

Subcontractor Pre-Qualification Questionnaire (Long Form)



Project Number: (if applicable)
 Project Name: (if applicable)

SECTION A - GENERAL

1 COMPANY DETAILS

Company Name:
 Street Address: Telephone:
 Mobile:
 Facsimile:
 Postal Address: Email:
 Website:
 ABN Number (Australia only):
 Contact Person:

2 COMPANY STRUCTURE

Provide names of major shareholders (if any): Provide company names of Australian representative (if any):

Provide names of associated companies / subsidiaries (if any): Provide company names of other locations representative (if any):

Is the business Indigenous owned? * Yes No

*Indigenous Business: as defined by Supply Nation

Does your business comply with the Modern Slavery Act 2018? Yes No

4 E-COMMERCE

Is your company capable of handling the following transactions electronically?

Contract processing Yes No Preferred format:
 Invoicing Yes No Preferred format:
 Payments Yes No Preferred format:

Other e-commerce products, such as applications for handling technical information (please specify):

Company CD ROM Enclosed? Yes No

5 FINANCIAL CAPABILITIES

Please provide most recent audited accounts / financial results. Copies attached? Yes No

Value of Net Tangible Assets AU\$

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Value of Net Profit After Tax	AU\$	
Annual Turnover / Sales	AU\$	

6 WORKS AND SERVICES ALLIANCES/AGREEMENTS

List the Sub-tiers with whom you hold alliances or other agreements:

7 EXPERIENCES AND CURRENT COMMITMENTS

List Contracts with Secure Energy in the last 3 years (please provide the following information):

Project Name	Contract No.	Date	Value (AU\$)	Disciplines

List the main Projects with other Clients (please provide the following information):

Project Name	Client's Name	Date	Value (AU\$)	Disciplines

8 MAIN SUBCONTRACTORS

List the main Sub-tiers and the disciplines/categories (use the Codes on pages 3 & 4) they provide:

9 PROJECT MANAGEMENT CAPABILITIES

Identify, in each discipline, the number of management staff employed and the locations of operations:

Discipline	Number	Locations

Identify the senior management staff currently employed within your locations of operations:

Name	Title	Years with Company	Years of Relevant Experience	Disciplines

QUESTIONNAIRE COMPLETED BY

Name _____	Signature _____
Position _____	Date _____

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SECTION B – EMPLOYEE / INDUSTRIAL RELATIONS			
Company Name			
Contact Name for Section B		Position held	
1	Does your organisation have an Employee Relations/Industrial Relations Policy? If YES, please provide a copy.	YES	NO
2	Does your organisation have an Employee Relations / Industrial Relations Management Plan it utilises for projects?	YES	NO
3	Do you have dedicated Employee Relations/Industrial Relations personnel employed on a full time basis within your organisation? If YES please provide CV's.	YES	NO
Please detail the Employee Relations/Industrial Relations resources/personnel that you will utilise on any works and services that you will provide to the Project.			
.....			
.....			
.....			
4	Does your organisation have a source of independent employee/industrial relations advice? E.g. law firms, independent consultants, State or National Employer Organisation etc.	YES	NO
If YES, please provide details of:			
<ul style="list-style-type: none"> the name of the organisation/consultant firm etc; the nature of the services provided; and the name of the contact and contact details. 			
.....			
.....			
5	Has your organisation had a claim or complaint lodged against it by an individual employee, group of employees, trade union or government department alleging a breach of any aspect of the various employment instruments or employment related legislation in the last five (5) years? Please include current and anticipated claims and negotiations.	YES	NO
If YES, please provide details			
.....			
.....			
.....			
6	What unions does your organisation primarily deal with, if any?		
.....			
.....			

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7	On a year by year basis over the past five (5) years detail your organisation's Industrial Relations disputes record:			
	Project and Client name and Location	Cause of dispute and outcome	Trade union involved	Lost time
8	How many direct employees are in your organisation by category (in total):			
	• Administration/Management			
	• Supervisory			
	• Manual			
• Apprentices				
9	Will your organisation utilise contract labour for any works it may provide to the Project?		YES	NO
	If YES, please provide details of each:			
	• Labour Hire			
	• Sole Trader			
	• Independent Contractor			
	• Subcontractors			
If sole traders, independent contractors or subcontractors please attach a generic copy of the typical contractual arrangements in place.				
10	Is your organisation compliant with the National Code of Practice for the Construction Industry?		YES	NO

