

Vetted Supplier Accreditation - Application Form



# Application Form

Please complete this questionnaire to complete your accreditation.

It is essential that all relevant parts of this document be fully completed before a site visit by **Vetted Supplier** after which you will be accepted as an authorised **Vetted Supplier**.

There are three sections to this form:

- **Company Information**
  - Company Registration and Structure
  - Number of Employees
  - Turnover
  - VAT Registration
  - CIS Certificate (Where applicable)
  - Quality and Environmental Standards
- **Accreditation Information**
  - Fields of Capability and Operation
  - Industry Sector and Experience
  - References
  - Insurance
  - Health and Safety
- **Declaration**

## Company Information

Please provide the following information.

A. Limited Company (All Sections to be completed)	<b>A</b>	
B. Sole Trader (Where Applicable)	<b>B</b>	
C. Other	<b>C</b>	

Company Name:

Contact:	Registration No:
Address:	
Town:	County:
Post Code:	Telephone:
Fax:	Mobile:
e-mail:	Web Address:

## Vetted Supplier Accreditation - Application Form

### Number of Employees

Management	
Administration	
Professional	
Skilled Qualified Staff	
Skilled Un-Qualified Staff	
Unskilled Staff	
Part-time Staff	
Total	

### Key Personnel

Managing Director:

Financial Director:

Managers:

Health & Safety Officer:

Fire Officer:

Quality & Environmental Officer:

### Financial Information

Bank:

Address:

Contact:

Position:

Telephone:

Fax:

### Turnover and profits for last three years:

(Where sole trader, you may omit profit numbers)

2009	Projection:	Profit:
2008	Turnover:	Profit:
2007	Turnover:	Profit:
2006	Turnover:	Profit:

VAT Registration No:

## Vetted Supplier Accreditation - Application Form

### Trade Associations

Are you a member of any Trade Association/Bodies? Yes/No

If yes, please provide details

### Trade Unions

Which Trade Unions operate within your organisation?

<http://www.gftu.org.uk/html/regular.html>

### Construction Industry TAX Deduction Scheme

CIS Registration details: <http://www.hmrc.gov.uk/pdfs/ir40cis.pdf>

(Telephone the Inland Revenue helpline for further information about the CIS on 0845 3000581)

### Quality

Is your company quality registered? Yes/No

If YES please provide details:

Name of Registered Body?

If NO, do you have a written Quality Policy and Document quality systems? Yes/No

Please enclose a copy of your policy and procedures. Copy enclosed

### Environment

Do you have a written environmental policy? Yes/No

Do you have documented environmental procedures? Yes/No

Please enclose a copy of your policy and procedures Copy enclosed

### Staff Development and Training

Do you have Investors in People award? Yes/No

If YES, when did you receive Registration?

Name of Registration body:



Lifestyle Source Limited . Stafford Studios Business Centre . 129a Stafford Road . Wallington . Surrey SM6 9BN  
Telephone: **0845 456 1914** – Web: [www.vettedsupplier.com](http://www.vettedsupplier.com) . e-mail: [info@vettedsupplier.com](mailto:info@vettedsupplier.com)

## Vetted Supplier Accreditation - Application Form

### Accreditation Information

Categories for Registration of **Vetted Supplier** approved contractors. Please indicate which services you are able to provide with direct labour – DO NOT INCLUDE SUB-CONTRACTED SERVICES.

Services offered through sub-contractors should be included under sub-contracted, specifying the additional services.

You may tick as many boxes as you wish, though your documentation must be able to demonstrate your competency for each category. Please note the categories are provision of services only and NOT for the supply of goods.

#### Building and Building Services

- Asbestos removal
- Brickwork
- Carpentry
- Ceilings and Partitions
- Construction
- Cooling Towers
- Damp and Timber treatment
- Demolition
- Doors and Gates
- Drains and Pipes
- Flooring/Carpentry
- Furniture
- Gas
- General Building Maintenance
- Glazing
- Insulation
- Interior refurbishment
- Locksmith
- Plumbing
- Plastering
- Painting & Decorating
- Principle/Main contractor
- Roadways/Paving
- Roofing
- Scaffolding
- Signs/Flags
- Stone cleaning/Restoration
- Water treatment/Tanks
- Window cradles

#### Building Safety Systems

- Fire detection
- Safety Consultant
- Structural engineer

#### Electrical

- Electrical Engineer
- Electrical equipment
- Electrical Systems
- Lighting
- Telecommunications
- Data communications

- Fire fighting
- Fire alarms
- Emergency lighting
- Rope access
- Safety restraint systems
- Security Systems

