



SQUARE ROOT GROUP LTD

62-70 Tettenhall Road,
Wolverhampton, England,
WV1 4TH

Contractor Application Pack

Dear Contractor,

You need to fill in ALL the relevant attached documentation and please email back to become an Approved contractor.

Once the forms have been correctly completed you will then be placed on our contractors network database.

Once on the database, this does not entitle you to undertake works until your details have been audited by our quality assurance team. If you are successful, then you will be contacted by a member of our team.

Kind Regards

Shahar Hussian,
Managing Director

Name of organisation:		
Address:		
Tel:	Fax:	Website:
Service or goods provided by your company:		
Total number of employees:		

PART A

1. Is your company approved to BS EN ISO 9000:2000, BS EN ISO 14000:2004, BS OHSAS 18000. • 2007 or any other equivalent standard?

YES/NO	If yes please state the standard and enclose a copy of your certificate).	
--------	---	--

2. Is your company approved by any other commercial organisation, professional qualification or recognised standard? eg CHAS or Construction Line, Safe Contractor Approval?

YES/NO	(If yes please state the standard).	
--------	-------------------------------------	--

3. Does your company have a person appointed as a "Quality, Safety or Environmental Manager" (or similar)?

YES/NO	If Yes, state Name, Title and to whom below
--------	---

Name	Title	Re

Registered companies answering YES to question 1 :

- Need not complete part B of this questionnaire.
- Copies of your registration certificate and scope of registration should be supplied in support of your completed Part A.

Companies answering NO to question 1: Must answer all questions in part B.

In BOTH instances, the form should be signed and dated and email back to us.

PART B

Quality, Safety & Environmental Systems = QSES

1.	Does your company have a documented Quality system?	YES	NO
2.	Does your company have a QSES Manual?	YES	NO
3.	Do you intend to register under BS EN ISO 9001 Planned Date to be registered:	YES	NO
5.	Do you intend to register under BS OHSAS 18001 Planned Date to be registered:	YES	NO
6.	Will you allow us to assess your QSES if required?	YES	NO
7.	Are responsibilities for QSES management clearly defined?	YES	
8.	Is your QSES regularly reviewed & records kept?	YES	NO
9.	Does your company operate a supplier assessment system?	YES	NO
10.	Are purchasing requirements clearly defined?	YES	NO
11.	Do you have documented inspection & test processes?	YES	NO
12.	Is all measuring equipment calibrated and identified?		
13.	Are your product/service realisation processes formally controlled?	YES	NO
14.	Do you have formal process for the control of non-compliance?	YES	NO
15.	Do you have formal process for the control of client complaints?	YES	
16.	Do you have a formal process that reviews and measures client satisfaction?	YES	NO
17.	Do you have formal procedures for internal quality auditing?	YES	NO
18.	Do you have formal process for staff training and development?		NO
19.	Do you have formal process for evaluation of Environmental Aspects?	YES	NO
20.	Do you have formal process for Emergency Procedures & Contingency Plans?	YES	NO

4.

4	Financial Information		
4.1	What was your turnover in the last Two years (if this applies) ? Please enclosed copies		
4.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes/NO	

4.3	If "No" what were the reasons, and what has been done to put things right?
-----	--

4.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	
4.5	If "No" what were the reasons, and what has been done to put things right?	
4.6	What is the name and branch of your bankers? (who could provide a reference)?	Name:
		Branch:
		Contact Details.
4.7	If asked, would you be able to provide at least one of the following?	
	A copy of your most recent audited accounts (for the last two years if this applies).	Yes / NO
	A statement of your turnover, profit & loss account a cash flow for the most recent year of trading	YES/NO
	A statement of your cash flow forecast for the current Year and a bank letter outlining the current cash and credit position.	YES/NO

5.

5	Professional and Business Standing	
	Do any of the following apply to your organisation, or to (any of) the Directors(s)/Partners/Proprietors(s)?	
5.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	YES/NO
5.2	Has been convicted of a criminal offence related to Business or professional conduct.	YES/NO

5.3	Has committed an act of grave misconduct during business.	Yes/No
5.4	Has not fulfilled obligations related to payment of social security contributions.	Yes / NO
5.5	Has not fulfilled obligations related to payment of taxes.	YES/NO
5.6	Is guilty of serious misrepresentation in supplying Information.	YES/NO
5.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law.	YES/NO
5.8	If the answer to any of these is "YES" please give brief details below including what has been done to put things right:	

