[Your company name and logo]

Subcontractor Prequalification Questionnaire

Competence, health and safety and capacity checks before appointment

Company name		**Address**	
Contact name		**Email and phone**	
Trade or package		**Company number**	

Accreditation and insurance

Check	Yes	No / N/A	Notes and action
SSIP accreditation (for example CHAS, SafeContractor, SMAS)			
Constructionline membership level			
Employers liability insurance certificate			
Public liability insurance certificate			
Professional indemnity insurance where design is included			

Health and safety

Check	Yes	No / N/A	Notes and action
Health and safety policy signed and dated			
Example RAMS for similar work			
Accident and incident record for the last three years			
Training and competence records (CSCS, CPCS, IPAF, PASMA)			
Arrangements for supervising operatives			

Quality, environment and capacity

Check	Yes	No / N/A	Notes and action
Quality management arrangements			
Environmental policy			
Similar projects completed with references			
Resources and capacity for this package			

Assessment

Criterion	Score (0 to 5)	Comments

Sign off

Role	Name	Signature	Date
Assessed by			
Approved by			

[Your company name and logo]

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.