

HSR10 – OCS Ltd: Contractor Safety and Environmental Pre- Qualification Assessment Questionnaire

CONTRACTOR DETAILS	
Company Name	
Company address	
Contact Name	
Phone Number	
Email	
Contract activities carried out	

1.

HEALTH & SAFETY RESPONSIBILITIES	
Who in your company has responsibility for H&S matters?	
Name	
Title	
List of relevant H&S qualifications	
Email/Ph	

INSURANCE COVER	
Please provide details & copies of your current Public Liability Insurance certificate	

A) Environmental management capability

Does your organisation maintain a certified Environmental Management System (i.e. ISO 14001)?

YES* NO

*(if yes, you are not required to complete section 4 any further but please provide a copy of your current certificate)

B) Does your organisation have an environmental policy?

YES NO

IF YES, PLEASE SUBMIT A COPY.

Within the last 3 years has the organisation:

- Been prosecuted for non-compliance with the Resource Management Act, a resource consent or permit?
- Had any infringement, abatement or enforcement notices served on it by an environmental regulator or authority?

YES NO

YES NO

YES NO

If yes, please provide details.

Third Party Contractor Pre-qualification

Are you registered & pre-qualified with Sitewise?

YES NO

*If Yes, please attach a copy of your certificate

*If No, are you pre-qualified with another third-party qualifier.

YES NO

*If Yes, please attach a copy of your certificate

***If No, please refer to details in Contractor Pack on how to register and complete contractor prequalification through OCS preferred assessor Sitewise.**

Name of person completing this survey: _____

Position / Job Title: _____

Signature: _____

Date: _____

Thank you for completing this assessment – Please return document & supporting material to OCS

2. OCS Ltd Use Only:

To Be Completed by OCS Service Manager.

Contractor High Level Risks Identified (please tick if any are applicable to contractor activities)

- Working at height
- Use of Hazardous Substances
- Confined Space / Excavation
- Hot Work
- Notifiable Work
- Electrical isolation

Approved / Not Approved (Circle)

Contractor observations to be completed Annually.

*** If any High-Level Risks identified, then contractor observation must be completed as per site specific client requirements.

"I acknowledge that the contractor's experience / resources, risk management systems and practices meet OCS requirements".

Contractor Questionnaire reviewed by:

Name & Job Title

Date & Signature

Reviewed by OCS HSEQ Team:

Name & Signature:

Date:
