

Instructions for use of the zipped/compressed folder

1. Save the W.C.C zipped/compressed folder to your computer.
2. Save completed questionnaire and requested H&S information to the required folders 1 to 10.
3. Save and convert your folder to zipped/compressed.
5. Send return email to safety@westmeathcoco.ie with your zipped/compressed folder attached containing your company H&S information attached.

Instructions for completion of contractor questionnaire and saving of information to folders 1 to 10

Folder No.	Details/Documents	Tick ✓
1.	Complete the Pre-Qualification Questionnaire and save a copy to folder 1 <i>Notes:</i> • Ensure page one of the questionnaires (declaration is signed off and dated). • Answer each question of the relevant sections. • Contractors please supply the requested information in the questionnaire and save into folders 2 to 5 (must be supplied) and 6 and 7 where relevant. • PSDP, Designer and PSCS contractors please supply the requested information in the questionnaires and save into folders 8-10 (where relevant).	
2.	Please supply details of previous work experience and appointments (5 examples) Save to folder 2.	
3.	Please supply copy of current Company Safety Statement manual - <i>(it must include risk assessments/safe systems of works for the activities that you carry out for the Westmeath County Council. Please ensure it is signed by head of company and dated).</i> Save to folder 3.	
4.	Please supply copy of current Health and Safety Policy – <i>(signed and dated within the past 12 months).</i> Save to folder 4.	
5.	Please supply samples of your company Training Records <i>(e.g., where relevant professional qualifications, CVs, Safe Pass, Manual Handling, First Aid, CSCS Cards, Traffic Management, truck driver licences etc).</i> Save to folder 5.	
6.	Where relevant, to contractor work activity please supply evidence of statutory plant/equipment certification & inspection records where relevant <i>(e.g., vehicle/plant annual inspections (CVRT & GA1), sample of weekly plant inspections (GA2), working at height equipment etc).</i> Save to folder 6.	
7.	Where relevant to contractor work activity please supply evidence of site-specific risk assessment/safe system of work Form completed your company staff when they arrive to work at customer location <i>(e.g. RA/SSWP, internal company site specific risk assessment form etc).</i> Save to folder 7.	

Folder No.	Details/Documents	PSDP & Designer	Designer Only	PSCS
		Tick ✓	Tick ✓	Tick ✓
8.	Project Supervisor Design Process (PSDP) & Designer: Please supply answer to each individual question in section 6 of the questionnaire and supply supporting evidence. Please save to Folder 8.			
9.	Designer only: Please supply answer to each individual question in section 6 on the questionnaire and supply supporting evidence. Please save to Folder 9.			
10.	Project Supervisor Construction Stage (PSCS). Please supply answer to each individual question in section 7 on the questionnaire and supply supporting evidence. Please save to Folder 10.			

Note: To assist contractors who own or manage a small business, the H.S.A provide free, easy, and effective information and tools to help you keep your workplace safe and comply with the law. See www.hsa.ie and in particular BeSMART.ie.