

Subcontracting Policy

June 2024

When engaging subcontractors to work on projects, it is essential to ensure that they meet certain criteria and standards to maintain a high level of quality and safety. This subcontractor checklist will help us assess subcontractors and verify their suitability for your organisation's requirements.

1. Company Information

- Company name and contact details
- Registered business address
- Company registration number (if applicable)
- Insurance details (public liability, professional indemnity, etc.)
- VAT registration number (if applicable)

2. Health and Safety

- Proof of valid and up-to-date health and safety policy
- Evidence of a robust health and safety management system
- Documentation of risk assessments and control measures
- Proof of adequate training and certifications for subcontractor employees
- Incident reporting procedures and records
- Evidence of compliance with relevant health and safety legislation and regulations

3. Qualifications and Experience

- Details of relevant qualifications and certifications held by subcontractor employees
- Previous project experience and references
- Portfolio of completed projects or case studies
- Specialisations or areas of expertise
- Number of years in business

4. Financial Stability

- Evidence of financial stability and solvency
- Confirmation of any outstanding legal or financial issues
- Bank references or credit checks, if necessary

5. Compliance and Licensing

- Proof of necessary licences, permits, and certifications required for their specific trade or industry
 - Compliance with local, regional, and national regulations
 - Membership in relevant professional or trade associations
6. Quality Assurance
- Documentation of quality control processes and procedures
 - Evidence of adherence to relevant quality standards or certifications
 - Previous experience working with quality management systems
7. Insurance
- Proof of adequate and valid insurance coverage, including public liability and employer's liability insurance
 - Verification of insurance limits and coverage period
8. Contractual Terms
- Review and agreement on contractual terms, including scope of work, deliverables, timelines, payment terms, and dispute resolution mechanisms
 - Clear communication of expectations, responsibilities, and deliverables
9. Communication and Collaboration
- Availability and responsiveness to communication channels
 - Ability to collaborate effectively with your organisation and other subcontractors
 - Willingness to provide regular progress updates and attend project meetings
10. Sustainability and Environmental Considerations
- Commitment to sustainable practices and environmentally friendly approaches
 - Compliance with relevant environmental regulations and policies
 - Experience in implementing environmentally conscious initiatives

Records of the information obtained from subcontractors will be held for future reference and compliance purposes.



Annual Review and Approval

This Subcontracting policy will be implemented and maintained by The Spark Group, with the full support and commitment of all staff members. The policy will be reviewed annually and updated to reflect changes in legislation and our organisation's activities.

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Approved by: Daniel Canavan

Signature: Daniel Canavan

Date: 14/06/2024