FJ Booth Construction Ltd is a leading UK structural steelwork contractor with the experience and expertise to deliver turnkey projects nationwide. Our services include design and engineering, fabrication and site installations. We work predominantly in Aviation, Power Generation and Petrochemical, Oil and Gas.

The objective of this document is to provide an initial assessment of a potential vendor’s management systems and business policies with a view to potential inclusion on FJ Booths approved vendor database.

The questions which are not relevant to the products or services you provide should be marked ‘Not Applicable’. A negative response will not necessarily preclude a successful assessment.

The questionnaire response may be followed by an audit prior to final acceptance of your organisation onto the approved vendor database.

FJ Booth Construction Ltd will treat the information supplied in the response to the questionnaire in strict confidence.

The questionnaire is split into the following sections:

**Section 1 Company Information**

**Section 2 Eligibility Of Organisation**

**Section 3 Economic & Financial Standing**

**Section 4 Insurance**

**Section 5 Scope & Experience**

**Section 6 People, Competence & Qualification**

**Section 7 Health & Safety**

**Section 8 Environmental**

**Section 9 Quality**

**Section 10 Declaration**

In order that we may assess the suitability of your organisation, you must complete this questionnaire in the following manner:

* Read all questions carefully and ensure your response provides an answer to all questions and/or parts of questions.
* If you have obtained an electronic copy and are entering the information electronically, do not alter the format of the questionnaire before e-mailing the questionnaire back to FJ Booth Construction Ltd. This may render your submission invalid.
* Where questions ask for attachments, these should be type written on a separate sheet and attached at the back of the questionnaire with a covering sheet clearly marked with the section and question number. Alternatively they may be attached in a suitable format to an electronic submission.
* Ensure that a duly authorised representative of your organisation signs the declaration in section 10.
* Do not bind your submission or supporting documents in any way, in order that we may photocopy it if appropriate.

This document does not imply or expressly constitute a formal contract with FJ Booth Construction Ltd, neither are we obliged to invite tenders from any or all of those organisations who complete the questionnaire.

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| 1. **Company Information** | |
| **Company Name:** | **Company Contact Name:** |
| **Company Contact E Mail Address:** | **Position In Company:** |
| **Company Address (Inc. Postcode)** | **Telephone Number:** |
| **Fax Number:** |
| **Company Registration Number:** | **Date of Registration:** |
| **VAT Registration Number:** | **Website:** |
| **Type of organisation (PLC, Ltd, LLP, Sole Trader):** | |
| **Is your company part of a group of companies? Yes/No**  **(If Yes, please give details):**  **Would the Parent Company guarantee in writing the contract performance of its subsidiary?**  **Yes/No** | |
| **Please state any Trade or professional associations that your organisation belongs to:** | |
| **Bank Acc. Name:** | **Sort Code:** |
| **Account Number:** | **E Mail Addresses For Remittances:** |

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| 1. **Eligibility Of Organisation** | | | | | |
| **Have any of the directors, partners, proprietors or associates been involved in any organisations which may be excluded from participating in a contract by any of the reasons below?** | | | | | |
| **a.** | **Bankruptcy** | **Yes/No** | **e.** | **Committing an act of grave misconduct in the course of a business or profession** | **Yes/No** |
| **b.** | **Insolvency or subject of a sequestration petition** | **Yes/No** | **f.** | **Failure to fulfil social security payment obligations** | **Yes/No** |
| **c.** | **Being in receivership or subject to a winding up order** | **Yes/No** | **g.** | **Failure to fulfil obligations in respect of payment of taxes** | **Yes/No** |
| **d.** | **Conviction of a criminal offence relating to the conduct of the business or profession** | **Yes/No** | **h.** | **Serious misrepresentation of information concerning eligibility, economic and**  **financial standing and technical capability or capacity of the Company** | **Yes/No** |

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| 1. **Economic & Financial Standing** | |
| **Annual Turnover in the last financial year:** | **Anticipated turnover this year:** |
| **If Required later are you willing to supply copies of audited accounts for the last 3 years?** | |
| **Are there any outstanding claims of litigation against the company? Yes/No**  **(If Yes Please give details)** | |
| **Please give the name and address of your Bankers, from whom references may be taken up:** | |
| **CIS Details/Tax (If applicable)** | |

