



Sub-Contractor Selection Policy

Policy Statement

C Jones & Sons is committed to selecting and engaging subcontractors who demonstrate the highest standards of safety, competence, quality, and integrity.

Our goal is to ensure all subcontractors:

- Are legally compliant and competent for the tasks they undertake
- Share our values in health, safety, environmental protection, and ethical labour practices
- Contribute positively to project delivery, client satisfaction, and workforce welfare

Scope

This policy applies to:

- All subcontractors, including labour-only, trade contractors, and specialist service providers
- All projects, whether commercial, residential, infrastructure, or refurbishment
- All procurement stages: tendering, vetting, appointment, and performance monitoring

Objectives

- Ensure subcontractors meet legal, safety, and technical requirements
- Maintain consistency and transparency in procurement
- Minimise risk across our supply chain
- Comply with the Construction (Design and Management) Regulations 2015

Selection Process

Subcontractors are selected based on:

A.

Prequalification

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New Romney, Kent TN28 8AN

Prospective subcontractors must:

- Complete a Prequalification Questionnaire (PQQ)
- Provide valid insurance documentation
- Submit health and safety documentation (e.g. policy, RAMS templates, training records)
- Demonstrate relevant experience and competency for the scope of work

Where possible, we will prioritise contractors accredited under:

- CHAS, Constructionline, SMAS, or otherSSIP schemes
- Gas Safe, NICEIC, CITB, or equivalent trade bodies

Assessment Criteria

Selection is based on:

- Technical and trade competence
- Health, Safety and Environmental (HSE) performance
- Financial stability and commercial viability
- References and previous performance
- Ethical and legal compliance (e.g. Modern Slavery Act 2015, Bribery Act 2010)

Approval and Appointment

Only subcontractors who pass our vetting process will be added to our Approved Supplier List. Formal engagement must follow:

- A signed subcontractor agreement
- Agreed RAMS and site induction
- Proof of right to work in the UK for operatives

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Legal and Ethical Compliance

Subcontractors must comply with:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015 (where applicable)
- Modern Slavery Act 2015
- Environmental legislation
- Equality and anti-discrimination laws

Monitoring and Review

Subcontractor performance will be:

- Monitored on-site via supervisor and project manager feedback
- Reviewed post-project using KPIs (e.g. quality, safety, reliability)
- Reassessed periodically to remain on the Approved Supplier List

Poor performance or breaches may result in:

- Investigation and corrective action
- Suspension or removal from future opportunities

Responsibilities

- Procurement/Contracts Team: Vet subcontractors and maintain records
- Project Managers/Site Managers: Monitor day-to-day compliance and safety
- Directors: Ensure policy implementation and resource allocation

Policy Review

This policy will be reviewed annually, or following:

- Changes to legislation

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- Feedback from clients, site teams, or auditors
- Major incidents or subcontractor non-compliance

Related Documents

- Health & Safety Policy
- Anti-Slavery and Human Trafficking Policy
- Procurement Procedures
- Subcontractor Code of Conduct
- Site Induction Process

Signed: *Z. Jones*

Date: 01/04/2025

Review Date: 01/04/2026

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