



35.0 Contractor and Supplier Selection



35.0. Definition

- Employee: Individual employed by Ebbfleet Engineering Services.
- Subcontractor: Individual or company issued with subcontractor order /temporary contract to undertake works in the name of, or on behalf of Ebbfleet Engineering Services.
- Contractor: Company ordered to undertake work for Ebbfleet Engineering Services under their own corporate name.
- Agency Staff: Temporary contract basis via an employment agency.
- Supplier: A Company or Individual providing raw material, hired equipment or service package.

35.1 Identification of Need

The business must know it needs a new product, service or labour whether from internal or external sources. The product may be one that needs to be reordered, or it may be a new item for the company.

The right person or product is critical for the company. Some industries have standards to help determine specifications. Other industries have no point of reference. The company may have ordered the product, material or used the services of the company or individual in the past. If not, then the business must specify the necessary requirement.

35.2 Sub Contractors

Common methods to source new Sub Contractors are:

- Word of mouth recommendation
- Previous working relationships
- Agency personnel

All available information for the Sub Contractor including name, contact details, skills, licences and tickets, next of kin etc will be added to the database.

Wherever possible copies of CV, cards, licences etc shall be obtained, scanned and stored electronically at "**L:\DATABASE\Labour Data**".



Form “**Subcontractor Competency Checklist Frm-2015-00048**” shall then be completed for all new subcontractors (and for those who have not worked for us within a 1 year period).

This form is used to check that the Sub Contractor is suitably skilled for the role in which he is to be placed.

It will also be used to record reference details, prestart interviews and onsite monitoring if required.

Assuming the relevant criteria is met; the Sub Contractor will be signed off for an initial trial by the recruiting manager.

At this stage, the Sub Contractor status on the database will be recorded as “*Approved for Initial Works Trial (New Process)*”

Following satisfactory trial period and references (if applicable) the Sub Contractor is signed off by a member of the management team as approved.

At this stage, the Sub Contractor status on the database will be recorded as “*Approved Subcontractor (New Process)*”

N.B. The trial period is flexible and will determined based on experience, nature of project, onsite monitoring results and quality of works.

35.3 Contractors and Suppliers

Common methods to source a new Contractor / Supplier are:

- Word of mouth recommendation
- Client request or specification
- Internet
- Supplier visit to office
- Advertisements
- Trade press

When a Contractor / Supplier is to provide a service (e.g. Cleaning, Scaffolding) or equipment (e.g. crane or MEWP hire) the following process is to be followed in order to ensure the Contractor / Supplier has the necessary H&S arrangements and insurances in place.

The Contractor / Supplier details will be entered onto the database and passed to the accounts dept to enter onto Sage.

Form “**Contractor Assessment Documentation Request Frm-2015-00046**” shall be sent to the Supplier / Contractor for completion and provision of supporting documentation.

Upon receipt back form “**Contractor Assessment Frm-2015-00049**” shall be completed to verify that all the specified requirements are met.

Once a satisfactory standard has been reached the “**Contractor Assessment Frm-2015-00049**” will be signed off as approved.

The database record for the supplier will be updated to show their new approval status, and the date that their insurances expire will be recorded.



Completed forms and supporting documents are electronically stored at **L:\DATABASE\Supplier Data\Approved Contractor - Suppliers Questionnaires**

A purchase order must be raised for all Contractors / Suppliers

35.4 Agency Staff

The safety advisor or project manager shall request the agency to check the competency of the person to ensure that they have the necessary skills and/or experience in order for them to safely and competently fulfil the requirements of the subcontract / purchase order.

Acceptable demonstrations of competency may include, but are not limited to:

- Certificates of training (from recognised training bodies)
- Licences (from recognised skills bodies)
- Apprenticeships
- Field experience
- Previous working history with the company to a satisfactory level
- References from known sources.

New personnel will be closely monitored by the site supervisor / project manager to ensure competency is demonstrated in the field

Agency personnel will be treated in the same way as an employee in respect of the provision of safe and healthy working conditions, safe work equipment, safe systems of work and such information and where necessary supervision, to ensure their safety.