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| 1. **Insurance** | | | | |
| **Do you have the following insurances? (Please include copies of all certificates held)** | | | | |
| **Type** | **Amount Insured** | **Insured By** | **Expiry Date** | **Certificate Attached** |
| **Employers Liability** |  |  |  |  |
| **Public Liability** |  |  |  |  |
| **Contractors All Risks** |  |  |  |  |
| **Professional Indemnity** |  |  |  |  |
| **Hired In Plant** |  |  |  |  |

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| 1. **Scope & Experience** | | | | |
| **Please indicate the geographical areas that you normally operate in:** | | | | |
| **Please indicate below the scope of goods and/or services you wish to supply to FJ Booth Construction Ltd:** | | | | |
| **Please list 3 examples of similar provision undertaken, and an accompanying reference for each:** | | | | |
| **Goods / Services** | **Product description (including key outputs)** | **Client** | **Value** | **Reference details** |
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| 1. **People, Competence & Qualification** | | | | |
| **Number of employees within your organisation:** | | | **Number of sub-contractors within your organisation:** | |
| **Please state below, the name, positions and technical/professional qualifications of the person(s) who would be responsible for delivering this contract and providing the service:** | | | | |
| **Please provide details on how you assess your workers right to work in the UK:** | | | | |
| **Do you operate an induction policy?** | | | | |
| **Please describe how you ensure that your staff are appropriately trained and qualified to carry out your service**  **Supporting documents enclosed? Yes/No (If yes, which?)** | | | | |
| **Please state the ratio of supervisors to operatives:** | | **Please state the number or % of your technical workforce who are apprentices:** | | |
| **Please state the number or % of your workforce in :**  **Technical/craft roles**  **Professional roles**  **Administrative/support** | | **Please state the number or % of staff with CSCS Cards:**  **Technical/craft roles**  **Professional roles**  **Administrative/support** | | |
| **a.** | **b.** | | | **c.** |
| **Has your organisation ever suffered**  **a financial deduction for defective**  **performance of any contract?**  **Yes/No**  **(If Yes please append reasons)** | **Has your organisation ever had a contract terminated?**  **Yes/No**  **(If Yes please append reasons)** | | | **Has your organisation ever not had a contract renewed for failure to perform to the terms of the contract?**  **Yes/No**  **(If Yes please append reasons)** |

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| 1. **Health & Safety** | | | | | | | | | |
| **Policies – Please confirm if the following are held and include copies:** | | | | | | | | | |
| **a** | **Health & Safety Policy** | | **Yes/No** | | **e** | **Quality Policy** | | | **Yes/No** |
| **b** | **Environmental Policy** | | **Yes/No** | | **f** | **Equal Opportunities/Diversity Policy** | | | **Yes/No** |
| **c** | **Modern Slavery Policy** | | **Yes/No** | | **g** | **Training & Development Policy** | | | **Yes/No** |
| **d** | **Corporate Social Responsibility Policy** | | **Yes/No** | | **h** | **Privacy Policy** | | | **Yes/No** |
| **Who is responsible for managing Health and Safety in your organisation? :**  **Name:**  **Position:**  **H&S qualifications:** | | | | | **Please provide details of any external H&S consultant used by your organisation:**  **Name:**  **Company:**  **H&S qualifications:** | | | | |
| **Have any enforcement notices or prosecutions been served on your organisation or any of its directors/managers by the HSE or Local Authority in the last 3 years?**  **If Yes, please provide details:** | | | | | | | | | |
| **For the last 3 years, please provide either:**  **Number of accidents occurring**  **or**  **the AIR rate** | | **2016** | | **2017** | | | **2018** | | | |
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| **Do you have either of the following accreditations: (Please include copies)**  **BS OHSAS 18001:2007 Or ISO 45001**  **Please list any other accreditations which you hold and enclose copies of certification:** | | | | | | | | | | |
| **Do you risk assess your work?** | | | | | | | | **Yes/No** | | |
| **Do you have COSHH Assessments?** | | | | | | | | **Yes/No** | | |
| **Do you assess the competence of your workers?** | | | | | | | | **Yes/No** | | |
| **Please briefly describe how your organisation manages, reviews, evaluates and improves H&S performance:** | | | | | | | | | | |
| **Are you FORS accredited? Yes/No**  **If Yes please advise which level and include certificate** | | | | | | | | | | |