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11	Does your organisation have formal processes in place for employee training?	YES	NO
	If YES, please provide details.		
	During initial induction, and ongoing.		
12	Does your organisation have procedures for the management of work-place grievances, industrial disputes, HSE related grievances. If YES, provide copies.	YES	NO
13	Will your organisation be able to provide and maintain the required workforce of suitably qualified, skilled and experienced employees for the duration of its proposed works for the Project?	YES	NO
14	What proportion of the workforce engaged in works for the Project will be sourced locally?		
	• Administration/Management		
	• Supervisory		
	• Manual Labour		
15	Does your organisation currently have a Labour Agreement or 457 Visa Sponsorship Agreement in place?	YES	NO
	If YES, please specify which agreement and what classifications will be sourced under it.		
16	With respect to manual labour employees, please provide details of the processes and selection criteria that are applied by your organisation to ensure that the best applicant is employed.		
	Employees processes and selection criteria completed by HR manager and Operation Manager.		

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SECTION C – QUALITY

Information for Subcontractors

Introduction

Secure Energy JV (“Secure Energy”) is an industry leader in ensuring that all our operations are conducted to the required quality. As an industry leader Secure Energy Policy statements express the commitment of the Board of Directors to:

- A “get it right first time” attitude and culture.
- the continual improvement in quality performance through learning and consistency of approach.

To assist in meeting these requirements, Secure Energy seeks to engage subcontractors exhibiting good quality performance. This may be demonstrated by subcontractors who have established and are maintaining management systems in accordance with ISO 9001 Quality Management Systems – Requirements.

All Subcontractors are required to demonstrate their ability to perform their work or provide their service in compliance with these and Secure Energy Quality standards. Subcontractors may be subject to a site audit as part of this process.

Subcontractor Performance

To be considered as subcontractors qualified to perform the work for Secure Energy, subcontractors shall meet the minimum acceptance criteria established by Secure Energy.

Secure Energy requires that subcontractors, as applicable to their scope of work;

- Either have a documented Quality Management System (QMS) that meets the requirements of ISO 9001: 2008 or equivalent or are prepared to work under the Secure Energy QMS.
- Have a program(s) for conformance with the Project Quality Management requirements.
- Agree that any secondary subcontractors or suppliers utilised shall meet the requirements listed above.

All requirements applicable to the subcontractor shall also be applicable to any secondary (sub-tier) suppliers and subcontractors. For a subcontractor to qualify as acceptable, the subcontractor shall pass a quality evaluation based on answers provided in section C - quality.

Instructions for the Submission of Information

The following instructions are provided to assist subcontractors in completing the quality section of the subcontractor pre-qualification questionnaire and including required documents and data in their submission.

The abbreviations, ‘N/A’ or ‘U/K’ should be used for responses Not Applicable and Unknown, respectively. Otherwise all answers not in the form of a written response should be given by circling either Yes or No.

Notes

1. Subcontractors should obtain further information and clarification or make arrangements to view Secure Energy procedures if required.
2. Document submittal requirements have been summarised in a table at the end of this section of the questionnaire. Subcontractors are to ensure that the required documents and data are included in their submission.
3. Ensure any documents and data submitted are correctly referenced to the question number.

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SECTION C – QUALITY

Where questions are answered as ‘Yes’ or details are requested, submit the document required and complete the Document Submitted column.

GENERAL INFORMATION				
Company Name:				
Contact Name for Section C:			Position Held:	
Phone No:				
1	MANAGEMENT SYSTEMS & CERTIFICATION			Office Use Only
1.1	Has your Company achieved Third Party Certification from an accredited body for its Quality Management System in accordance with ISO 9001?	YES	NO	
1.2	Is the certification currently valid, does it cover the intended scope of supply to be provided and location where the supply is to be provided?	YES	NO	
1.3	If the answer to question 1.1 is No, does your company work under any structured management system based on the principles of ISO 9001?	YES	NO	
2	MANAGEMENT COMMITMENT AND RESPONSIBILITY			Office Use Only
2.1	Does your Company have a Quality policy statement?	YES	NO	
2.2	Does your Company have documented standard work procedures covering your scope of work?	YES	NO	
2.3	Does your Company have an organisation chart and a description of the Quality responsibilities/authorities of senior management within your Company?	YES	NO	
2.4	Who is the Quality Management Representative for implementation & of quality Management in the company? Name: _____ Position: _____			
2.5	Does your Company develop project specific Quality Management Plans?	YES	NO	
3	COMPETENCY AND TRAINING			Office Use Only
3.1	Does your Company establish the competence of your employees to conduct activities that affect the Quality of the work or services provided by your organisation?	YES	NO	
3.2	Are formal certificates and qualifications checked for currency prior to commencement of employment and regularly reviewed thereafter?	YES	NO	
3.3	Do you conduct Quality inductions of your employees?	YES	NO	

