

Supply Chain Questionnaire

Company Information

Company Name:	
Company Address:	
Main Contact:	
Telephone:	
Email:	
Website:	
Company No:	

Bank Details

Bank Name:	
Account Name	
Account Number:	
Sort Code:	
VAT Number:	
UTR Ref.:	

Insurance

Public Liability

Insurer:		Policy Number:	
Renewal Date:		Limit of Indemnity:	

Certificate provided ☐

Employers Liability

Insurer:		Policy Number:	
Renewal Date:		Limit of Indemnity:	

Certificate provided ☐

Products Liability

Insurer:		Policy Number:	
Renewal Date:		Limit of Indemnity:	

Certificate provided ☐

Professional Indemnity

Insurer:		Policy Number:	
Renewal Date:		Limit of Indemnity:	

Certificate provided ☐

Contract Works

Insurer:		Policy Number:	
Renewal Date:		Limit of Indemnity:	

Certificate provided ☐

Services

Please indicate the core services your company provides

Health & Safety

Health & Safety Policy

Number of Employees:

If you employ more than 5 employees, please provide a copy of your companies Health & Safety Policy.

Supplied?

☐

Director Responsible for Health & Safety

Please detail your arrangements for receiving suitable Health & Safety Advice

Risk Assessment / Method Statements

Please provide examples of recent or generic Risk Assessments / Method Statements for the above listed services.

Supplied?

☐

Safe Systems of Work

Please provide examples of any Safe Systems of Work you have for the above listed services.

Supplied?

☐

COSHH

Please supply any COSHH information/ assessments you have carried out relevant to the works

Supplied?

☐

Accidents

Do you record and investigate all accidents/ incidents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you report any report accidents/ incidents that occur on a site under the control of London Drainage Facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received any enforcement notices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been prosecuted by the enforcing authority in relation to any Health, Safety & Welfare matters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Equipment

Do you have arrangements in place for the suitable maintenance of work equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details		

Training

Please provide details regarding the training you provide your employees.

Please supply example training certificates or relevant training Matrix.

Supplied?

☐

Accreditations / Associations

Please provide details of any Trade Associations or Accreditations your company holds, including copies of relevant certificates
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Environment Policy

Please supply your Environment Policy (where applicable)

Supplied?

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Please supply a copy of your Waste Carriers Licence (Where applicable)

Supplied?

☐

Waste Management

If removing waste from any of our sites, please provide your waste Carriers Licence as well as the details of the types of waste removed and how/where it is treated.

Details of Waste Management	

Subcontracting

Do you Subcontract any of your work out to third parties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, Please indicate your procedures for selecting & Monitoring your subcontractors		

Quality

Are you accredited to ISO 9001:2015?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your certification		
If no, please describe the procedures you have in place to ensure the quality of the service/product you supply is maintained.		

Data Protection

Do you have a Data protection Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		
If no, please describe the procedures you have in place to ensure you comply with the requirements of GDPR		

Corporate and Social Responsibility

Do you have a Modern Slavery policy/statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		
If No, are you willing to work within the parameters set out in London Drainage Facilities Modern Slavery policy? (available upon request)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have an anti-bribery policy/statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		
If No, are you willing to work within the parameters set out in London Drainage Facilities Anti-Bribery policy? (available upon request)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have a formal policy in place covering the management of working times for your employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		
If No, please detail what arrangements you have in place to ensure employees are provided with adequate rest breaks		

Do you have a Sustainability Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		

Do you have an Equal Opportunities policy/statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide a copy of your Policy		
If No, please detail how you ensure you meet your positive equality duties in relation to the Equality Act 2010		

References

Please provide details of 2 references we can contact

Company Name	Company Name
Address	Address
Name	Name
Telephone	Telephone
Email	Email

Signature

Signed		Name	
Position		Date	

Please return completed forms to **HS@london-drainage.com**