

SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

FORM — OFFICE FILE

The questions asked before an order is placed — answered by the subcontractor, scored by the buyer

KD-SUB-PQ-001 Rev A0

CDM 2015 reg 8(3): whoever appoints a contractor takes reasonable steps to be satisfied that it has the skills, knowledge, experience and organisational capability for the work — before the appointment. This questionnaire is the office side of that: the questions asked before an order is placed, answered by the subcontractor, scored by the buyer. The site manager's short check of the certificates at pre-start is KD-SITE-CC-010 and the reg 8 judgement itself is recorded on KD-CDM-SK-008; the answers here are what both rely on. The depth of the check scales with the risk of the work — a one-day decorator does not get the demolition contractor's questionnaire — so strike out the questions the work does not warrant. A current SSIP certificate, verified with the scheme, may stand in for the section 2 questions it assessed; 2.3, 2.11 and 2.12 are still asked. Evidence means a document attached, not a promise to send one.

1 THE SUBCONTRACTOR — COMPLETED BY THE SUBCONTRACTOR

PROJECT / PACKAGE REF	BUYER	DATE	QUESTIONNAIRE ISSUED BY
COMPANY NAME	COMPANY REGISTRATION NO.	YEARS TRADING	TRADE(S) APPLYING FOR
REGISTERED OFFICE / TRADING ADDRESS	CONTACT FOR THIS QUESTIONNAIRE	TELEPHONE / EMAIL	
DIRECTLY EMPLOYED	LABOUR-ONLY / AGENCY USED	PERSON RESPONSIBLE FOR HEALTH AND SAFETY	COMPETENT HEALTH AND SAFETY ADVICE
TURNOVER, LAST FINANCIAL YEAR	LARGEST SINGLE PACKAGE, LAST THREE YEARS	CIS STATUS	

2 HEALTH AND SAFETY MANAGEMENT — ANSWER EACH QUESTION; ATTACH THE EVIDENCE

2.1 Do you have a written health and safety policy, signed by a director and reviewed within the last twelve months? (Health and Safety at Work etc. Act 1974 s.2(3) requires every employer to prepare a written health and safety policy; employers with fewer than five employees are exempted by regulations made under it.)

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.2 Who provides your competent health and safety advice, and what are their qualifications? State whether in-house or an external consultant.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.3 How do you produce risk assessments and method statements for your work, and who writes and checks them? Attach a recent RAMS for comparable work — it will be judged on whether it was written for that site, not on its length.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.4 How do you check that the operatives you send to site hold the cards, tickets and training the work needs, and how do you record it? Attach your training matrix or a sample.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.5 Who supervises your work on site? State the supervisor qualification you require (e.g. SSSTS, SMSTS) and whether a supervisor is present whenever work is in progress.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.6 How do you plan and brief high-risk work — work at height, lifting, excavations, confined spaces, hot work, temporary works, live services — and who is authorised to do it?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.7 How do you maintain and inspect the plant, equipment and access equipment you bring to site, and where are the thorough examination and inspection records kept?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.8 What PPE do you issue, at whose cost, and how do you fit-test RPE where your work needs it?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

continued

FORM — OFFICE FILE

KD-SUB-PQ-001 Rev A0

2.9 What health surveillance do you provide for noise, vibration, dust and skin exposure, and what occupational health arrangements sit behind it?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.10 How are accidents, near misses and dangerous occurrences reported and investigated in your company, and who makes the RIDDOR report?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.11 In the last five years, has your company received any enforcement notice, prosecution or fee-for-intervention invoice from HSE or a local authority? Give the date, what it concerned and what changed as a result.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

2.12 How many RIDDOR-reportable injuries and dangerous occurrences has your company had in each of the last three years, and how many people did you employ in each? State the figures; do not calculate a rate.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

3 INSURANCE — ENTER THE CURRENT POLICY; ATTACH THE CERTIFICATE OR THE BROKER'S CONFIRMATION

Employers' liability insurance is compulsory under the Employers' Liability (Compulsory Insurance) Act 1969; the buyer states the minimum limits of indemnity it needs in the box below each policy line, and the subcontractor confirms it meets them or says where it does not.