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4	INSPECTION AND TEST			<i>Office Use Only</i>
4.1	Does your Company have a procedure for the calibration & control of equipment required for the testing, monitoring & measuring activities?	YES	NO	
4.2	Does your company develop project specific Inspection and Test Plans (ITP's) to establish the conformance of your works and services?	YES	NO	
5	SUBCONTRACTOR MANAGEMENT			<i>Office Use Only</i>
5.1	Does your company have a procedure for assessing and managing the Quality competency of your own subcontractors?	YES	NO	
5.2	Who in management is responsible and accountable for the Quality performance of your subcontractors?			
6	INCIDENTS, NON-CONFORMANCE, CORRECTIVE & PREVENTIVE ACTION			<i>Office Use Only</i>
6.1	Is there a procedure(s) for the reporting, investigation, follow-up and prompt close out of nonconformance?	YES	NO	
7	AUDIT			<i>Office Use Only</i>
7.1	Does your Company conduct regular internal Quality audits and external audits on sub-contractors? Provide a copy of your organisations audit schedule	YES	NO	
8	PROCEDURES			<i>Office Use Only</i>
8.1	Does your Company have a procedure for the control of documents, quality records and data required for Quality Management in your organisation?	YES	NO	
8.2	Does your Company have procedures in place to ensure materials are transported, handled and stored in a safe and secure manner? Does this extend to include details of materials Traceability?	YES	NO	
9	DOCUMENTS TO BE SUBMITTED AS PART OF THIS ASSESSMENT			<i>Office Use Only</i>
9.1	Quality Policy Statement			
9.2	ISO 9001 certificate (if applicable)			
9.3	Quality manual or index			
9.4	Sample nonconformance register			
9.5	Standard work procedures listing/register			
9.6	Internal audit schedule			
9.7	Proposed ITP's			
9.8	Organisational Chart			

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SECTION D – HEALTH. SAFETY. SUSTAINABILITY AND ENVIRONMENT

Information for Subcontractors

Introduction

Secure Energy JV is an industry leader in maintaining healthy and safe workplace for its own employees and those of its Subcontractors and to ensuring that all our operations, including subcontractors are conducted in a manner that protects and preserves the environment and the communities in which we operate.

As an industry leader our commitment is to:

1. Meet or exceed the HSE standards expected by the Community, Government and our own people
2. Commit to the prevention of pollution and elimination of work-related injury and illness
3. Compliance with relevant legislation, standards and codes of practices as the minimum level of performance
4. Continual improvement in HSE performance of the Company

To assist in meeting these requirements, Secure Energy seeks to engage subcontractors exhibiting good HSE performance. This may be demonstrated by subcontractors who have established and are maintaining management systems in accordance with AS 4801 and ISO 14001.

All Subcontractors are required to demonstrate their ability to perform their work or provide their service in compliance with the Secure Energy HSE standards. Subcontractors may be subject to a site audit as part of this process.

Definition and Abbreviation

HSE	Health, Safety and Environment
HSEMS	Health, Safety and Environmental Management System
JHA/JSA	Job Hazard Analysis / Job Safety Analysis
LTI	Lost Time Injury, any injury or occupational illness that results in a fatality, permanent disability or time lost of one complete shift / day or more
LTIFR	Lost Time Injury Frequency Rate Frequency Rate (FR) = (no. of occurrences/ hours worked) *1,000,000
MTI	Medical Treatment Injury, any work injury or disease requiring more expertise by a medical practitioner than minor first aid but not resulting in either lost time or restricted duties. E.g. Sutures.
RDI	Restricted Duties Injury, injury or occupational illness that results in the injured person returning to their normal duties with some stipulated restrictions, graduated return to normal hours, being assigned to another job, or attending training courses of one complete shift/day or more

