

Nationwide Services Group Limited

Supplier Pre-Qualification Questionnaire - Hire

Author: Leon Franks Owner: Chris Martin Reviewer: Paul Smith Approved:	No: NWSD31 Page: 1 of 3	Issue: E Date: 1 st November 2020
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Introduction

Please complete all sections of the PQQ. If you have any questions or require clarification on any areas of the form, please contact the Nationwide Services team on (023) 9260 4351. Please attach all relevant supporting documents to your response, using the continuation sheet on page 2 for any additional information you feel may be useful to support the PQQ.

Company Details

Legal Name/Address of Company:			
Trading Name if different from above:			
Main telephone Number:			
Services offered to NWS:			
Website address:			
Do you have an on-line Portal?			
Company Registration No:			
No. of years trading as this company:			
Are you part of an affiliation/group?			
Company contacts	Name:	Tel:	Email:
Managing Director:			
Environmental Officer:			
Health & Safety Officer:			
Financial Controller:			

1.0 Compliance (only applicable for Welfare Units/Portaloo Hire/Cess Tank empties – please go to section 2)

Item No.	Do you have ...?	Yes/No	Reference Number:	Expiry:	Attached Y/N
1.1	A Waste Carriers Licence*				
1.2	A Waste Management Licence*				
1.3	Environmental Permit/Exemption*				
1.4	Electronic Waste Transfer Notes*		n/a	n/a	
1.5	Environmental prosecutions in the last 5 years*		n/a	n/a	

2.0	Insurance	Yes/No	Ref Number:	Expiry Date:	Limit of Cover:	Please attach:
2.1	Public Liability Insurance					
2.2	Product Liability Insurance					

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3.0 Policies & Accreditations

Item No.	Information	Yes/No	If YES please attach copy
3.1	Do you have a Health & Safety Policy?		
3.2	Do you have an Environmental Policy		
3.3	Do you have a Quality Policy?		
3.4	Are you ISO14001 Certification or equivalent?		
3.5	Are you ISO9001 Certification or equivalent?		
3.6	Are you ISO18001 Certification or equivalent?		
3.7	Are you FORS Accredited? Gold/Silver or Bronze – please confirm?		
3.8	Do you have a Modern Slavery policy?		

4.0 Health & Safety/Training/Documentation

Item No.	Information – please tick Yes or No box	Yes	No
4.1	Do you keep equipment maintenance records?		
4.2	Is the equipment checked before being hired out?		
4.3	Is equipment electrically tested before/after each hire?		
4.4	Do you keep records or passed/failed tests?		
4.6	Is the equipment correctly labelled & have operating instructions?		
4.7	Are gas/cartridges stored correctly (locked containers/compound)?		
4.8	Are oils/diesel stored in suitable banded pallets?		
4.9	Is your waste managed so it is secure & prevents pollution?		
4.10	Are all colleagues aware of the COSHH requirements?		
4.11	Do you keep COSHH records?		
4.12	Do you keep equipment registers – status on hire/collection?		
4.13	Do you have a new staff induction process?		
4.14	Do you keep staff training records?		
4.15	Do you work with paper copies of delivery notes or via PDA?		
4.16	Are your delivery/collections notes priced?		
4.17	Do all your staff have the relevant PPE required?		
4.18	Do you have Accident Investigation Procedures?		
4.19	Do you have Risk Assessments?		
4.20	Do you have Accident Reporting Statistics?		

Item No.	Information – please tick Yes or No	Details:
5.1	What terms do you work to – CPA, HAE, SPOA, Hybrid (own) etc?.	
5.2	Please confirm whether your delivery/collection notes are priced?	

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Please give any further supporting information you may think relevant here:

PQQ completed by (Supplier): Please print name:	Signed:	Date:
PQQ reviewed by:	Signed:	Date:

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