

CONTRACTOR APPROVAL FORM (Five Employees or more)



Jersey Electricity operates a contractor vetting and approval system. Our purchasing policy dictates that Jersey Electricity will only employ the services of approved contractors.

It is essential that all parts of this application form are fully completed and that copies of all relevant documents, as listed in section 8 of this document, are returned with the completed application form. Where a question is not relevant to your company you should write 'not applicable' (N/A).

Failure to complete all sections of this form or failure to return appropriate documents will result in this application being rejected.

The information contained in this application will be treated as confidential and will not be disclosed to any third parties.

The completed form should be returned by email, fax or post to:

Mr. Kevin Bonass
Jersey Electricity plc
The Powerhouse,
PO Box 45,
Queens Road,
St. Helier,
Jersey
JE4 8NY

Tel No	01534 505219
Email	kbonass@jec.co.uk

**SECTION 1
GENERAL COMPANY INFORMATION**

1	Company Name		
2	Company Address		
3	Company Registration No		
4	Type of Company (eg Limited/PLC/Sole Trader)		
5	Years in operation		
6	Number of employees	Managers	
		Supervisors	
		Manual Operatives	
7	Functional responsibilities	Please provide a copy of your company's organisational structure, detailing people with key responsibilities.	
8	Association with other companies		
9	List of directors		
10	Membership of industry or professional bodies		

**SECTION 2
CUSTOMER REFERENCES**

Please submit a minimum of three customers' references. These references will ideally be from customers for whom you are providing a similar service to the one that Jersey Electricity requires.

Reference 1

Name	
Address	
Contact	
Tel No	
Email	

Reference 2

Name	
Address	
Contact	
Tel No	
Email	

Reference 3

Name	
Address	
Contact	
Tel No	
Email	

**SECTION 3
QUALITY INFORMATION**

1	Does your Company have a written Quality Policy Statement? If Yes, please provide a copy of this policy.	Yes	No
2	Does your Company have a documented Quality Management System? (ie BS EN ISO 9001) If Yes, please provide a copy of your certificate.	Yes	No
3	If the answer to question 2 is No, do you have a formal system for controlling quality? Please give details.	Yes	No
4	Jersey Electricity may need to audit your quality processes more thoroughly following the completion of this submission. Please confirm your agreement, subject to sufficient notice, of such an audit.	Yes	No

**SECTION 4
HEALTH AND SAFETY**

4.1 Health and Safety Policy

1	Please enclose a copy of your Company's current Health and Safety Policy and indicate when it was approved at executive level.		
2	Describe how the policy is brought to the attention of all your employees and the arrangements in place to check that all employees have been made aware of its contents and the duties it places upon them.		
3	Please clarify the level of health and safety competence of those who will be responsible for the work that you will be carrying out for Jersey Electricity.		
4	What arrangements do you have in place to monitor health and safety compliance within your teams?		
5	Do you have access to a professional health and safety adviser from within your company? If Yes, give names, qualifications and experience.	Yes	No

6	Do you use the services of an external health and safety consultant? If Yes, give their names addresses experience and qualifications.	Yes	No	
7	If the answer to 5 and 6 is No, how do you ensure that work carried out is in accordance with legal requirements and your policy?			
8	Do you have any objection to a representative of Jersey Electricity carrying out an inspection of any site where you are currently working?	Yes	No	
9	Do you investigate accidents, incidents and near misses?	Yes	No	
10	Do you prepare summaries, statistics or reports of all accidents at regular intervals? If Yes please enclose the relevant summaries, statistics or similar for the last three years.	Yes	No	
11	If your answer to question 10 is No, please give an accident summary for the past three years.			
		Current year	Last year	Year before last
	Fatal accidents			
	Major injuries (more than three days absence)			
	Less than three-day accidents			
	Incidents and near misses			
	Number of employees			
12	Has your Company or any individual of your Company been prosecuted for any breach of health and safety legislation or been served a prohibition or improvement notice within the past five years? If Yes, give details and actions that were taken to prevent a recurrence.	Yes	No	