6	Health a Safety			
6.1	Have you been accredited with any of the registered members of the 'Safety Schemes in Procurement' forum? If yes, please identify which ones and attach a copy of the certificate.			YES/NO
6.2	Does your organisation have a written health and safety at work policy? Please enclose			YES/NO
6.3	What are your arrangements for implementing health and safety in your workplace and/or activities?			
6.4	Who provides your company with competent advice on health and safety?			
6.6	Please provide a health and safe site inspection report carried out within the last 12 months.			
6.7	Please provide suitable and sufficient training records of you/your staff to reflect the needs of your undertakings.			
6.8	Please provide suitable and sufficient qualifications of you/your staff to reflect the needs of your undertakings.			
6.9	How do you monitor, audit and review our procedures?			
6.10	How do you involve our workforce in health and safety matters?			
6.1 1	Please provide the following accident information			
Year	Near Misses	Minor injuries	RIDDOR injuries	Fatalities
20				
20				
20				
6.12	Please provide two recent accident investigations including actions taken to prevent reoccurrence.			

6.13	Have you/your company been subject to any enforcement notices or prosecutions from the HSE within the last 5 years? If yes, please provide details. (Affirmative answers will not necessarily deny you even from your provided database, but failure to disclose information will disqualify you.
6.14	How do you assess the competence of sub-contractors to ensure they are competent? (if applicable)
6.15	Please provide an example sub-contractor assessment. If applicable
6.16	Please provide evidence showing how you monitor sub-contractor performance. if applicable
6.17	How do you co-operate and co-ordinate our work with other contractors?
6.18	Please provide evidence showing how you monitor sub-contractor performance. if applicable
6.19	Please enclose an example method statement for the work you carry out.
6.20	Please enclose an example COSHH assessment for hazardous substances that you may encounter through the process of your work.
6.21	Designers only — Please provide evidence of how you Handle the 'Principles Of Prevention'

c

7	Insurance		
	Please provide details of your current insurance cover together with enclosing a copy for our records	<u>Expiry Date</u>	<u>Value</u>
7.1	Employer's Liability Min £5million		
7.2	Public Liability Min £5million		
7.3	Professional Indemnity Insurance		
7.4	Contractor All risk		

8. Safeguarding

8	Safeguarding	
8.1	Do you have a Safeguarding Policy? (if "yes" please enclose a copy) If Not, would you be willing to follow the Square Root Group Safe guarding Policy?	YES/NO
8.2	Do you provide training for your staff?	YES/NO

9.

9	Equality a Diversity	
9.1	Does your organisation have any equality and Diversity Policy?	YES/NO

10.

10	Modern Slavery Act 2015	
10.1	Does the turnover of Your organisation exceed £36million per annum?	Yes/No

1 0.2	If "Yes', please submit your organisations Slavery & Human Trafficking statement with this application
-------	--

11. Data Protection

1 1	Data Protection Act 2018 and General Data Protection Regulations GDPR	
1 1.1	Will the work activities performed for Square Root Group Ltd (or subsidiaries) involve processing personal data? This may include receiving BG customer contact details to undertake work	Yes / NO
1 1.2	If "Yes" please detail the information-types, you expect to receive to fulfil this work.	
	Name of task to be performed	Types of information/data required
1 1.3	Where will personal data provided by Square Root Group Ltd be stored? Please provide details of the locations where personal data is held (this includes any cloud storage or applications you use)	

	Will any part -of your services be sub-contracted to a third-party?	Yes / No
1 1.5	If, "Yes" please provide details of the sub-contractor:	
1 1.6	I understand that I will require written permission from Square Root Group Ltd prior to sharing any personal data / information with another party?	Yes/No
1 1.7	I understand that I may only follow the written instructions of Square Root Group Ltd with regards to the usage of personal data provided to us.	Yes / No
1 1.8	I confirm that our organisation will make no further usage of any personal data shared with us, unless a written agreement is in place from Square Root Group Ltd	Yes/NO
1 1.9	I confirm that at the end of any works contract / agreement, our organisation will return or destroy (at the request of Square Root Group Ltd) any/all personal data.	Yes/NO
1 1.10	I confirm that our organisation will fully co-operate and assist Square Root Group Ltd with any request from a data subject to lawfully exercise their rights under the Data Protection Act 2018.	Yes / No
1 1.11	I confirm that our organisation will, given reasonable notice, permit and assist Square Root Group Ltd to undertake an audit/inspection of our data processing facilities.	Yes / No

1 1 .1 2	Are all members of staff trained in Data Protection and the correct handling of personal data?	Yes / NO
	Please detail all Data Protection Training (and refresher frequency) received by staff:	
1 1 .1 3	Does the organisation have a Data Protection Policy?	Yes / NO
	If "Yes" please enclose a copy or electronic link to your Data Protection Policy.	
	Is the organisation registered with the ICO to process personal data? https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/	
1 1 .1 5	If "Yes", what is your ICO registration number? If "No" please explain the reasons why you are exempt from having to register with the Information Commissioner.	