Subcontractor Performance

To be considered as Subcontractors qualified to perform the respective work for Secure Energy, Subcontractors shall meet the minimum acceptance criteria established by Secure Energy:

1. Either have a documented Occupational Safety and Health Management System (OSHMS) that meets the requirements of AS/NZS 4801: 2000 or equivalent or are prepared to work under the Secure Energy HSE Management System
2. Either have a documented Environmental Management System (EMS) that meets the requirements of AS/NZS ISO 14001: 1996 or equivalent or are prepared to work under the Secure Energy HSE Management System
3. Agree that any secondary subcontractors utilised shall meet the requirements listed above.

Instructions for the Submission of Information

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The following instructions are provided to assist potential subcontractors in completing the HSE sections of the Subcontractor Pre-Qualification Questionnaire.

The abbreviations, 'N/A' or 'U/K' should be used for responses Not Applicable and Not Known, respectively. Otherwise all answers not in the form of a written response should be given by circling either Yes or No.

Notes

1. Subcontractors intending to work under Secure Energy HSEMS need only complete Question 1.1.
2. Subcontractors should obtain further information and clarification or make arrangements to view Secure Energy procedures if required.
3. Document submittal requirements have been summarised in a table at the end of this section of the questionnaire. Subcontractors are to ensure that the required documents and data are included in their submission.
4. Ensure any documents and data submitted are correctly references to the question number.

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SECTION D – HEALTH SAFETY. SUSTAINABILITY AND ENVIRONMENT

GENERAL INFORMATION				
Company Name:				
Contact Name for Section D:			Position Held:	
Phone No: xxxx				
1	MANAGEMENT SYSTEMS & CERTIFICATION			Office Use Only
1.1	Does your Company intend to work under the Secure Energy HSE Management System?	YES	NO	
	If "YES" you are not required to answer any other questions in the HSE sections provided that you submit the documents listed in section 13.			
1.2	Has your company achieved Third Party Certification of its HSE Management Systems?	YES	NO	
1.3	Has your Company achieved Second Party certification or pre-qualification of its HSE Management Systems?	YES	NO	
1.4	Does your Company have a manual describing your HSE Management Systems?	YES	NO	
	Please provide a copy of the contents page of your HSE Manual.			
1.5	Please provide details of any significant HSE achievements, awards or certification.			
2	MANAGEMENT COMMITMENT AND RESPONSIBILITY			Office Use Only
2.1	Does your Company have written HSE policy statements?	YES	NO	
	Please attach a copy of each policy.			
2.2	How often are the HSE policies reviewed?			
2.3	Please briefly describe how policies are communicated to employees.			
	During initial induction, daily toolbox talks, monthly safety meeting and notice boards.			

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2.4	Do you have documented standard work procedures covering your scope of work?	YES	NO	
	Please provide a list of your procedure titles, including date of last review.			
2.5	Who is ultimately responsible for HSE in your organisation?			
2.6	Please provide the HSE organisation chart for your Company's structure.			
2.7	Is there a full-time HSE Advisor or Coordinator in your organisation?	YES	NO	
	If no, how is professional HSE advice obtained by your organisation?			
2.8	Are the roles and responsibilities of all personnel defined?	YES	NO	
	Please provide details of these responsibilities.			
3	COMPETENCY, EMPLOYEE ORIENTATION PROGRAMME and HSE TRAINING PROGRAMME			Office Use Only
3.1	Are formal certificates and qualifications checked for currency prior to commencement of employment?	YES	NO	
3.2	How does your Company ensure that all of its employees are medically fit for the tasks they are to undertake?			
	Tests are conducted with GP for all employees.			
3.3	Please give detail of your HSE induction programme			
	Please refer to induction sample attached.			
3.4	Please attach detail of internal and external training courses provided to your employees and the frequency of such training (the attachment shall include a copy of the induction agenda).			
3.5	Provide an outline of what training records are maintained and who maintains them.			
	Please refer to sample employee training attached.			
4	RISK MANAGEMENT			Office Use Only
4.1	Describe the method(s) used for identifying, assessing and controlling risks.			
	Please refer to Integrated Risk Management System Manual.			
4.2	Please provide a copy of an example JHA / JSA.			

