

# SUBCONTRACTOR PERFORMANCE REVIEW AND SCORING

FORM — OFFICE FILE

Per package, at completion — safety, quality, programme, paperwork, attitude, and the decision to retain

KD-SUB-PR-005 Rev A0

Completed once per package, at completion, by the site manager who ran it and the surveyor or contracts manager who paid for it. It scores what the site saw — safety, quality, programme, paperwork, attitude — and ends in a decision: retain on the approved register, retain with conditions, or remove. The reg 8 judgement was made before the order on evidence promised; this is the evidence of what was delivered, and the next assessment relies on it. A low score with no comment is worthless to the next site manager: write what happened, with the references. The observation cards (KD-SITE-SO-011), the stop-work notices (KD-SITE-SN-012), the non-conformance reports (KD-QA-SYS-007) and the diary are the sources.

## 1 THE PACKAGE

|                    |                  |              |                            |
|--------------------|------------------|--------------|----------------------------|
| PROJECT / SITE REF | SITE             | DATE         | REVIEWED BY (SITE MANAGER) |
|                    |                  |              |                            |
| SUBCONTRACTOR      | ORDER NO.        | PACKAGE      | FINAL ACCOUNT £            |
|                    |                  |              |                            |
| ON SITE FROM – TO  | THEIR SUPERVISOR | PEAK NUMBERS | PQQ / REGISTER LINE        |
|                    |                  |              |                            |

## 2 SCORES — 1 TO 5 EACH; THE ANCHORS BELOW SAY WHAT A 1, A 3 AND A 5 LOOK LIKE

Safety. 5 — worked to the accepted RAMS, supervisor present, near misses raised by them, no instruction needed. 3 — a site instruction or two, corrected first time. 1 — a stop-work notice, a person removed, or an injury caused by their control failure.

SAFETY SCORE (1-5) EVIDENCE AND COMMENT

Quality. 5 — inspection requests passed first time, snagging minimal, records handed over complete. 3 — non-conformances raised and closed without dispute. 1 — rework, non-conformances open at completion, records chased.

QUALITY SCORE (1-5) EVIDENCE AND COMMENT

Programme. 5 — resourced to the programme, told the site early when something would slip, finished on the date. 3 — slipped and recovered at their own cost. 1 — under-resourced, delayed the following trade, left work incomplete.

PROGRAMME SCORE (1-5) EVIDENCE AND COMMENT

Paperwork. 5 — RAMS site-specific and accepted first time, cards and certificates ready at induction, briefing records in the same day, returns on time. 3 — RAMS returned once; the odd chase. 1 — generic RAMS, chased for everything, records missing at completion.

PAPERWORK SCORE (1-5) EVIDENCE AND COMMENT

Attitude and cooperation. 5 — cooperated with other trades, attended meetings, supervisor answered the phone, problems raised before they became disputes. 3 — needed pushing. 1 — disputes with other trades or the site, no supervision, walked off.

ATTITUDE SCORE (1-5) EVIDENCE AND COMMENT

## 3 TOTAL AND FLAGS

|                                                                                          |                                                                                     |                                         |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------|
| TOTAL (/25)                                                                              | RETAIN LINE SET                                                                     | SURVEYOR'S COMMENT — ACCOUNT AND CLAIMS |
|                                                                                          |                                                                                     |                                         |
| <input type="checkbox"/> A RIDDOR-reportable event attributable to their control failure | <input type="checkbox"/> A person removed from site for a breach of the site rules  |                                         |
| <input type="checkbox"/> Work stopped by the principal contractor (KD-SITE-SN-012)       | <input type="checkbox"/> Would use again on a comparable package without conditions |                                         |
| <input type="checkbox"/> A non-conformance still open at completion                      | <input type="checkbox"/> Capable of a larger package than this one                  |                                         |

# SUBCONTRACTOR PERFORMANCE REVIEW AND SCORING

FORM — OFFICE FILE

continued

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## 4 DECISION

- ☐ RETAIN on the approved subcontractor register — no change
- ☐ RETAIN WITH CONDITIONS — stated below; register status to CONDITIONAL
- ☐ SUSPEND pending a director's review — reasons below
- ☐ REMOVE from the register — reasons below; a fresh questionnaire is needed to return

CONDITIONS OR REASONS

KD-SUB-AR-003 UPDATED      FED BACK TO THE SUBCONTRACTOR      REVIEW AT NEXT PQQ      DIRECTOR INFORMED (WHERE SUSPEND / REMOVE)

## 5 SIGNATURES

Site manager:

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

Surveyor / contracts manager:

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

## R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                            | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-09-02 | first-issue | First issue.                                                                                                                                                            | — not yet approved —                                                          |
| A0  | 2026-09-02 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.