SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

Competence | Resources | Health & Safety | Quality | Environment | Compliance

For current and prospective subcontractors engaged by The Macadam Specialist Limited.

Please complete all applicable sections and return the requested supporting evidence. Where an item does not apply, mark N/A and briefly explain why.

Questionnaire issued to	
Issued by	
Date issued	
Return by	
Proposed trade / service	

Document Control

Document reference	TMS-PQQ-01
Revision	1
Issue date	August 2026
Review frequency	Annual / upon material change

1. HOW TO COMPLETE THIS QUESTIONNAIRE

This questionnaire is used to assess whether a subcontractor has the organisational capability, resources, competence and management arrangements appropriate to the works it may undertake for The Macadam Specialist Limited. Approval may be subject to trade, project value, location or other conditions.

Accredited organisations may use current SSIP / ISO certification as supporting evidence; however, the core company, insurance, resource, project experience, supply-chain and declaration sections must still be completed.

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Have you completed every applicable section of this questionnaire?	☐	☐	☐	
Have you attached or clearly referenced all mandatory supporting documents?	☐	☐	☐	
Are all certificates current and valid as at the date of submission?	☐	☐	☐	
Have you identified any answers that require explanation or corrective action?	☐	☐	☐	

Minimum mandatory evidence

- Employers Liability and Public Liability insurance certificates (where applicable)
- Current Health & Safety Policy or suitable arrangements
- Relevant SSIP / accreditation certificates, if held
- Training / competence matrix for personnel proposed for our works
- Example RAMS relevant to your trade
- Environmental / waste documentation where applicable
- Signed declaration at the end of this questionnaire

1 COMPANY DETAILS

Provide the legal and operational details of the business that would contract with us.

Full legal company name	
Trading name (if different)	
Registered office	
Trading / correspondence address	
Postcode	
Company registration no.	
VAT registration no.	
UTR / CIS status	
Website	
Main telephone	
General email	

Key Contacts	
Primary contact - name	
Position	
Mobile / direct line	
Email	
Accounts contact - name / email	
Health & Safety contact - name / email	

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Legal structure: Limited Company / LLP / Partnership / Sole Trader / Other (state in details).	☐	☐	☐	
Has the business traded under any other name or registration during the last 5 years? If yes, provide details.	☐	☐	☐	
Has any director / principal been disqualified from acting as a director during the last 5 years? If yes, provide details.	☐	☐	☐	
Is the business currently subject to insolvency, administration, liquidation, CVA or similar proceedings? If yes, provide details.	☐	☐	☐	

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

2 TRADE, SERVICES AND RESOURCES

Tell us what you do, where you work and the resources available to deliver safely and reliably.

Primary trade / service	
Other trades / services	
Geographical coverage	
Years trading in this trade	
Typical contract value	
Maximum contract value you are equipped to undertake	
Maximum concurrent projects / gangs available	
Normal working hours / ability to work nights or weekends	

Workforce resources

Role	Directly employed	Self-employed / labour only	Agency / other
Managers			
Contracts / Project Managers			
Site Supervisors / Foremen			
Skilled Operatives			
General Operatives / Labourers			
Apprentices / Trainees			

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you own or have assured access to the plant, vehicles, tools and specialist equipment required for your trade?	☐	☐	☐	
Do you have arrangements for breakdowns, replacement plant and continuity of service?	☐	☐	☐	
Do you maintain inspection, maintenance and statutory examination records for relevant plant and equipment?	☐	☐	☐	
Do you use agency labour or labour-only subcontractors? If yes, explain how competence and right-to-work checks are controlled.	☐	☐	☐	

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

3 COMMERCIAL, FINANCIAL AND PROJECT EXPERIENCE

Last financial year ending	
Turnover - latest year	
Turnover - previous year	
Turnover - two years prior	
Approx. number of projects completed in latest year	
Standard payment terms requested	

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Are you currently in a material dispute with a client, main contractor, supplier or subcontractor? If yes, provide brief details.	☐	☐	☐	
Have you commenced or been subject to adjudication, arbitration or litigation relating to construction work within the last 3 years? If yes, provide details.	☐	☐	☐	
May The Macadam Specialist Limited undertake a soft credit / financial standing check as part of approval and ongoing review?	☐	☐	☐	

Relevant project references - preferably within the last 3 years

Ref	Client / Contractor	Project / Location	Scope of Works	Approx. Value	Contact Name / Email / Tel
1					
2					
3					

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

4 INSURANCE, ACCREDITATIONS AND REGISTRATIONS

Please provide copies of all relevant current certificates. Minimum insurance requirements may vary by package and will be stated in the subcontract order where applicable.