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5	HSE COMMUNICATION, INCLUDING COMPLAINTS HANDLING AND RESOLUTION			<i>Office Use Only</i>
5.1	Describe your Company's HSE meeting structure, including frequency and who chairs the meetings. Monthly.			
5.2	Does your Company have a formal procedure for handling and resolving complaints?	YES	NO	
5.3	If no, please outline how complaints are managed and resolved by your organisation.			
6	INCIDENT / INJURY REPORTING AND INVESTIGATION			<i>Office Use Only</i>
6.1	Is there a procedure for the reporting, investigation, follow-up and close-out of safety and environmental incidents and injuries/ illness?	YES	NO	
6.2	Describe the responsibilities of senior management in incident / injury reporting and investigation.			
6.3	How do you ensure prompt follow-up and close-out of remedial / preventive actions identified in incident / injury investigations?			
7	INJURY MANAGEMENT			<i>Office Use Only</i>
7.1	Is a system in place for the rehabilitation of employees who suffer disability through work related injury or illness?	YES	NO	
8	EMERGENCY RESPONSE			<i>Office Use Only</i>
8.1	Does your Company have a formal emergency response procedure / plan?	YES	NO	
8.2	Does your Company conduct regular emergency drills / exercises?	YES	NO	
8.3	Does your Company have facilities for addressing environmental incidents, e.g. the containment and clean up of spills.	YES	NO	

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9		INSPECTIONS AND AUDITS		Office Use Only	
9.1	Please provide details of type, frequency and who is involved in workplace inspections.				
				
				
9.2	Please provide details of type, frequency and who is involved in HSE audits.				
				
				
9.3	Do you agree to an audit of your systems and implementation?	YES	NO		
9.4	Please list 2 suitable sites/operations that Secure Energy may inspect / audit if required.				
				
				
10		SUBCONTRACTOR MANAGEMENT		Office Use Only	
10.1	Does your company have a procedure for assessing and managing the HSE competency of subcontractors?		YES	NO	
	If yes, please describe how the subcontractors will be organised and managed to ensure compliance with Secure Energy HSE Management System.				
				

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11	HSE STATISTICS			Office Use Only
11.1	Please advise details of your organisation's Workers Compensation Insurance rating and ANZIC code (if applicable) for the previous three (3) years.			
11.2	Provide details of your Company's annual safety record for the last three years as follows:			
	Year	20xx	20xx	20xx
	Number of First Aid Injuries			
	Number of Near Misses			
	RDI			
	MTI			
	LTI			
	LTIFR			
	Number of Fatalities			
	Number of Incidents			
	Total Day Lost			
	Total Man Hours			
11.3	Has your company been prosecuted or fined for safety breaches in the past five (5) years		YES	NO
	If yes, Please describe the detail.			

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12 ENVIRONMENTAL MANAGEMENT				Office Use Only		
12.1	Does your Company have an environmental management system?	YES	NO			
	If yes, specify the standard it complies with: ISO14001 Environment					
	If no, what actions do your Company take to minimise the environmental impact of your work activities?					
12.2	Has your company been prosecuted or fined for environmental breaches in the past five (5) years	YES	NO			
	If yes, Please describe the detail					
13 SUSTAINABILITY MANAGEMENT						
13.1	Does your company have a documented sustainability policy or equivalent which outlines your consideration of the environmental, social and economic aspects of your business?	YES	NO			
	If yes, provide a brief overview of how this policy is communicated to all employees to be implemented.					
13.2	Does your organisation have sustainable work practices (such as waste reduction, reduce reuse recycle, energy efficiency, etc)?	YES	NO			
	If yes, provide details on sustainable work practices.					
13.3	Please provide details of sustainability opportunities, initiatives or innovations your company can bring to the project.					
13.4	Do any of your products include eco-labels such as Good Environmental Choice Australia (GECA) or Ecospecifier?	N/A	YES	NO		
14 DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT						
				Provided		
Section	Document	YES	NO			
1.4	HSE Manual – contents page					
2.1	HSE Policies					
2.4	List of Procedure Titles, including Date of Last Review					
2.6	Organisation chart					
2.8	Evidence of defined roles and responsibilities					

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3.3	HSE Induction Outline		
3.4	List of Internal/ External Course		
4.2	JHA/JSA		
6.1	Incident/ Injury Investigation Report form		
8.1	Emergency Response Procedure/ Plan - contents		
13.1	Sustainability Policy		
	Other (list as appropriate):		

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