



SUBCONTRACTING POLICY

The purpose of this document is to define the basis on which any subcontracting arrangements will be managed.

Where appropriate, Threshires Limited will sub-contract with other parties to deliver programmes, activities and works on site. The organisation with which it subcontracts will be subject to the requirements set out below.

Legal compliance

Threshires Limited recognises the importance of effective health and safety management and to that end is certified to ISO45001. This independently assessed Standard requires that Threshires Limited has identified and complies with all relevant legislation.

The management of subcontractors will be based upon the application of the risk principle. All subcontractors will be risk assessed in relation to updated and all relevant performance standards.

Supplier Selection and Evaluation


The first step in ensuring an effective working relationship with our subcontractors is to conduct a thorough evaluation of their ability to meet our requirements. Potential subcontractors will be required to:

- Complete a Prequalification Questionnaire (for review by suitably qualified member of the Threshires Limited management team)
- Supply all relevant information requested to protect customers and to ensure the subcontractor is legal, financially stable, and suitable for the proposed work. This must be supplied before a contract will be signed.
- Provide evidence of compliance to relevant ISO and industry standards.
- Provide suitable and sufficient method statements and risk assessments for the work to be undertaken. These must be supplied and approved before subcontractors will be permitted to commence work.
- Provide details of all personnel due to work on the project, along with evidence of all relevant skills and qualifications.

Communication with Subcontractors

Subcontractors will be issued with site details before they arrive on site. This provides them with an opportunity to plan effectively and to understand any site-specific issues.

The Site Manager is responsible for ensuring that subcontractors are properly inducted onto the site which should include details of emergency plans. The induction will include full communication of specific hazards and associated control measures and all reporting requirements.

Filename:	Sub-Contracting Policy	Approved by:	Michael Smith	Issue Version:	003
Reference:	PO10	Position:	HR Manager	Issue Date:	January 2022
Category:	Policies	Signature:		Last Reviewed	January 2022
This document is uncontrolled when printed					



Monitoring Performance

Site supervision

The Site Manager is responsible for monitoring performance of subcontractors on site and for stopping any unsafe acts. Details of any nonconformities shall be recorded and reported to the HR Manager.

Site audits

Periodic site audits will be undertaken by managerially independent members of the Threeshires team.

Self-Assessment

All subcontractors will be required to undertake a self-assessment process in relation to Threeshires Quality Assessment and produce Key Performance Reports (KPI) which clearly and specifically identifies and evaluates the works they are contracted to deliver.

Delivery Quality


Subcontractors must ensure that all staff are trained and competent with relevant experience. Subcontractors must also ensure that appropriate staff attend best practice events and any training organised by Threeshires which has been put in place to address issues identified in quality or compliance post audit action plans. Failure to attend such events will result in the organisations risk assessment rating being increased, this action is likely to increase the frequency of quality and compliance audits undertaken and result possible removal from the approved subcontractor database or other penalties may be applied.

Contract Delivery and Review

Subcontractor performance will be monitored on an ongoing basis. Feedback on performance will be provided to the subcontractor. The methods used will depend upon circumstances at any point in time. Feedback will also be provided at periodic contract performance review meetings. The frequency of these meetings will depend on the performance of the subcontractor. Where performance falls below the standard required, subcontractors will be issued with a Notice to Improve (Ntl). Support will be provided to help subcontractors develop and enhance the quality of their delivery. If a subcontractor fails to meet the necessary improvements within the agreed timescales it may be necessary to implement contract termination procedures.

Post Contract Review

Subcontractor performance is reviewed by Three Shires management and recorded on completion of each project.

Filename:	Sub-Contracting Policy	Approved by:	Michael Smith	Issue Version:	003
Reference:	PO10	Position:	HR Manager	Issue Date:	January 2022
Category:	Policies	Signature:		Last Reviewed	January 2022
This document is uncontrolled when printed					



Participation in Best Practice Events

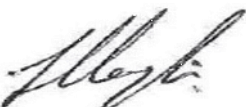
Subcontractors must ensure that appropriate staff attend Threshires’ best practice events and any other training organised by Threshires which has been put in place to address issues identified in quality or compliance post-audit action plans relating to Health and Safety. Failure to attend such events will result in the organisation’s risk assessment rating being increased, this action is likely to increase the frequency of quality and compliance audits undertaken and result possible removal from the approved subcontractor database or other penalties may be applied

Non-Compliance


Should a sub-contractor fail to comply with Three Shires site specific safety and environmental instructions, they will be removed from site pending an investigation and where necessary excluded from any present or future contracts.

Contract Termination

Threshires will collaborate with its subcontractors to ensure all projects receive a high quality and safe site with all the necessary support for Threshires to achieve its completed project aims and client satisfaction. Should a subcontractor consistently fail to improve any element of their performance which is deemed to be unsatisfactory or inadequate, or consistently fail to engage in the quality systems that are in place, Threshires reserves the right to terminate the contract. If contract termination procedures are implemented, subcontractors are contractually required to co-operate fully with the process. Fail to comply with the requirements will result in penalties under the terms of the contract.

Signed 
 Print James Lloyd
 Position Managing Director

Date 13th January 2022

Filename:	Sub-Contracting Policy	Approved by:	Michael Smith	Issue Version:	003
Reference:	PO10	Position:	HR Manager	Issue Date:	January 2022
Category:	Policies	Signature:		Last Reviewed	January 2022
This document is uncontrolled when printed					