EMPLOYERS' LIABILITY

BUYER'S MINIMUM LIMIT £

MEETS IT? (BUYER)

PUBLIC LIABILITY

BUYER'S MINIMUM LIMIT £

MEETS IT? (BUYER)

CONTRACTORS ALL RISKS / PLANT

BUYER'S MINIMUM LIMIT £

MEETS IT? (BUYER)

PROFESSIONAL INDEMNITY (WHERE YOU DESIGN)

BUYER'S MINIMUM LIMIT £

MEETS IT? (BUYER)

4 ACCREDITATION AND REGISTRATION — COMPANY-LEVEL ITEMS YOU HOLD; ATTACH THE CURRENT CERTIFICATE

SCHEME	CERT. / REG. NO.	ISSUED BY	SCOPE	EXPIRY	ATTACHED?	VERIFIED (BUYER)

5 EXPERIENCE AND REFERENCES — THREE COMPARABLE PROJECTS IN THE LAST THREE YEARS

PROJECT	CLIENT / MC	YOUR SCOPE	VALUE £	DATES	REFERENCE CONTACT	REF. TAKEN (BUYER)

WHY THIS EXPERIENCE IS COMPARABLE TO THE WORK APPLIED FOR

6 ENVIRONMENTAL AND QUALITY ARRANGEMENTS

6.1 Do you have a written environmental policy, and how do you control waste, spills, dust and noise from your own work on site?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

FORM — OFFICE FILE

continued

KD-SUB-PQ-001 Rev A0

6.2 Where you remove your own waste, state your waste carrier registration number and how your transfer notes are kept.

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

6.3 How do you assess and control hazardous substances your work uses, and are COSHH assessments and safety data sheets sent with your RAMS?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

6.4 How do you inspect your own work before offering it for inspection, and what records do you hand over at completion (test certificates, commissioning records, as-installed information)?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

6.5 How do you deal with a defect or a non-conformance raised against your work, and what warranty or guarantee do you offer?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

7 WORKFORCE

7.1 How do you verify the identity and right to work of everyone you send to site, including labour-only and agency workers?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

7.2 What is your policy on drugs and alcohol, and do you test?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

7.3 How do you brief and supervise young persons, apprentices, new starters and anyone whose first language is not English?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

7.4 Do you subcontract any of your own work? If so, which trades, and how do you check those subcontractors?

ANSWER

EVIDENCE ATTACHED (REF)

SCORE 0-3

8 DECLARATION — SIGNED BY A DIRECTOR OR THE PERSON AUTHORISED TO BIND THE COMPANY

The answers in this questionnaire are true and complete to the best of my knowledge. The documents attached are current. I will tell the buyer of any change that affects the answers — a lapsed policy, an enforcement notice, a change of the person responsible for health and safety — while this questionnaire is relied on. I understand that this questionnaire is not an order, and that an order, if one is placed, will be on the buyer's terms.

For the subcontractor:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

FORM — OFFICE FILE

continued

KD-SUB-PQ-001 Rev A0

9 BUYER'S ASSESSMENT — OFFICE USE

Score each question 0 to 3 in the right-hand column: 0 not provided; 1 provided but generic or out of date; 2 adequate for the work; 3 specific, current and evidenced. Total the sections here, each out of three times the questions actually asked. The pass mark is the buyer's to set for the risk of the work — write it in — and a zero on 2.1, 2.3 or any insurance line is a fail whatever the total. The reg 8 judgement is recorded on KD-CDM-SK-008 with this questionnaire as its evidence; the subcontractor goes on to KD-SUB-AR-003 with the score and the expiry dates from sections 3 and 4.

SECTION 2 TOTAL	SECTION 6 TOTAL	SECTION 7 TOTAL	TOTAL	PASS MARK SET	REFERENCES TAKEN

- ☐ APPROVED — add to the approved subcontractor register for the trades stated
- ☐ APPROVED WITH CONDITIONS — stated below; add to the register as conditional
- ☐ NOT APPROVED — reasons below; tell the subcontractor which answers fell short

CONDITIONS, GAPS AND REASONS

KD-CDM-SK-008 REFERENCE	KD-SUB-AR-003 LINE NO.	QUESTIONNAIRE VALID UNTIL	RE-ISSUE DUE

10 SIGNATURES

Assessed by:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Approved by (director / 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.