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| 1. **Environmental** | | | | |
| **Who is responsible for management of Environmental issues in your organisation? :**  **Name:**  **Position:**  **Qualifications (if appropriate):** | **Please provide details of any external environmental consultant used by your organisation:**  **Name:**  **Company:**  **Environmental qualifications:** | | | |
| **Has your organisation been involved in any prosecutions, breaches of environmental law, or had any notices served upon it by any environmental regulator in the last three years?**  **Yes/No**  **If Yes, please provide details:** | | **Do you work to an Environmental**  **Management System Yes/No**  **Do you have ISO 14001:2015 or EMAS? Yes/No**    **Certificate Enclosed Yes/No**  **Please state any other environmental accreditations:** | | |
| **If you have ISO 14001:2015 or EMAS, certified by a UKAS accredited organisation, please progress directly to the next section. If not, then please complete the remainder of this section.** | | | | |
| **Do you intend to gain accreditation to**  **ISO 14001:2015? Yes/No**  **Have you commenced the process? Yes/No**  **If YES, state expected achievement date:** | | **Do you have any of the following?**  **Commitment Letter Yes/No**  **Confirmation of assessment date** | | |
| **Please answer the following, providing supporting documentation where possible:** | | | | |
| **Do you have an Environmental Aspects procedure** | | | **Yes/No** | |
| **Do you have Emergency Preparedness and Response Procedure?** | | | **Yes/No** | |
| **Do you measure &manage waste and/or carbon footprint?** | | | **Yes/No** | |
| **Do you carry out internal environmental audits?** | | | **Yes/No** | |
| **Please briefly describe how your organisation manages, reviews, evaluates & improves environmental performance:** | | | | |
| 1. **Quality** | | | | |
| **Who is responsible for managing Quality in your organisation? :**  **Name:**  **Position:**  **Qualifications (if appropriate):** | **Do you work to a Quality Management System?**  **Yes/No**  **Do you have ISO 9001:2015?**  **Yes/No**  **Certificate Enclosed**  **Yes/No**  **Please state any other quality accreditations:** | | | |
| **Does the scope of your accreditation to ISO 9001:2015 fully cover the manufacture and supply of product and/or service(s) detailed in question 5?**  **Yes/No** | | | | |
| **If you do not hold ISO 9001:2015 please answer the following:** | | | | |
| **Do you intend to gain accreditation to**  **ISO 9001:2015?**  **Yes/No**  **Have you commenced the process? Yes/No**  **If YES, state expected achievement date:** | **Do you have any of the following?**  **Commitment Letter Yes/No**  **Confirmation of Stage 1 completion Yes/No**  **Confirmation of assessment date Yes/No** | | | |
| **Please answer the following, providing supporting documentation where possible**  **(If you hold ISO 9001:2015 you do not need to complete the rest of this section):** | | | | |
| **Do you have a documented quality system?** | | | | Yes/No |
| **Do you have a quality manual?** | | | | Yes/No |
| **Do you have inspection & test procedures?** | | | | Yes/No |
| **Do you have traceability procedures?** | | | | Yes/No |
| **Do you have a customer care procedure?** | | | | Yes/No |
| **Do you have performance measures in place?** | | | | Yes/No |
| **Do you carry out internal quality audits?** | | | | Yes/No |
| **Are you CE Marking registered BS EN 1090-1-2 or equivalent?** | | | | Yes/No |
| **If no are you seeking registration?** | | | | Yes/No |
| **Are you registered, or are you seeking registration to any other nationally recognised quality standards?**  **(If yes please give details)** | | | | Yes/No |
| **Please briefly describe how your organisation manages, reviews, evaluates and improves quality:** | | | | |

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| 1. **Declaration** | | | | | |
| **I certify that the information submitted within and appended to this questionnaire is correct.**  **I understand that the information will be used to assess my organisation’s suitability to become a prospective supplier to FJ Booth Construction Ltd., and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act 1988.** | | | | | |
| **Signed:** | | **Name (Print):** | | **Position:** | |
| **For and on behalf of:** | **Date:** | | **E Mail:** | | **Tel:** |