

Beechings Way, Gillingham, Kent, ME8 6PS

08452 230 400

memsgen.co.uk



SUPPLIER QUESTIONNAIRE

Please complete this questionnaire in ink. If you are unsure about any aspect, please contact the MEMS Power Generation Procurement Manager on:

08452 230 400 or supplier.evaluation@memsgen.co.uk

MEMS Power Generation operate safety and quality procedures to ensure that all activities are undertaken in a suitably controlled manner, co-operating and communicating with our staff, visitors and contractors.

In accordance with the various safety statutory requirements and our own internal Safety System, we are required to ensure that those appointed to work as contractors are competent with regard to health and safety requirements.

To be considered for work for MEMS Power Generation, the attached questionnaire must be completed and returned with other relevant documentation.

This selection procedure will be rigorously enforced to ensure that all contractors who are selected have demonstrated that they have the required competence and the necessary safety procedures in place to identify and control hazards resulting from their work activities.

When this questionnaire has been returned, MEMS POWER GENERATION will carry out an evaluation of the document.

If the contractor / sub-contractor are deemed to be competent, they will be placed or remain on our 'Approved List of Contractors'.



HEALTH & SAFETY GUIDANCE FOR CONTRACTORS

While you are visiting MEMS POWER GENERATION premises or working on our customers sites, please ensure the Health, Safety and Welfare of yourself and other persons who may be affected by your work activity are not placed at unnecessary risk.

You are required to comply with all relevant Health & Safety Legislation where applicable and to adopt all reasonable standards and practices in accordance with any HSE guidance material or published professional information.

We have produced this booklet to help communicate our safety philosophy to all people visiting our workplaces. Please work with us to promote safety as a key issue.

Contents

1.	MEMS Power Generation’s Policy for Safety	3
2.	Safety Guidance	4
2.a)	Working at Heights	4
2.b)	Electricity	4
2.c)	Work Equipment	5
2.d)	Hazardous Substances.....	5
2.e)	General Work Area.....	5
2.f)	Personal Protective Equipment.....	5
2.g)	Accidents	5
2.h)	Smoking.....	6
2.i)	Hot Works	6
2.j)	Additional Information	6
3.	Contractor’s Legal Duties	6
4.	Questionnaire.....	7

SUPPLIER QUESTIONNAIRE



1. MEMS Power Generation's Policy for Safety

MEMS POWER GENERATION through its Directors, recognise and fully accepts its responsibilities for the health, safety and welfare at work of its employees, for others who may be affected by its operations or products and for ensuring that all aspects of its operation take due account of the effects upon the environment. The discharge of these responsibilities is regarded by the Company to be of at least equal standing to the performance of any other function involved in its business activities and the Company will ensure that adequate resources are available to carry out the policy and monitor its implementation.

The policy will be achieved by securing the active co-operation of its Directors, Managers, Supervisors and all employees. The procedure for the implementation of this policy will be one of hazard identification, evaluation and control through a continuous process of improvement.

The Company's policy is to do everything as far as reasonably practicable, to provide a safe workplace and maintain an active safety culture for all staff and visitors, including:

Complying fully with the Health & Safety at Work etc. Act 1974 and all relevant health and safety legislation and codes of practice.

Ensuring that Directors, Managers, Supervisors and other employees are made aware of their responsibilities and duties for health and safety and that they are given sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and to ensure the safety of themselves and of others who may be affected by their work.

Carrying out risk assessment on all processes and/or materials and implementing necessary safety measures and control to ensure that all systems of work and operating procedures are regularly reviewed.

Establishing and maintaining procedures to ensure that the design and introduction of all new, or alterations to, products, processes, equipment and buildings, is such that they are as safe as is reasonably practicable.

Consulting employees and their representatives with a view to securing co-operation in the development of measures to ensure the health, safety and welfare at work of its employees and others and in monitoring the effectiveness of those measures.

This statement of policy must be brought to the attention of all employees. It will be reviewed at least annually and revised if necessary. Any such revisions will be brought to the attention of all employees.

SUPPLIER QUESTIONNAIRE



2. Safety Guidance

2.a) Working at Heights

Ensure all working at height is carried out in accordance with the requirements of the Working at height Regulations 2005 [as amended], including:

- Properly planned and organised [taking into account weather conditions where applicable].
- Those involved must be trained and competent.
- The place where work is done is safe.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- Use work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

All scaffolds erected, altered, or dismantled must be under the supervision of a competent person with the relevant statutory form completed and available on site and regularly inspected.

Any relevant literature such as the Health and Safety Executive's INDG402 for the Safe Use of Ladders and Stepladders should be referred to, to ensure suitable equipment is used for suitable purposes.

2.b) Electricity

Only portable equipment which has been PAT tested (Portable Appliance Test) by a competent electrician is to be brought onto the premises.

All work where ever practicable should be carried out using equipment which is:-

Battery operated

110 volts or

240 volts Class 2 equipment incorporating an RCD

Cables and extension leads, which have been damaged and /or repaired with tape or any other unacceptable method, are not to be used.

All equipment must be unplugged and safely removed at the end of each working day. Moisture ingress protected connectors must be used when working in a harsh environment.

Check the site for overhead and/or under ground cables before work commences.

The unavoidable position of extension cables in the vicinity of either pedestrian or traffic routes must be suitably indicated and protected from damage or trip risk.

SUPPLIER QUESTIONNAIRE



Under legislation such as the Electricity at Work Regulations 1989 all equipment must be suitable for use, of adequate strength, maintained and inspected.

2.c) Work Equipment

Please ensure the correct piece of equipment is used for the work to be carried out and the persons are trained to operate the equipment safely.

Safety guards, where applicable, must be fitted to the equipment and used correctly.

Emergency stop controls must be accessible. Only fully serviceable and correctly maintained equipment is to be used.

2.d) Hazardous Substances / Environment

Please ensure your MEMS POWER GENERATION contact and/or the Safety Officer is aware of any hazardous substances which you intend to use.
(i.e. flammable, corrosive liquids, irritant, harmful toxic substances etc)

The product safety sheet relating to a hazardous substance must be made available on request to the site contact. COSHH assessments must be carried out before any work commences when using hazardous substances.

Any substances or processes that may have an adverse effect on the environment must be reported to your MEMS Representative before commencing.

2.e) General Work Area

When agreed with our on site representative, appropriate segregation must be provided for work locations, including suitable warning signs, as agreed.

Identify the position of any main services before starting work and ensure the area is free from any potential fire risk or other hazard when completing work for the day.

2.f) Personal Protective Equipment

When required, suitable personal protective equipment must be worn.

2.g) Accidents

Your attention is drawn to the legal requirement to report all prescribed accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

All accidents, which happen on site, must be brought to the attention of your MEMS POWER GENERATION contact and the Safety Officer. An Accident Form must be completed.

SUPPLIER QUESTIONNAIRE



2.h) Smoking

We would bring to your attention that MEMS POWER GENERATION operates a NO SMOKING policy.

2.i) Hot Works

Any 'hot works', including cutting, grinding, welding, brazing and soldering must not be commenced without prior assessment and approval from our Safety Officer.

2.j) Additional Information

Please make yourself familiar with the following arrangements:-

- First Aid Arrangements;
- Emergency Evacuation Procedures;
- Other Potential Hazards as identified by our representative.

3. Contractor's Legal Duties

It is the duty of every employer to conduct his undertaking in such a way as to ensure, so far as reasonable practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety as a result of his or his employees' acts or omissions. Therefore the contractor must conduct his or her undertaking in such a way as to ensure that persons not his employees ie. MEMS POWER GENERATION employees, other contractors, visitors, or members of the public are not at risk.

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4. QUESTIONNAIRE

1. COMPANY DETAILS

1.1 CONTACT INFORMATION

Company Name	
Address	
Town	
County/ Post Code	
Contact Name	
Telephone No	
Fax No	
Email	
Website	
Company Registration Number	
VAT number <i>e.g. GB 123 4567 89</i>	
Address of Registered Office	

1.2 COMPANY STRUCTURE

Total number of staff		Annual percentage turnover of staff	
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1.3 GROUP STRUCTURE

Ultimate Holding Company	
Parent Company	
Associated Companies	
Subsidiary Companies	

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1.4 GEOGRAPHICAL COVER

Please indicate which areas you are capable of supplying

UK – South England	YES/NO	Wales	YES/NO
UK – Midlands	YES/NO	Scotland	YES/NO
UK – Northern England	YES/NO	Other Locations	

1.5 GOODS AND SERVICES PROVIDED

Details of goods or services you currently supply to MEMS Power Generation:

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1.6 GOODS AND SERVICES AVAILABLE

Other goods or services provided which may be of interest to MEMS Power Generation:

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2. FINANCIAL INFORMATION

2.1 3 YEAR FINANCIAL PERFORMANCE

Year Ending:			
Turnover/Sales (£)			
Profit after Interest and Tax			

SUPPLIER QUESTIONNAIRE



INSURANCE AND INDEMNITY INFORMATION *Please provide a copy of your insurance policy statement*

Insurance policy statement <i>(copy enclosed)</i>	YES / NO	
Contractors All Risks	POLICY NO:	RENEWAL DATE:
Public/Products Liability	POLICY NO:	RENEWAL DATE:
Employers Liability (limit of Indemnity £10,000,000 Minimum)	POLICY NO:	RENEWAL DATE:
What are the Territorial Limits?		
Details of any restrictions on the policies relating to type/location of work ie height/depth, heat, hazardous premises, demolition etc		
Will labour only sub-contractors (if employed by the insured) be regarded as employees for the purposes of the Insurance policies?	YES / NO	
Do the policies contain an 'Indemnity to Principles clause'?	YES / NO	
Have the premiums been paid?	YES / NO	
Is there any other information relevant to the cover being provided in respect of the contract being undertaken?		
CONTRACTORS ALL RISKS		
Maximum any one Loss (to be adequate to cover maximum value of subcontract)	£	
Policy Excess	£	
Is the cover "all Risks"?	YES / NO	
Does the policy cover all work executed, materials and plant on contract site?	YES / NO	
Does the policy extend to cover materials whilst temporarily stored elsewhere in the UK and whilst in transit?	YES / NO	
Does the policy provide full reinstatement cover plus professional fees?	YES / NO	

SUPPLIER QUESTIONNAIRE



PUBLIC/PRODUCTS LIABILITY	
Limit of Indemnity	£
Policy excess	£
Does the policy include products liability?	
Does the policy include contractual liability?	
Does the policy cover loss or damage to property in the care, custody or control of the insured for the purpose of carrying out the contract?	
Does the policy include liability arising out of defective workmanship, materials or design other than a fee?	
Does the policy cover liability for the removal of weakening of support or vibration?	

2.3 INDEPENDENT REFERENCES

References will be used only when deemed appropriate:

Trade		Customer	
Company		Company	
Address		Address	
Telephone		Telephone	
Contact		Contact	

2.4 DEPENDANCIES (TOP 3 CUSTOMERS)

Customer 1		%age of total turnover	
Customer 2		%age of total turnover	
Customer 3		%age of total turnover	

2.5 CONSTRUCTION INDUSTRY SCHEME

Do you hold a CIS certificate?	YES / NO
Do you hold a CIS exemption certificate?	YES / NO

SUPPLIER QUESTIONNAIRE



2.6 PAYMENT DETAILS

MEMS standard payment terms are 60 days net monthly			
Additional discount offered for payment within 60 days			
Any further incentives or discounts available			
Payment Methods accepted	Cheque or BACS		
Payment made out to:			
Address: <i>(if different to Company address)</i>			
Bank Name			
Address			
A/C Name			
Sort Code		Account Number	