Insurance	Insurer	Limit of Indemnity / Cover	Expiry Date
Employers Liability			
Public Liability			
Products Liability			
Professional Indemnity			
Contractors All Risks			

Owned / Hired-in Plant			

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you hold a current SSIP accreditation (e.g. CHAS, SafeContractor, Acclaim or equivalent)? State scheme and expiry.	☐	☐	☐	
Do you hold ISO 9001 or equivalent quality certification? State certification body and expiry.	☐	☐	☐	
Do you hold ISO 14001 or equivalent environmental certification? State certification body and expiry.	☐	☐	☐	
Do you hold ISO 45001 or equivalent health & safety certification? State certification body and expiry.	☐	☐	☐	
Do you hold any trade-specific registrations or licences relevant to the proposed works (e.g. Waste Carrier, NICEIC, Gas Safe, asbestos licence, NHSS)? State details.	☐	☐	☐	

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Pass ☐	**Conditional** ☐	**Fail** ☐	**N/A** ☐	Reviewer	Review Date

5 HEALTH, SAFETY AND COMPETENCE

Director / principal responsible for H&S	
Competent H&S adviser - name / organisation	
Qualifications / professional status	
Internal or external	
Frequency / nature of H&S support	

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you have a current written Health & Safety Policy and arrangements proportionate to your organisation and work activities?	☐	☐	☐	
Do your arrangements address your duties under the Construction (Design and Management) Regulations 2015 where applicable?	☐	☐	☐	
Do you prepare suitable and sufficient task-specific risk assessments and method statements before work starts?	☐	☐	☐	
Do you have a process for briefing RAMS, recording acknowledgement and dealing with changes on site?	☐	☐	☐	
Do you consult with your workforce on health, safety and wellbeing matters?	☐	☐	☐	
Do you have arrangements for occupational health risks relevant to your work, including noise, vibration, dust, fumes, manual handling and health surveillance where required?	☐	☐	☐	
Do you have a Drugs & Alcohol policy / procedure and arrangements for fitness for work?	☐	☐	☐	
Do you have arrangements for first aid, emergency response and incident reporting?	☐	☐	☐	
Do you investigate accidents, incidents, dangerous occurrences and near misses and record corrective actions?	☐	☐	☐	
Do you check that all personnel hold appropriate competence cards / qualifications for the tasks and plant they undertake?	☐	☐	☐	
Do site supervisors hold suitable supervisory training (e.g. SSSTS / SMSTS or equivalent) where the role requires it?	☐	☐	☐	
Do you maintain a current training / competence matrix and monitor expiry dates?	☐	☐	☐	
Where temporary works or design are undertaken, do you appoint competent persons and follow appropriate control procedures?	☐	☐	☐	

Accident and enforcement record - last 3 years

Category	Current Year	Previous Year	2 Years Prior
Fatalities			
RIDDOR reportable injuries / diseases			
Dangerous occurrences			

Other lost-time injuries			
Near misses recorded			
HSE / Local Authority notices or prosecutions			

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

6 ENVIRONMENTAL AND WASTE MANAGEMENT

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you have an Environmental Policy and arrangements appropriate to your activities?	☐	☐	☐	
Have you identified the significant environmental aspects and impacts associated with your work?	☐	☐	☐	
Do you control fuels, chemicals and other substances to prevent spills, pollution and harm to the environment?	☐	☐	☐	
Do you have waste segregation, transfer and disposal arrangements using authorised carriers / facilities?	☐	☐	☐	
Do you hold a Waste Carrier registration where your activities require one?	☐	☐	☐	
Do you retain waste transfer / consignment documentation as applicable?	☐	☐	☐	
Do you brief personnel on environmental controls relevant to their work?	☐	☐	☐	
Do you have arrangements to minimise nuisance such as noise, dust, vibration, mud on roads and light pollution?	☐	☐	☐	
Do you have objectives or practical measures to reduce resource use, waste and carbon emissions?	☐	☐	☐	
During the last 5 years, have you received an environmental enforcement notice, prosecution or formal regulatory action? If yes, provide details and corrective action.	☐	☐	☐	

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

7 QUALITY MANAGEMENT AND WORKMANSHIP

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you operate a documented quality management system appropriate to your activities?	☐	☐	☐	
Is responsibility for quality and workmanship clearly allocated?	☐	☐	☐	
Do you control drawings, specifications, revisions, instructions and changes before work is undertaken?	☐	☐	☐	

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you identify inspection / hold points and keep relevant quality records for your work?	☐	☐	☐	
Do you ensure measuring, testing and inspection equipment is calibrated or verified where required?	☐	☐	☐	
Do you have a process for reporting, correcting and closing out defects / non-conformances?	☐	☐	☐	
Do you self-inspect / snag completed works before handover?	☐	☐	☐	
Can you provide product, material and conformity certification where required by the specification?	☐	☐	☐	
Do you have a procedure for dealing with remedial works during the defects liability / rectification period?	☐	☐	☐	

Defects and Service	
Typical response time for urgent defects / call-backs	
Normal defects / rectification response time	
Person responsible for quality / defects	

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Pass ☐	**Conditional** ☐	**Fail** ☐	**N/A** ☐	Reviewer	Review Date

