

Subcontracting Policy Checklist



The Spark Group

The Spark Group recognises the value that skilled, reliable subcontractors bring to our organisation, especially in delivering training, support services, or project-based outcomes. Engaging third-party partners requires careful vetting to protect learners, other key stakeholders, and the integrity of our business.

This checklist outlines the due diligence process required before onboarding a new subcontractor. It ensures that subcontracted individuals or organisations meet appropriate standards in health and safety, legal compliance, financial reliability, service quality, and ethical conduct. The checklist also helps us evaluate their capability to deliver outcomes in line with our values, commitments, and operational requirements.

This document serves as both a pre-engagement screening tool and a compliance record, supporting consistent subcontractor management and risk reduction. It is used prior to contract of services and reviewed at an agreed frequency thereafter.

1. Company Information

- ☐ Company name and contact details
- ☐ Registered business address
- ☐ Company registration number (if applicable)
- ☐ VAT registration number (if applicable)

2. Health and Safety

- ☐ 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
- ☐ Incident reporting procedures and records
- ☐ Evidence of relevant training and certifications for subcontractor employees
- ☐ Compliance with relevant health and safety legislation and regulations

3. Qualifications and Experience

- ☐ Qualifications and certifications relevant to services delivered
- ☐ Portfolio of similar or completed projects/programmes
- ☐ Client references/testimonials
- ☐ Areas of specialisations or expertise
- ☐ Number of years in business

4. Financial Stability

- ☐ Proof of solvency
- ☐ Confirmation of no outstanding legal/financial disputes
- ☐ Confirmation of not under investigation or litigation

5. Compliance and Licensing

- ☐ All relevant licences and permits for delivery scope
- ☐ Trade Body or professional association membership
- ☐ Evidence of compliance with applicable regulations and legislation

6. Quality Assurance

- ☐ Written quality assurance policy or procedures
- ☐ Adherence to relevant standards (e.g., ISO, sector-specific)
- ☐ Experience of and/or use of quality improvement tools/process reviews
- ☐ Evidence of client feedback mechanisms

7. Insurance

- ☐ Public liability insurance – valid and sufficient cover
- ☐ Employer’s liability insurance (if applicable)
- ☐ Professional indemnity insurance (if applicable)
- ☐ Insurance certificate copies and expiry dates confirmed

8. Contractual Terms

- ☐ Agreement on scope of work, deliverables, timelines
- ☐ Payment terms, invoicing processes, and penalties
- ☐ Dispute resolution and termination clauses
- ☐ Acceptance of The Spark Group’s terms and conditions

9. Communication and Collaboration

- ☐ Designated point of contact within subcontractor
- ☐ Agreement on response times and communication methods
- ☐ Commitment to attend progress meetings as needed
- ☐ Willingness to work collaboratively with other contractors

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

11. Data Protection and Privacy (GDPR)

- ☐ Evidence of GDPR compliance
- ☐ Data protection policy shared and reviewed

Annual Review and Approval

This policy checklist will be reviewed annually and updated to reflect changes in legislation and our organisation’s activities.

This policy checklist has been approved by The Spark Group’s Senior Leadership Team.

Signed: Debbie Sturridge

Position: Business Enablement Manager

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Next Review Date: 01.06.26