contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, how do you assess the health and safety record and competence of Sub-Contractors employed by you?

If yes, how do you verify that your Sub-Contractors are fully trained in respect of their activities?

Where insufficiently trained, do you deliver relevant training to your Sub-Contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section 3 Enforcements / Non-Compliances

Has your organisation during the past 3 years been: Please state the number

Served a Prohibition Notice	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Served an Improvement Notice	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Served a Formal Caution	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Prosecuted for Health & Safety offences	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Prosecuted for Modern Slavery offences	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Responsible for the Principal Contractor receiving a formal notice	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organisation currently undergoing legal proceedings for Health and Safety offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please give the number of reportable accidents, dangerous occurrences, and cases of ill health as defined under RIDDOR (UK) or reported to the HSA via IR3 (Ireland), involving your employees over the past 3 years:

Year	Employees	Fatalities	RIDDOR/ HSA Rep.	LTIs	Near Misses	Enforcement Notices
Year 1 (most recent)						
Year 2						
Year 3						

ATTACHMENT: Please attach: (a) brief details of RIDDOR / IR3 reportable incidents; (b) a copy of your accident reporting and investigation procedures. Tick

Section 4 PQQ & ISO Accreditation

Is your organisation registered with an SSIP accredited body (Safe-T-Cert, CHAS, Constructionline Gold) or do you hold ISO 45001 Certification?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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ATTACHMENT: If Yes, please attach a copy of the accreditation certificate(s) and skip forward to Section 9. Tick

Section 5 Health & Safety Policy

Has your Health, Safety & Welfare Policy / Statement been reviewed within the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does it reflect your intention to commit to health and safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How is the Policy brought to the attention of your employees?	

Section 6 Training

How many direct employees (including labour-only sub-contractors) do you have?	
If training is not provided by you, do you agree to pay for relevant training provided by Conroy?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have a Company Training Matrix / Training Log?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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ATTACHMENT: If yes, please provide a copy and skip to Section 7. Tick

Have you delivered health and safety training to:

Role	Yes / No	Relevant Skills Card (e.g. Safe Pass, CSCS, SSSTS)
Directors	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Managers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisors	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Operatives	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sub-Contractors	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Office-based Staff	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 7 Plant & Equipment

How do you ensure that plant, equipment, or tools used by you on site are inspected, examined, tested, and maintained in a safe condition?

How do you ensure that lifting equipment and/or accessories used by you on site are inspected, examined, tested, and maintained in a safe condition?

How do you ensure that scaffolding, MASTs, and other work-at-height platforms used by you on site are inspected and maintained in a safe condition?

Section 8 Performance Monitoring

Do you conduct safety inspections and audits of your work activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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How regularly do you conduct:

Safety Inspections	Never <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annually <input type="checkbox"/>
Safety Audits	Never <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annually <input type="checkbox"/>

ATTACHMENT: Please provide 2 samples of completed inspection / audit forms. Tick

Are you prepared to act on complaints received by Conroy site management or Conroy H&S advisers in relation to your works and/or operatives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section 9 Quality Assurance

Is your organisation registered with Achilles or do you hold ISO 9001 Certification?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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ATTACHMENT: If Yes, please attach a copy of the accreditation certificate(s) and skip forward to Section 10. Tick

If you do not have a third-party accredited quality management system, are you working towards implementing one?	Yes [] No []
ATTACHMENT: If Yes, please provide evidence of when certification is due to take place.	
Tick []	
Please indicate steps you are taking to manage quality issues:	
ATTACHMENT: Please attach a signed copy of your Quality Policy Statement.	
Tick []	
Do you feel your organisation is deficient in quality standards and would like guidance from Conroy?	Yes [] No []