3. COMMERCIAL DETAILS

3.1 SUPPLIER ASSESSMENT

Does your Company subcontract any part of its core business activities?	YES / NO
If Yes, please confirm what area and what % of your total business this represents:	%
Do you assess new suppliers/sub-contractors?	YES / NO
Do you monitor suppliers regarding quality, cost and delivery?	YES / NO
Does your company maintain a register of approved sub contractors	YES / NO
Does your company have formal procedure(s) in place for the management of subcontractors?	YES / NO

4. QUALITY ASSURANCE/ HEALTH & SAFETY / ENVIRONMENTAL

4.1 SYSTEMS

Delete as appropriate

	Quality	Safety	Environment
A Documented Management system for	YES / NO	YES / NO	YES / NO
A Corporate Policy on	YES / NO	YES / NO	YES / NO
Procedures on	YES / NO	YES / NO	YES / NO
A System Approved or Registered for	YES / NO	YES / NO	YES / NO
Been Audited in the last 12 Months for	YES / NO	YES / NO	YES / NO

SUPPLIER QUESTIONNAIRE



4.2 CERTIFICATION

Is the company a member of or affiliated to any Trade or Professional organisation? <i>Please detail below</i>		YES/NO
Name of Organisation	Registration number	
Please confirm that only calibrated instrumentation and equipment will only be used on site.		YES/NO
Do all your employees engaged on the site have a CSCS skills card?		YES/NO

Do you plan on seeking any / any other accreditation / working towards? *Please include dates and timescales*

4.3 ENVIRONMENTAL

Do you have Environmental objectives?	YES/NO
Has the company been convicted for environmental offences in the last 5 years?	YES/NO
Do you offer take-back facilities on packaging (ie. chemical drums?)	YES/NO
Do you have Disaster Recovery Plans and Procedures in place for services provided to MEMS Power Generation	YES/NO

SUPPLIER QUESTIONNAIRE



4.4 SMS6 HEALTH & SAFETY *Please provide a copy of your Health & Safety Policy*

Please confirm that you have a Health & Safety policy in place	YES/NO
What is the next review date for your Health and safety policy	
If you have less than five employees, please confirm you have in place a Health & Safety Statement of Intent	YES/NO
Is the policy made available to all employees?	YES/NO
Please confirm your company has procedures in place for Health & Safety, which ensure the safety of your employees and other people whom could be affected by your activities.	YES/NO
Please confirm that risk assessments are carried out by your company on similar contacts	YES/NO
Who has day to day responsibility for the management of Health & Safety	
Please confirm that the above named person has the necessary qualifications and experience to fulfil this role	YES/NO
Who will have responsibility for Health & Safety on site during your works	
Please confirm that the above named person has the necessary qualifications and experience to fulfil this role	YES/NO
Please confirm that adequate training is provided to your company's employees and is regularly reviewed	YES/NO
Please confirm that you assess your own contractors, who may work on our projects/sites for you?	YES/NO
Has your company or individuals employed by your company been prosecuted for any breach of Health & Safety or Environmental legislation within the last five years	YES/NO
Please advise if there have been any experiences of the following in the past three years for the following	
Fatal Accidents	YES/NO
Major Injuries	YES/NO
'Over Three Day' Accidents	YES/NO
Dangerous Occurrences	YES/NO
Please confirm you have First Aid arrangements in place	YES/NO
Please confirm you have Health & Safety monitoring arrangements	YES/NO

SUPPLIER QUESTIONNAIRE



5. CONTACTS (Manager Responsible For)

QUALITY		ENVIRONMENTAL	
Name		Name	
Title		Title	
Address (if different)		Address (if different)	
Telephone		Telephone	
email		email	

6. DECLARATION STATEMENT

We hereby certify that the foregoing statements are correct, and we agree to notify you of any significant changes affecting the answers given.

We agree to representatives of MEMS Power Generation to visit our premises to assess and verify the above statements at a mutually convenient time and date.

Print Name		Title	
Signature		Date	