8 EMPLOYMENT, ETHICAL AND LEGAL COMPLIANCE

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you have controls to verify the right to work in the UK for all personnel you employ or supply to our sites?	☐	☐	☐	
Do you comply with minimum wage / National Living Wage requirements and applicable working time legislation?	☐	☐	☐	
Is employment freely chosen, with no forced, bonded, trafficked or involuntary labour?	☐	☐	☐	
Do you take reasonable steps to identify and prevent modern slavery and human trafficking within your business and supply chain?	☐	☐	☐	
Do you have an Equality, Diversity and Inclusion / Equal Opportunities policy or equivalent arrangements?	☐	☐	☐	
Do your recruitment, training, promotion and treatment of workers comply with the Equality Act 2010?	☐	☐	☐	
Do you take reasonable steps to prevent sexual harassment of workers, including harassment by third parties, and provide an appropriate reporting route?	☐	☐	☐	

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you have procedures to prevent bribery, corruption and fraud and to report concerns / whistleblowing?	☐	☐	☐	
Have you or your organisation been found in material breach of modern slavery, immigration, equality, bribery, fraud or employment law in the last 3 years? If yes, provide details and remedial action.	☐	☐	☐	
Do you require equivalent standards from any subcontractors, labour providers or suppliers you engage for our work?	☐	☐	☐	

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

9 FURTHER SUBCONTRACTING AND SUPPLY-CHAIN CONTROL

Question / Requirement	Yes	No	N/A	Details / Evidence Reference
Do you intend to subcontract or sublet any part of the work you may undertake for The Macadam Specialist Limited?	☐	☐	☐	
Do you have a documented process for pre-qualifying and approving subcontractors / labour providers before appointment?	☐	☐	☐	
Do you verify insurance, competence, training, H&S arrangements, right to work and relevant licences / accreditations?	☐	☐	☐	
Do you monitor subcontractor performance and remove / suspend approval where standards are not met?	☐	☐	☐	
Will you obtain written approval from The Macadam Specialist Limited before introducing any lower-tier subcontractor to our works?	☐	☐	☐	

Supply-Chain Details	
Trades / activities likely to be sublet	
Typical lower-tier subcontractors / labour providers	
How performance is monitored	

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Pass ☐	**Conditional ☐**	**Fail ☐**	**N/A ☐**	Reviewer	Review Date

10 DOCUMENT RETURN CHECKLIST

Mark each item Enclosed, N/A or provide an evidence reference. Documents should be current and legible.

Document / Evidence	Enclosed	N/A	Reference / Notes
Company organogram / responsibility structure	☐	☐	
Employers Liability insurance	☐	☐	
Public Liability insurance	☐	☐	
Professional Indemnity insurance (if applicable)	☐	☐	
Contractors All Risks / Plant insurance (if applicable)	☐	☐	
SSIP certificate (if held)	☐	☐	
ISO 9001 certificate (if held)	☐	☐	
ISO 14001 certificate (if held)	☐	☐	
ISO 45001 certificate (if held)	☐	☐	
Health & Safety Policy / arrangements	☐	☐	
Competent H&S adviser details / CV	☐	☐	
Training / competence matrix	☐	☐	
Sample RAMS relevant to proposed trade	☐	☐	
Accident / incident statistics	☐	☐	
Environmental Policy	☐	☐	
Waste Carrier registration / relevant waste licence	☐	☐	
Quality Policy / quality arrangements	☐	☐	
Modern Slavery policy / statement or arrangements	☐	☐	
Equality / EDI policy or arrangements	☐	☐	
Drugs & Alcohol policy / procedure	☐	☐	
Bribery / fraud prevention policy or arrangements	☐	☐	
Trade-specific licences / certificates	☐	☐	
Plant inspection / test certificates (sample, where applicable)	☐	☐	
Three relevant project references / case studies	☐	☐	

11 SUBCONTRACTOR DECLARATION

I confirm that the information given in this questionnaire is accurate and complete to the best of my knowledge. I understand that The Macadam Specialist Limited may rely on this information when deciding whether to approve, appoint or retain the organisation as a subcontractor.

I undertake to notify The Macadam Specialist Limited promptly of any material change affecting this submission, including changes to insurance, accreditations, ownership, competence, enforcement action, insolvency status, working practices or the use of lower-tier subcontractors.

I understand that false, misleading or incomplete information may result in rejection, conditional approval, suspension or removal from the Approved Subcontractor Register.

Company name	
Name of person completing form	
Position	
Signature	
Date	

Data protection

Information supplied will be used for subcontractor due diligence, competence assessment, supply-chain management, legal compliance and contract administration. It should only include information relevant to those purposes.

THE MACADAM SPECIALIST LIMITED - FINAL APPROVAL

Assessment outcome	Approved ☐ Conditional Approval ☐ Not Approved ☐
Approved trade(s) / service(s)	
Maximum approved package / order value (if restricted)	
Conditions / actions required	
Reviewed by / Position	
Signature / Date	

To be returned via email to – estimating@themacadamspecialist.co.uk

Or by post to 11-13 Hanover Street, Liverpool, L1 3DN

Supporting documentation can be provided by multiple emails, WeTransfer or suitable download links.