

SUPPLEMENT 3.4.1: HEALTH AND SAFETY COMPETENCE OF CONTRACTOR

3.4.1 (HS) EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

It is a statutory requirement that the competence and satisfactory allocation of resources of the Contractor are established in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013. **This supplement on Health and Safety must be completed.**

The criteria below mirror the structure in the main part of the questionnaire for consistency but should be answered specifically in relation to Health and Safety competence in the Contractor's role. Where the response includes information already contained in response to the main section of the questionnaire, the applicant must clearly cross-reference that information where required in response to this Health and Safety supplement.

The level of information required is stated under the relevant criterion and based on the category of project identified at subsection 1.4 at the beginning of the questionnaire (i.e. Type 1/Type 2/Type 3). **All health and safety criteria are pass/fail criteria only.** The Applicant must meet the relevant minimum standard stated under each criterion.

3.4.1a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: REQUIRED option (i) only

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: (i) is applicable to H&S COMPETENCE OF CONTRACTOR for all project types. (ii) is an additional requirement applicable to H&S COMPETENCE OF CONTRACTOR for Type 2 and 3 projects only, where the Applicant must meet both minimum standards below

- (i) Applicants should provide evidence in the form of declaration at Appendix G. The evidence referred to in Appendix G is to be subsequently provided when requested. The evidence in question is the educational qualifications, professional qualifications (with dates obtained), and experience (on projects of similar size and complexity) including the curricula vita of the company's management staff. The organization structure should also be provided. The Minimum Standard (unless stated below) is evidence of sufficient management staff with appropriate professional qualifications and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix G is attached.

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- (ii) Applicants should provide evidence in the form of declaration at Appendix G. The evidence referred to in Appendix G is to be subsequently provided when requested. The evidence in question is Health and Safety Training and Qualifications (for example, degree, diploma, certificate, CPD) with dates obtained, and experience (on similar projects) of the company's management staff. The Minimum Standard (unless stated below) is evidence of sufficient management staff with Health and Safety qualifications, training and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix G is attached.

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3.4.1b(HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: REQUIRED option (i) only

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: (i) is applicable to H&S COMPETENCE OF CONTRACTOR for all project types. (ii) is an additional requirement applicable to H&S COMPETENCE OF CONTRACTOR for Type 2 and 3 projects only, where the Applicant must meet both minimum standards below. In the case of Quantity Surveyors the signed declaration at 3.4d will be deemed adequate.

- (i) Applicants must provide evidence in the form of declaration at Appendix G. The evidence referred to in Appendix G is to be subsequently provided when requested. The evidence in question is the educational, professional qualifications (with dates obtained) and experience (on similar projects) on projects of a similar size and complexity; including the curricula vitae of the company's personnel for the project. The Minimum Standard (unless stated below) is evidence of sufficient personnel for the project with appropriate professional qualifications and experience, relevant to the Works.
CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix G is attached.

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- (ii) Applicants should provide evidence in the form of declaration at Appendix G. The evidence referred to in Appendix G is to be subsequently provided when requested. The evidence in question is Health and Safety training and qualifications (for example, degree, diploma, certificate, CPD) and experience (on similar projects) together with curricula vitae of the company's personnel for the project. The Minimum Standard (unless stated below) is evidence of sufficient personnel for the project with Health and Safety qualifications, training and experience, relevant to the Works.
CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix G is attached.

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3.4.1c(HS) LIST of WORKS CARRIED OUT OVER THE PAST 5YEARS

RESPONSE:
DECLARATION B2 (IF APPROPRIATE B1) REQUIRED

TYPE OF EVALUATION:
PASS/FAIL ONLY

Applicants should supply examples of works carried out over the last **5** years. When the Response is REQUIRED, it may be included in the information submitted at 3.4c or submitted separately as Appendix 3.4.1c(HS). The Minimum Standard is evidence provided (using the standard form at Appendix B2 and if appropriate Appendix B1 to this questionnaire) of the works previously provided by the Applicant.
CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the appropriate box to confirm that the Certificates of Satisfactory Execution (in the form provided at Appendix B2 of this questionnaire)
(a) are attached with your response as Appendix 3.4c / 3.4.1c(HS) (if Response is REQUIRED),
or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.1d(HS) LIST TECHNICIANS OR TECHNICAL BODIES INVOLVED ESPECIALLY THOSE RESPONSIBLE FOR QUALITY CONTROL AND THOSE THE CONTRACTOR CAN CALL ON IN ORDER TO CARRY OUT THE WORK