#### Catering

- Catering equipment
- Contract catering
- Vending machines
- Deep cleaning

#### Cleaning

- Building exterior
- Carpets
- Cleaning equipment
- Grounds/Car parks
- Industrial
- Kitchen equipment
- Office
- Windows

#### Computer Services

- Computer Maintenance

#### Consultants

- Architect
- Civil engineer
- Facilities management
- Fire safety consultant
- M&E consultant
- Planning Supervisor

#### Environmental

- Energy management
- Fuel
- Grounds maintenance
- Internal plants
- Landscaping
- Pest control
- Waste – Sanitary
- Catering
- General waste
- Disposal
- Recycling

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## Accreditation Information

### Labour

- Janitors/Cleaners
- Security guards

### Mechanical/Engineering

- Air conditional
- Compressors
- Generators
- Heating
- Lift engineers
- Fire Protection
- Mechanical engineers
- Plant & tool hire
- Pressure systems/Pumps
- Refrigeration
- Ventilation
- Welding

### Transport

- Haulage/Logistics
- Courier
- Storage

Other – Please Specify:

Sub-Contracted – Please Specify:

## Industrial Sectors

Please provide **2 references** for each sector you have selected

### Commercial (retail and offices)

Company:  
Address:  
Contact:  
Telephone:

Company:  
Address:  
Contact:  
Telephone:

### Industrial

Company:  
Address:  
Contact:  
Telephone:

Company:  
Address:  
Contact:  
Telephone:

### Public (health, defence, education)

Company:  
Address:  
Contact:  
Telephone:

Company:  
Address:  
Contact:  
Telephone:

### Residential

Company:  
Address:  
Contact:  
Telephone:

Company:  
Address:  
Contact:  
Telephone:

## Vetted Supplier Accreditation - Application Form

### You're Insurance

Please supply copies of Insurance certificates for the following that applies to your organisation:

Product Liability

Professional Indemnity

Public Liability

Contractors all Risk (works and plant)

Employers Liability

	Office Use Only

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### Notes:



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### Health and Safety

Please select the appropriate option below:

#### Options available

1. Provide the necessary information and attach the documentation with your application form.
2. This Health and Safety topic is not relevant to your organisation

Health & Safety Topic	Documentation Attached	Not Applicable
H & S policy statement		
Company organisation chart		
H & S responsibilities		
Risk assessments		
Company H & S advisor		
Communication with employees		
Implementation of H & S procedures		
H & S audits and reviews		
Emergency procedures, e.g. fire		
Welfare arrangement – testing and maintenance		
Personal protective equipment		
Manual handling		
First aid and accident reporting		
Assess procedures		
Public safety		
Asbestos safety		
Methods statements		
Permits to work		
Noise at work		
COSHH assessments		
Work in confined spaces		
Management of sub-contractors		
Specialist subjects – Please specify		
<a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a>		

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### Health & Safety - Regional Offices

Do you have regional offices in your organisation?

Yes / No

If yes please list each regional office

1. Site Name

Address

Town

County

Postcode

2. Site Name

Address

Town

County

Postcode

3. Site Name

Address

Town

County

Postcode

4. Site Name

Address

Town

County

Postcode

If you have more than four regional offices, please use a separate sheet, following the details above.



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### Health & Safety

How many accidents have you had in the last 12 months?

Please provide details of all reportable accidents below

Have you been prosecuted for any breaches of Health & Safety legislation in the last 12 months?

Yes/No

### Additional Health & Safety Information

Please provide any additional information you consider relevant

If you have more information, please use a separate sheet, following the details above

### Data Protection Notice

Vetted Contractor.com will use your information for assessments within this **Vetted Supplier** scheme. Information will also be displayed on the [www.vettedsupplier.com](http://www.vettedsupplier.com) website

We may contact you by mail, telephone or e-mail as part of the **Vetted Supplier** accreditation process.

The information on this application form may also be used to contact you by post, telephone, fax or e-mail by Lifestyle Source Limited, other group companies or business associates with details of events / offers that may be of interest to you. If you do not want to be contacted by Lifestyle Source Limited, other group companies and business associates for marketing purposes, please tick the box.

Clients may also contact you with enquiries about your services.

You have the right to ask for a copy of the information we hold about you and to correct any inaccuracies in your information.

By returning this form to us you consent to our processing of personal data about you where this is necessary for the purposes described above.

### Declaration

I confirm that the Company policies and all the information provided above is to the best of my knowledge accurate and correct.

Signed

Date:

Name:

Position

Please tick to indicate payment to **Lifestyle Source Limited** is enclosed for the amount of £229.14 including VAT

Please return documents to:



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