

CONSTRUCTION  
One Company  
One Solution



# WORK WITH US

UPDATE ON SUB-CONTRACTOR INFORMATION



As part of your commitment to the Construction Linx ethos and our continuous improvement processes, we are updating our records to ensure compliance with the latest health and safety standards. We request all subcontractors to complete the following questionnaire. Your responses will help us verify your adherence to essential requirements, including updated documentation on insurances, health and safety occurrences, and membership in relevant trade associations.

Please provide accurate and thorough information to help us maintain a safe and compliant working environment. Your cooperation is crucial in achieving our goal of zero incidents and upholding the highest standards of safety and professionalism on all our projects.

This questionnaire will be sent out annually to ensure that you hold all relevant insurances and be able to update your company information. Without Construction Linx Ltd holding this information either from registration or updating on renewal we will be unable to confirm work orders and you will not be able to work across any of our sites.

Thank you for your prompt attention to this matter.

Many thanks

John Evans  
Operations Manager

Update on Contractors Details V1 July 2024



## SUBCONTRACTOR INFORMATION DETAILS

Registered Company Name:	
Registered Company Number:	
Address:	
Web Address:	
No. Employed:	
Name:	
Title:	
Telephone No.:	
Mobile No.:	
Email Address:	
Appointed H&S Advisor: Name & Qualification:	
Environment responsible person:	

	Complete/ Included	For Office Use Only
<b>1. Please provide a copy of your insurance cover.</b> <i>Preferred: £10 Million – Employer Liability</i> <i>£5 Million – Public Liability</i>		
<b>2. Please supply copies of the following, as applicable:-</b>		
Health & Safety Policy		
Environment Policy		
Other Accreditations		
Membership of Trade Associations		
Examples of Risk Assessments & Method Statements (RAMS) Waste licence.		
<b>3. How many RIDDOR reports have you had in the last 3 years.</b>		
<b>4. Have you had any HSE Prosecutions (Improvement / Prohibition notice).</b>		
<b>5. Have you had any Environment prosecutions.</b>		
<b>6. Do you use Sub-Contractors?</b>		
<i>Please notify the Facility Representative if at any time you intend to use a subcontractor.</i>		
<b>7. Please provide a contact name and company for a reference from the last 12 months.</b>		

## HEALTH & SAFETY PROGRAMS

	YES	NO	N/A
<b>a.</b> Does the company have a written Health and Safety Program?			
<b>b.</b> Are designated roles and responsibilities assigned for health and safety?			
<b>c.</b> Does the company have policies and procedures including:			
control of hazardous energy (lockout/tagout)			
personal protective equipment (e.g., respiratory, hearing, etc.)			
electrical safety/grounding			
confined space			
asbestos			
hot work (e.g., welding and cutting)			
equipment (e.g., machines guarding)			
power industrial trucks			
excavations/trenching			
fire prevention			
Hoists			
Housekeeping			
chemical use, handling, and storage			
work at elevated heights (e.g., scaffolding, fall protection, lifts, ladders, etc.)			
work area control and warning signs			
first aid, medical services, and emergency procedures			
accident reporting and investigation			
<b>d.</b> Health and safety policies and procedures available to the employees?			
<b>e.</b> Employees are adequately trained on these policies and procedures?			
Frequency:			
<b>f.</b> Periodic safety meetings are provided on the job site?			
Frequency:			
<b>g.</b> The company has a disciplinary action policy?			
<b>h.</b> Subcontractors meet acceptable health and safety requirements?			



## Relevant Training and Accreditations Which Your Company or Individual Employees Hold

Trade Body	Company or Individual Name	Membership No.	Renewal Date

**Payment Details** (BACS payments can make the payment process faster dependant upon your bank)

Bank Name\*

Sort Code\*

Account Number\*

Pay only by Cheque\*



## Contact Details

### Main Contact:

Name\*:

Mobile\*:

Telephone\*:

Email\*:

### Secondary Contact:

Name:

Mobile:

Telephone:

Email:

### Accounts Contact:

Telephone:

Mobile:

Fax:

Email:

## CIS/Legal Requirements

*All payments are made with HMRC guidelines*

<b>Company type*</b>	<i>Sole trader</i>	<i>Partnership</i>	<i>Limited Company</i>	
<b>UTR Number*</b>		<i>NI / Company Number*</i>		
<b>No. of employees*</b>	<i>Sole trader</i>	<i>2-3</i>	<i>4-5</i>	<i>6+</i>

## References

### Reference 1\*:

Name\*:

### Reference 2\*:

Name\*:

Address\*:

Address\*:

Telephone\*:

Telephone\*:



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**Which services do you offer?**

*Building Trades*

*Brickwork*

*Joinery*

*Plastering*

*General Handyman Tasks*

*Ceilings & Partitions*

*Damp and Timber Treatments*

*Fabrication*

*Tiler (Floor and walls)*

*Electrical Trades*

*Electrician – Domestic*

*Electrician – Commercial*

*Air Conditioning Systems Installation*

*Generator Installation/Maintenance*

*Refrigeration Systems Installation*

*Electrical Supply Service*

*High Voltage*

*PAT Testing*

*Data Cabling*

*Appliance Repair*

*Glazing Trades*

*UPVC Fitter Domestic*

*UPVC Fitter Light Commercial*

*Aluminium Windows/Doors*

*Making Safe and Boarding Up (24 Hour Service)*

*Sash Windows Repair/Renewal*

*Plumbing Trades*

*Gas Safe Plumber – Domestic*

*Gas Safe Plumber Commercial*

*Non Gas Plumber*

*LPG Gas*

*HETAS Plumber*

*Oil Fired Boiler/Tank Installation*

*Pumps Installation/Maintenance*

*Water Treatment/Hygiene*

*Painting & Decorating Trades*

*Painting & Decorating – Domestic/Light Commercial*

*Painting & Decorating – Industrial*

*Roofing Trades*

*Flat/Pitched Roof – Domestic Only*

*Flat/Pitched Roof – Light Commercial/Industrial*

*Industrial Clad Roofing*

*Carpeting*

*Flooring Trades*

*Safety Flooring*

*Vinyl Floor Scrubbing or Re-polishing*

*Wooden Flooring*

*Industrial Services*

*Industrial Doors and Roller Shutters*

*Industrial Signs Installation*

*Industrial Fencing Installation*

*Exterior Warehouse Cladding*

*Structural Steel Erection*

*Demolition Contractor*

*Environmental Services*

*Asbestos Removal*

*CCTV Drain Services*

*Drains/Sewers Cleaning/Inspection*

*Pest Control*

*Tree Surgery*

*Cleaning Services*

*Removal of general waste*

*Domestic Cleaning*

*Commercial Cleaning*

*Hazard Cleaning*

*Carpet Cleaning*

*Graffiti Removal*

*Window Cleaning by Access*

*Window Cleaning by Ladder*

*Grounds/Car Park Cleaning*

*Pressure Washing*

*High Level Cleaning*

*Security*

*CCTV Installations/Maintenance*

*Fire Alarms Installation/Maintenance*

*Fire Extinguisher Services*

*Sprinkler Systems Installation/Maintenance*

*Locksmith*

*Static Security*

*Door Access Control*

*Landscape*

*Ground Work*

*Paving*

*Road Resurfacing*

*Road & Car Park Marking*

*Grounds Maintenance/Soft Landscaping*

*Other Trades*

*Satellite Aerials*

*Interior Design*

*Traffic Control Services*

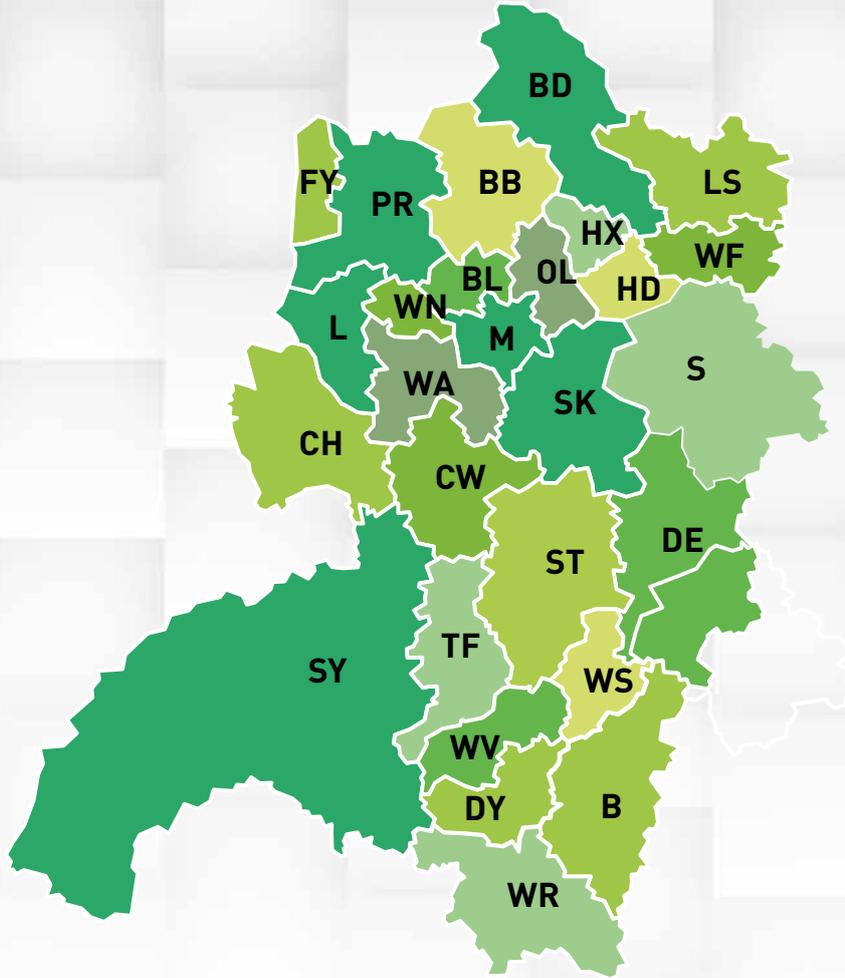
*Damp Services*

*Asbestos Survey*

*Exterior Insulation Installer*

**Area's Covered**

Please select below area's which you cover



Can cover all area's

Are willing to work outside these area's

Insurance policy number\*

**\*Please confirm that all of the information you have supplied is correct and up to date and that you have read, understood and agree to the code of working document and our terms and conditions.**

**Name in Block Caps:**

**Signed:**

**Date:**

**submit the form**

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