12.

12		Environmental Management	
12.1	Does your organisation have a recognised Environmental Management Certification for example ISO 14001 or equivalent? If "Yes" please enclose a copy of your certificate for our records	YES/NO	
If you do not have environmental certification or an environmental management system, please answer the following questions:			
1 2.2	Does your organisation have a written Environmental and / or Sustainability policy? If yes, please enclose	YES/NO	
1 2.3	Do you have any Environmental Objectives (e.g. reduction of energy consumption, carbon foot print monitoring, recycling etc — Please Specify	YES/NO	
1 2.4	Have you/ your company been subject to an enforcement notice. If YES, give details below:	YES/NO	

13		References		
		Please provide details of three recent contracts that are relevant to Square Root Group Ltd requirements. If you cannot provide three references, please explain why.		
		Reference 1	Reference 2	Reference 3
13.1	Customer Organisation name			
13.2	Customer contact Name. Phone number. Email address			
13.3	Date contract awarded:			
13.4	Contract Reference and brief description:			
13.5	Value:			
13.6	Date contract was completed:			
13.7	Have you had any contracts terminated for poor performance in the last three years?	YES/NO		

13.8	If "Yes", please give details.
------	--------------------------------

14	Form Completed by	
14.1	Name:	
14.2	Position (Job Title):	
14.3	Date:	
14.4	Telephone Number:	
14.5	Signature:	

Checklist of Documents-Enclosed with this Questionnaire

Please complete the checklist below to ensure that you have submitted all relevant supporting information. Failure to submit the relevant information will result in a delay in your application being processed.

Brief details of document	Question	Enclosed	Not Enclosed	Not Applicable
Gas Safe Certificate				
NICEIC or similar Certificate				
A copy of your most recent audited accounts				
Statement of your turnover for the most recent year				
Statement of your cash flow forecast for the current year				
Quality Assurance Certificate if applicable				
Health & Safety at work policy				
CV of the person responsible for health and safety.				
Health and Safety site inspection report carried out within the last 12 months.				
Suitable and sufficient training records of you/your staff to reflect the needs of your undertakings.				

Suitable and sufficient qualifications of you/your staff to reflect the needs of your undertakings.				
Two recent accident investigations if applicable				
Provide an example sub-contractor assessment.				
Provide evidence showing how you monitor sub-contractor performance.				
Risk Assessment				
Method Statement				
COSHH Assessment				
Insurance Documents				
Safeguarding Policy				
Equality & Diversity Policy				
Modern Slavery Statement				
Data Protection Act 2018 and General Data Protection Regulations GDPR				
Environmental Management				
Code of Conduct for Contractors				
Declaration of Interest				
Reference Details				

Confidentiality Statement _____

All information with regards to the Company's operations will be treated as confidential. Mutual trust between the Company and those using the services is central to the successful provision of the service.

- Disclosure of information will only be to those directly involved in the service provision including company employees. Any disclosure of company information will result in disciplinary action.
- Written records and correspondence will be kept secured at all times when not being used by a member of staff. Files and records cannot be taken home without prior consent of Company Directors.
- Conversations relating to confidential matters will not take place in public places. Any such conversations that are reported back will result in disciplinary action.

- The same confidentiality will also be preserved when dealing with matters relating to the company and company personnel.
- The company is registered and operates online with the Data Protection Act to include the following: Data Protection Act including GDPR, Pre-Employment Screening, Complaints, Modern Slavery, Anti-bribery & Corruption & right to audit.

Any breach of confidentiality by our employees will be regarded as misconduct and will result in disciplinary action. The importance of confidentiality is emphasised at all times.

I have read and fully understand the above statement:

Form Completed by	
Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Signature:	

Smoke Free Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondary smoke and to assist compliance with the Health Act 2006.

Exposure to secondary smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

Policy

It is the policy of Square Root Group Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy came into effect on 1/7/07. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace; this includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy rests with the Company Directors. However, all staff are obliged to adhere to and support the implementation of the policy. The management shall inform all existing employees, consultants and contractors of the policy. They will also give all new personnel a copy of the policy. Appropriate 'non-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 022 4332 for details.

Form Completed by	
Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Signature:	

Payment / Bank Details

Bank Account Name:	
Sort Code:	
Account Number:	
Bank Address:	
UTR Number:	
Company Registration number:	

Form No. QF/8.3/A