Section 10 Environmental Issues

Are you a registered waste carrier?	Yes [] No []
If yes, Waste Carrier Licence No.	
ATTACHMENT: Please attach a copy of your Waste Carrier's Licence.	
Tick []	
Is your organisation accredited as ISO 14001 compliant?	Yes [] No []
ATTACHMENT: If Yes, please attach a copy of the accreditation certificate(s) and skip forward to Section 11.	
Tick []	
If you do not have a third-party accredited environmental management system, are you working towards implementing one?	Yes [] No []
ATTACHMENT: If Yes, please provide evidence of when certification is due to take place.	
Tick []	
Please indicate steps you are taking to manage environmental issues:	
ATTACHMENT: Please attach a signed copy of your Environmental Policy Statement and Environmental Aspects Register.	
Tick []	
Has your organisation ever received a formal caution for alleged environmental breaches?	Yes [] No []
If yes, please provide details:	
Has your organisation ever been prosecuted for incidents involving pollution or other breaches of environmental legislation?	
Yes [] No []	
If yes, please provide details:	
Do you feel your organisation is deficient in environmental standards and would like guidance from Conroy?	Yes [] No []

Section 11 Sustainability & Ethics

If you are accredited to a sustainable sourcing and supply chain management standard, please identify:

BES 6001 Responsible Sourcing of Materials	Yes [] No []
CARES Sustainable Constructional Steel	Yes [] No []

Any other Responsible Sourcing Accreditation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
If you manufacture or supply timber products, please confirm all timber is sourced from legal and sustainable sources with chain of custody certification (FSC / PEFC).	Yes <input type="checkbox"/> No <input type="checkbox"/>
ATTACHMENT: Please attach copies of PEFC or FSC certificates. Tick <input type="checkbox"/>	
Please confirm that your suppliers have a 3rd-party accredited Environmental Management System (e.g. ISO 14001, BES 6001).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you confirm that you carry out checks to ensure that your employees (and any sub-contractors you appoint) have the right to work in Ireland and/or the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of these checks:	
Is your organisation currently undergoing legal proceedings in relation to the Modern Slavery Act 2015 or the Criminal Law (Human Trafficking) Act 2008?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you currently have a Modern Slavery Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ATTACHMENT: Please attach a copy of your Modern Slavery Policy. Tick <input type="checkbox"/>	
Do you agree to sign up to the Conroy Supply Chain Code of Conduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ATTACHMENT: Please attach a copy of the signed Conroy Supply Chain Code of Conduct. Tick <input type="checkbox"/>	

Section 12 Summary of Work Undertaken in the Past 3 Years

Please provide a brief summary of the work your company has undertaken in the past 3 years, including project names, clients, and approximate contract values where possible:

Section 13 References

Please supply the names and contact details of 3 organisations for which you have undertaken work / supplied products in the past 3 years in order that we can take up references to confirm your competence:

Reference 1	
Contact Name	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Telephone No.	<input type="text"/>
Email	<input type="text"/>
Reference 2	
Contact Name	<input type="text"/>
Company Name	<input type="text"/>

Address

Telephone No.

Email

Reference 3

Contact Name

Company Name

Address

Telephone No.

Email

Section 14 Declaration

I declare the information provided within this questionnaire to be accurate and true.

Name Date

Signature Job Title

For and on behalf of

Section 15 Attachments Checklist

I confirm that the below documents are attached where relevant to my company's operations:

Health and Safety Policy and Statement	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate: Public Liability	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate: Employers' Liability	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate: Professional Indemnity (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>
ISO 45001 (or SSIP) Safety Accreditation Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Samples of 2 completed Safety Inspection / Audit forms	<input type="checkbox"/>	<input type="checkbox"/>
Training Matrix / Training Log	<input type="checkbox"/>	<input type="checkbox"/>
Quality Policy / Management Statement	<input type="checkbox"/>	<input type="checkbox"/>
ISO 9001 (or other) Quality Accreditation Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Policy / Management Statement	<input type="checkbox"/>	<input type="checkbox"/>
ISO 14001 (or other) Environmental Accreditation Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Aspects Register	<input type="checkbox"/>	<input type="checkbox"/>
Waste Carrier's Licence	<input type="checkbox"/>	<input type="checkbox"/>
PEFC or FSC Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Accident Reporting and Investigation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Details of any RIDDOR / IR3 reportable incidents (last 3 years)	<input type="checkbox"/>	<input type="checkbox"/>
Modern Slavery Policy	<input type="checkbox"/>	<input type="checkbox"/>

Signed Conroy Supply Chain Code of Conduct	[]	[]
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Please return this completed questionnaire with all documentation to procurement@conroy.ie

Questionnaire reviewed for and on behalf of Conroy by:

Name	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Job Title	<input type="text"/>