4.2 Safety Training			
1	Have your Directors and Managers attended formal Health and Safety courses? If so, give details.	Yes	No
2	Have all site supervisors within your Company attended appropriate Health and Safety courses? If Yes, please give details of courses and number attending.	Yes	No
3	Do you carry out induction training for new employees? Note – You may be required to provide written confirmation of applicable training provided to a person who is employed on or involved in a specific contract.	Yes	No
4	Do you regularly monitor the appropriateness and effectiveness of employee training to ensure that it meets current needs and trend?	Yes	No
4.3 Risk Assessments and Method Statements			
1	Who carries out your Risk Assessments and when? What level of competence do they have?		
2	Who prepares your Method Statements and when? What level of competence do they have?		
3	Are your employees competent to understand the Risk Assessments and Method Statements that you provide them with?	Yes	No
4	How are your workforce made aware of the Risk Assessments and Method Statement?		

**SECTION 5
ENVIRONMENT CONSIDERATIONS**

1	Does your Company have a written Environment Policy Statement? If yes, please submit a copy with this application.	Yes	No
2	Does your Company have a documented Environmental Management System? If Yes, please state to which standard (i.e. BS EN ISO 14001)	Yes	No
3	If the answer to question 2 was no, do you have a formal system for assessing environmental considerations?	Yes	No
4	Does your Company have policies and procedures for waste management and pollution control? If yes, please submit a copy with this application.	Yes	No
5	Has your Company been convicted for offences under Environmental Legislation, the Statutory Nuisance Law, or been served an improvement notice or had a licence revoked in the last 3 years? If Yes, please give details	Yes	No

**SECTION 6
SUB-CONTRACTORS**

Do you employ sub-contractors?	Yes	No
If you do employ sub-contractors, please list them		
If you do employ sub-contractors how are they vetted?		

**SECTION 7
COMMERCIAL INFORMATION**

7.1 Financial Standing

1	Please supply a copy of your latest annual audited company accounts		
2	Please confirm your annual turnover	Last year	
		Previous year	

7.2 Insurance Details

Please provide details of Insurance Policies held by you and submit copies of the policy certificates for each type of insurance.

Employer's Liability

Insurer's Name			
Limit of Liability		Expiry Date	
Excess		Policy Number	

Public Liability

Insurer's Name			
Limit of Liability		Expiry Date	
Excess		Policy Number	

Contractors 'All Risks'

Insurer's Name			
Limit of Liability		Expiry Date	
Excess		Policy Number	

SECTION 8 SUBMISSION DETAILS

Please confirm that copies of the following documents have been submitted with this form.

Documents	Attached	
Company Organisational Structure	Yes	No
A Quality Policy Statement	Yes	No
Health and Safety Policy Document	Yes	No
An example of a Risk Assessment	Yes	No
An example of a Method Statement	Yes	No
An Environmental Policy Statement	Yes	No
Environmental Policy and Procedures Document	Yes	No
Current Public Liability Insurance Certificate	Yes	No
Current Employer's Liability Insurance Certificate	Yes	No
Current Contractors 'All Risks' Insurance Certificate	Yes	No
The latest set of Audited Company Accounts	Yes	No

Application completed by

I certify that the information given in this form and in any supporting documents is correct and complete and undertake to inform Jersey Electricity of any changes in circumstances in any of the above areas. I understand that failure to comply with any of these undertakings, once given, may lead to the contract (if awarded) being cancelled forthwith, whether or not the works have commenced. In the case of cancellation monies will only be paid for actual work carried out up to the point of cancellation and not for any loss of profit or any other costs not directly associated with the work already carried out.

Application completed by	
Position	
Date	
Tel No	
Email	

**SECTION 9
RECOMMENDATIONS
(For Jersey Electricity Internal Purposes Only)**

Based on the information provided within this questionnaire and at the subsequent meeting, we recommend that we do/we do not approve this Contractor to carry out work on behalf of the Jersey Electricity plc.

Name	Accepted or Rejected	Signed	Department	Date
			Procurement	
			User Department	
			Health and Safety (if required)	

If the recommendation is not to approve the Supplier, please list reasons:

Any further comments:

Details entered on Navision:

Entered on Navision by:	
Date:	