

Henley Stone Specialists Details		
0.1	Business Name	Henley Stone Specialists Ltd Website: www.henleystone.co.uk
0.2	Correspondence Address	Address: Unit C, Cedar Court Office Park, Denby Dale Rd, Wakefield, WF4 3FU
0.3	Telephone	Tel: 01924 472277
0.4	Email Address	info@henleystone.co.uk

BUSINESS DETAILS		
1.1	Business Name	
1.2	Registered Address	
1.3	Correspondence Address if different to the above	
1.4	Telephone/Mobile	
1.5	Email Address	
1.6	Type of Organization (Ltd/Sole Trader/Partnership)	

BACS DETAILS		
1.7	Bank Account	
1.8	Bank Sort Code	

LIMITED COMPANY DETAILS		
1.9	Unique Tax Reference Number	
1.10	Company Registration Number	

PARTNERSHIP/SOLE TRADER		
1.11	Firms/Sole Traders Unique Tax Reference Number	
1.12	Registered Partners Name(s)	
1.13	Registered Partner Unique Tax Reference Numbers	
1.14	Partner/Sole Traders National Insurance Number & Company Reg Number <i>(if partner is a company)</i>	

1.15	VAT Registration Number (Provide Copy of Cert)	
------	---	--

2.	Insurance Details (please provide copies of certificates / TWIMC letter)		
	Policy Number:		
	Insurer:		
2.1	Public Liability (Min. £1 Million)	Expiry Date:	£
2.2	Employer Liability (£5 Million)	Expiry Date:	£
2.2	Professional Indemnity	Expiry Date:	£
2.3	All Risk Insurance	Expiry Date:	£

3.	HEALTH & SAFETY DETAILS		
3.1	Health & Safety Contact Name		
3.2	Telephone Number		
3.3	Email Address		
3.4	Director with overall responsibility for Health & Safety		
3.5	Who provides your company with competent Health & Safety advice?		
3.6	What qualifications do they have?		
3.7	Are they directly employed or a consultant?		
3.8	How many employees does your company have?		
	<i>If 5 or more then please attach a copy of your company Health & Safety Policy.</i>		
3.9	Has your company been subject to prosecution by the HSE in the last 5 years? (If yes provide details of prosecution below)		
3.10	Has your company received a prohibition notice from the HSE in the last 5 years? (If yes than please provide details of the notice and details of actions taken to prevent recurrence below)		
3.11	Has your company received an improvement notice or fees for intervention letter in the last 5 years? (If yes than please provide details of the notice/letter and details of actions taken to prevent recurrence below)		

3.12	Does your company hold an Achilles Accreditation? <i>If yes please attach a copy of the certificate</i>	
3.13	Is your company accredited to BS EN ISO 18001 or BS EN ISO 45001? <i>If yes please attach a copy of the certificate</i>	
3.14	Does your company hold a BSI (CHAS, EXOR etc.) Accreditation? <i>If yes please attach copies of all relevant certificates.</i>	
3.15	Please provide details of training given to all on-site operatives and supervisors	
3.16	What proportion of your employees have CSCS cards? Provide examples	
3.17	What proportion of your employees are Supervisors (SSSTS)? Provide Copy Certs	
3.19	What proportion of your employees are Managers (SMSTS)? Provide Copy Certs	
3.20	What proportion of your employees are first aid trained? Provide Copy Certs	
3.21	What proportion of your employees have asbestos awareness training? Provide Copy Certs	
3.22	Please provide details of your company procedures for undertaking risk assessments and safe systems of work	
3.23	Please provide an example of a Risk Assessment	<i>(Attach to form)</i>
3.24	Please provide an example of a Method Statement	<i>(Attach to form)</i>

4.	QUALITY MANAGEMENT SYSTEMS	
4.1	Quality Assurance Contact Name	
4.2	Telephone Number	
4.3	Email Address	
4.4	Is your company Quality Assured to BS EN ISO 9001 <i>*If yes, please provide all certification</i> <i>*If no, please provide details of when you will be accredited (timescales required)</i>	

5.	POLICIES	
5.1	Do you hold an Environmental accreditation BS EN ISO 14001? <i>If yes, please provide cert and Environmental Policy</i> <i>If you are working toward an accreditation, please indicate timescales</i>	

5.2	Please provide your Equal Opportunity Policy (Attach to form)	
5.3	Please provide your Anti Slavery Policy (Attach to form)	
As a sub-contractor, you will be obliged to comply with our existing Environmental, Equal Opportunity and Anti-Slavery Policies.		
Please tick to confirm you have read and understood this:		

We take our responsibility very seriously towards the data we hold for you and how this is stored along with how we use this information. The information we hold for you is what is required as a basic minimum to ensure that you are compliant to work for Henley Stone Specialists, details to enable payment of invoices and any information that is required for CIS Verification purposes. This information may be shared with our accountants and HMRC as verification and compliance. However your information will not be shared with any other party not part of Henley Stone Specialists.

Please contact us at enquiries@henleystone.co.uk to view the information we hold for you

DECLARATION	
I/We confirm that the Sub-Contractor Appraisal Questionnaire Declaration has been completed to the best of my/our knowledge and that the information given therein is correct.	
For and on behalf of: (Company Name)	
Name:	
Date:	
Signature:	
Position:	

*** OFFICE USE ONLY ***	
Is the company approved for the preferred supplier list?	Yes/No
Date:	
SSIP (CHAS etc..) Been received, State Which	Yes/No
Insurances Received	Yes/No
Approved by (Director)	Print Name:
Signature:	
Review Date:	
HMRC Verification	
CIS Tax Status	

