

# Citation

## Pre-Qualification Questionnaire cheat sheet



From demonstrating your team's training and experience, to your Health & Safety and environmental policies, when it comes to Pre-Qualification Questionnaires (PQQs) there's a lot to get right.

If you're investing time and resource into your PQQs, it's only natural you want them to be top notch each and every time. So, we've compiled a list of must-haves to help you avoid the common mistakes assessors come across.

# 1

### General

Make sure you attach copies of your Health & Safety policy manual, and signed and dated copies of your policy statement. While you're at it, don't forget to provide the names of directors and managers - these are important to demonstrate your business' policy organisation chart and responsibilities.

# 2

### Accidents

Remember to include the name of the person who's in charge of investigating and reporting accidents, near misses and the course of action that'll be taken to prevent similar failings in the future. You're also likely to be required to submit a list of incidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

# 3

### Asbestos

If relevant to your business, state the training employees have undertaken on asbestos and attach copies of certification, along with full details of the course and its provider.



# 4

### Personal Protective Equipment (PPE)

If you've mentioned anything about the use of PPE, support your claims with evidence of training. Remember to insert a copy of your PPE log too - this should be signed and dated by the employee.

# 5

## Portable electrical equipment

There are four elements to remember for this one. To avoid any mishaps, make sure you:

- Provide a copy of your latest PAT test records for equipment used on and off-site
- Give the name of the person or role responsible for inspecting and testing your business' portable electrical equipment
- State how often you run tests
- Let the recipient know how your employees visually assess electrical appliances before using them.



# 6

## Manual handling

If any of your employees have received training in manual handling, provide details of this. You should also provide a specific risk assessment example, and this should be based on the 'TILE' methodology:

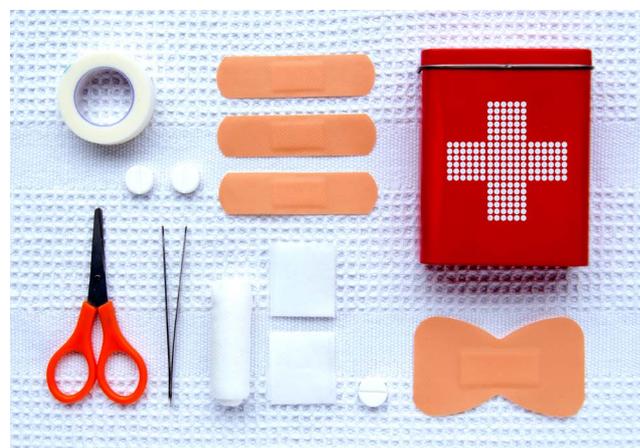
- The **T**ask
- The **I**ndividual
- The **L**oad - excluding its weight
- The **E**nvironment.

# 7

## First aid

Detail how many first aiders you have on your books, and include copies of their certification. For this subject, you should also confirm that the level of cover you have is sufficient for all your sites and operations.

Specify the name and role of the person who's responsible for monitoring your business' first aid box(es), how often they conduct their checks and proof of this.



# 8

## Fire

There are five common mistakes when it comes to the fire aspect of a PQQ. To make sure you don't fall foul, remember to:

- Provide a fully completed fire risk assessment for your premises
- Include a copy of your fire arrangements for when employees are working on third party sites
- Make written instructions of your fire emergency plan available
- Provide details of the employee in charge of equipment testing and conducting fire drills, and include supporting evidence of their actions
- Give the name of the responsible and competent person(s) for fire issues.



# 9

## Training

Provide evidence of any training, including inductions that've been done by employees and managers (usually covering the last three years). Remember to provide an action plan for your Health & Safety training, too.

# 10

## Monitor, audit and review

Include things like recently completed site inspections, evidence of what action(s) have been taken based on the inspection's findings, and the name of the person who's responsible for ensuring corrective action is completed.



# 11

## Risk assessments and method statements/construction phase plans

Give the name of the person who's in charge of conducting your business' risk assessments and compiling your method statements/construction phase plans, and specify what level of competence they have. You should also include a completed example of a risk assessment - one that's related to a method statement/construction phase plan.



# 12

## Sub-contracting

Attach an example of the pre-qualification assessment you use for sub-contractors, and name the employee in charge of overseeing the competency of sub-contractors.

## And more...

Article supplied by Citation, experts when it comes to PQQs.

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