RESPONSE:
DECLARATIONS OF CERTIFICATES REQUIRED

TYPE OF EVALUATION:
PASS/FAIL ONLY

For Type 1 and 2 projects the response to this criterion may be included in the information submitted at 3.4d or submitted separately as Appendix 3.4.1d(HS). The Minimum Standard is the evidence required at

3.4d but in the context of the H&S competence of the contractor which should be the declaration at C1, C3 and E, alternatively evidence of current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent. The paragraph below does NOT apply as it is relevant to Type 3 projects only.

For Type 1 and 2 projects the response to this criterion may be included in the information submitted at 3.4d or submitted separately as Appendix 3.4.1d(HS). The Minimum Standard is the evidence required at 3.4d but in the context of the H&S competence of the contractor which should be the declarations at C1, C3 and E, alternatively evidence of current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent. The paragraph below does NOT apply as it is relevant to Type 3 projects only.

The paragraph below does not apply as it is relevant to Type 3 projects only.

Applicants should supply names of any group, body and organization that the applicant company is a member of and which promotes and has an involvement in Health and Safety matters; or external resource or expertise relevant to this project that are available to the applicant's company. The Minimum Standard for this criterion is evidence of adequate skill, experience and resources [taken in conjunction with Criteria 3.4.1a(HS) to 3.4.1f(HS)] to carry out the duties of Contractor in compliance with Safety Health and Welfare at Work Act 2005 and Safety Health and Welfare at Work (Construction) Regulations 2013. In addition declarations C1, C3 and E should be provided, or evidence of current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent.

Where the Applicant, in responses to criteria 3.4.1a(HS) to 3.4.1f(HS), has demonstrated adequate experience, skill and resources to carry out the project, no extra information is required here, and the applicant will be deemed to have met the minimum standard for this criterion. If not all the requisite resources are available in-house, applicants may provide the above information to supplement the in-house experience, skill and resources.

Applicant Entry: Check the appropriate box below to confirm that the information
(a) is attached with your response at Appendix 3.4fd/ 3.4.1d(HS) / covered in responses 3.4.1a -f for Type 1 & 2 projects, or attached at Appendix 3.4.1d / covered in responses 3.4.1a-f for Type 3 projects (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.1e(HS) A STATEMENT OF THE AVERAGE ANNUAL NUMBERS OF PERSONS EMPLOYED BY THE CONTRACTOR AND THOSE IN A MANAGERIAL POSITION OVER THE LAST 3 YEARS

RESPONSE: SUBMIT ON REQUEST

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

Applicants must provide evidence for three years of average annual manpower and managerial staff involved in Health and Safety in relation to Works. When the Response is REQUIRED, it may be included in the information submitted at 3.4e or submitted separately at Appendix 3.4.1e(HS). The Minimum Standard is submission of the relevant details.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the appropriate box below to confirm that the information requested
(a) is attached with your response as Appendix 3.4e / 3.4.1e(HS) (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.1f(HS) A STATEMENT OF THE TECHNICAL EQUIPMENT AVAILABLE

RESPONSE: DECLARATION "F" REQUIRED

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: in the case of Type 1 projects retain the paragraph below otherwise delete.

For Type 1 projects the response to this criterion may be included in the information submitted at 3.4f or submitted separately as Appendix 3.4.1f(HS). The Minimum Standard is the evidence required at 3.4f but in the context of the H&S competence of Contractor, or evidence of current third party certification (e.g. Safe-

T-Cert, or OHSAS 18001, or approved equivalent. The paragraph below does NOT apply as it is relevant to Type 2 & 3 projects only.

Adequate access (online or offline) to appropriate levels of Codes of Practice, Regulatory and Statutory guidance should be demonstrated. Does the Applicant's organization have access to or subscribe to a technical database containing appropriate comprehensive Health and Safety documentation in support of its Health and Safety management function? If so supply details. The Minimum Standard is evidence of adequate knowledge resources to carry out the work in compliance with Safety, Health and Welfare at Work Act 2005.

Applicant Entry: Check the appropriate box below to confirm that the information requested
(a) is attached with your response as Appendix 3.4f / 3.4.1f(HS) for Type 1 projects / 3.4.1f only
for Type 2 & 3 projects (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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