

Reference	FD06
Version	1.0
Issue Date	07/02/2021
Approved	MD

SECURE RECRUIT LTD
SUBCONTRACTOR EVALUATION

SUBCONTRACTOR (LABOUR PROVIDER) EVALUATION QUESTIONNAIRE

Name of Subcontractor Telephone No.
Address: Fax No.
Contact:
Position:

1. Are you registered to ISO 9001 by an Accredited Certification Body ?	Yes	No
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2. Are you registered as an Approved Contractor by the Security Industry Authority?	Yes	No
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Employed Staff

3. How many Security Operatives and front line Managers do you employ

4. How many of the above hold current Security Industry Authority licences including LDN,s

5. Are all the above fully screened in accordance with the requirements of BS 7858?	Yes	No
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6. Do all employees have the right to work in the UK	Yes	No
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7. Are all employees paid equivalent or above the National Minimum Wage	Yes	No
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Sub-Contractors/Self- employed

8. Do you intend to use sub-contractors on any work given to your company	Yes	No
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9. If Yes to the above, is the sub-contractor SIA Approved	Yes	No
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10. Do you hold all there required documentation at your offices	Yes	No
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11. Are all of the officers used fully screened in accordance with the requirements of BS 7858?	Yes	No
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12. Is the sub-contractor paid a rate equivalent to cover the National Minimum Wage	Yes	No
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Support Centre/Control Room

13. Does your Control Room comply with all of the requirements of BS 7499?	Yes	No
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Responsibilities

Who is responsibility for	Name	Position
Interviewing applicants for employment within the business		
Screening & Offering employment to suitable applicants		
Company Induction		
Site specific training on site		
Ongoing training including Staff Appraisal		

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Checking all security officers SIA Licence is valid				
H&S training and compliance				
Only answer the following questions if your answer to either Question 1 or Question 2 was "No".				
14. Do you intend to seek registration to ISO 9001 in the future?	Yes	No		
15. Do you intend to apply to become an SIA Approved Contractor in the future?	Yes	No		
Please supply the following evidence to enable us to determine your approval status:				
a) Copy of your current ISO 9001 Certificate and any attachments if registered				
b) Copy of your current SIA Certificate of Approval if SIA Approved				
c) Evidence of other approvals				
d) Evidence of Liability Insurances				
e) Company Incorporation Certificate				
f) Any other documentation to support this questionnaire				
Head Office Visit				
Would you allow a member of our management team permission to attend your office to check that the above procedures and systems are in place	Yes	No		
Who should we liase with if a visit is to be arranged				
By signing below you are confirming that the above statement of facts is a true representation of your company				
Signed:	Position:	Date:		
To be completed by SECURE RECRUIT LTD				
Approved	Yes	No	Signed:	Date:
Sub-Contractor agreement sent	Yes	No	Signed:	Date:
Passed to Operations Control			Signed:	Date: