



CONTRACTOR APPROVAL FORM

Sub/Contractor(s) Approval Form: McSence Group require contractors, sub/contractors including management and/or supervisory staff carrying out to complete our Sub/Contractor Approval Form prior to work for, or on behalf of the McSence Group. The approval form will be assessed by the relevant Business Unit Manager prior to being approved to work for, on behalf of McSence Group. Sub/Contractors must initially provide the following minimum evidence and annually thereafter:

- ✚ Insurances
- ✚ Competency including trade association certifications and memberships
- ✚ Health, Safety, Environmental & Quality Policy (for companies with more than 5 employees)
- ✚ Accident stats for last 3 years

| Part A: Contractors Company Details | |
|-------------------------------------|--|
| Company Name: | |
| Company Address: | |
| Postcode: | |
| Email Address: | |
| Website: | |
| Primary Contact: | |
| Telephone No. | |
| Email Address: | |

| | |
|---|--|
| Type of Business: Please tick / circle as appropriate: | <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Trust <input type="checkbox"/> Other – please specify: |
| Do you pay Scottish Living wage? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| No. of Employees: | |

| | | |
|---|------------------------------|-----------------------------|
| Unique Tax Reference (UTR): | | |
| Company Reg Number: | | |
| NI Number: | | |
| VAT Registered? Please tick / circle as appropriate: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| VAT Registration Number if applicable: | | |

| Part B: Bank Details: | | | | | | | |
|---|----------------------------------|--|---------------------------------------|--|--|--|--|
| Bank Name: | | | | | | | |
| Bank Address / Location: | | | | | | | |
| Postcode: | | | | | | | |
| Bank Account Number: | | | | | | | |
| Bank Sort Code: | | | | | | | |
| Bank Account Name: | | | | | | | |
| Billing Method: Please tick / circle as appropriate: | <input type="checkbox"/> Invoice | | <input type="checkbox"/> Self-Billing | | <input type="checkbox"/> Authenticated Receipt | | |

| Part C: Policies: Please tick / circle as appropriate | | | | | | |
|--|----------------|--|---------------|---|-----------------------|-----------|
| Policies or Statements: Please tick as appropriate: | | <input type="checkbox"/> Environmental Policy <input type="checkbox"/> Health & Safety Policy <input type="checkbox"/> When request by McSence Group, I agree to provide electronic copies of the above by return | | <input type="checkbox"/> Equality & Diversity Policy <input type="checkbox"/> Quality Policy | | |
| Health & Safety Accident Stats: | | Please provide statistics for accidents occurring over the last 3 years | | | | |
| Year | Major Injuries | Prosecutions | >7-day Events | Fatalities | Dangerous Occurrences | Detail(s) |
| <i>ytd</i> | | | | | | |
| | | | | | | |
| | | | | | | |

| Part D: Insurances: Please enclose copies of insurances with this form | | |
|--|---|---|
| Insurances Required: Please tick & enclose copies of insurances: | <input type="checkbox"/> Public Liability <input type="checkbox"/> Employers Liability | <input type="checkbox"/> Products Liability <input type="checkbox"/> Other, please specify |

| Part E: Membership & Accreditations: Please tick / circle as appropriate | | |
|--|---|--|
| Membership and/or Accreditations Gained: Please tick as appropriate: | <input type="checkbox"/> CHAS <input type="checkbox"/> Constructionline <input type="checkbox"/> Gas Safe Registered <input type="checkbox"/> ISO9000/1 <input type="checkbox"/> ISO4000/1 <input type="checkbox"/> ISO2700/1 <input type="checkbox"/> Investors in People <input type="checkbox"/> Living Wage Accredited Employer <input type="checkbox"/> NICEIC | <input type="checkbox"/> Safe Contractor <input type="checkbox"/> SELECT <input type="checkbox"/> SEPA <input type="checkbox"/> Other, please specify: <input type="checkbox"/> When request by McSence Group, I agree to provide copies of the above by return |

Part F: McSence Policies Please tick each policy to confirm that you have read & understood the policies

As a sub/contractor of McSence you must be familiar with all our policies are available on-line and to view these please click on the link below:

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees & contractor on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Please tick each policy to confirm that you have read and understood the policy and your requirements as a sub/contractor of the McSence Group.

- | | |
|---|--|
| <input type="checkbox"/> A ccident & Incident Reporting Policy | <input type="checkbox"/> F irst Aid Policy |
| <input type="checkbox"/> A dverse Weather Policy | <input type="checkbox"/> H ealth & Safety Policy |
| <input type="checkbox"/> A lcohol & Drugs Policy | <input type="checkbox"/> H ealth & Wellbeing Policy |
| <input type="checkbox"/> A nti-bribery Policy | <input type="checkbox"/> I nfection Control Policy |
| <input type="checkbox"/> A nti-Money Laundering Policy | <input type="checkbox"/> L one Working & Personal Safety Policy |
| <input type="checkbox"/> A sbestos Awareness Policy | <input type="checkbox"/> M anual Handling Policy |
| <input type="checkbox"/> C onfidentially Policy | <input type="checkbox"/> P rivacy Policy |
| <input type="checkbox"/> C ompliments & Complaints Policy | <input type="checkbox"/> Q uality Management Policy |
| <input type="checkbox"/> C ontractors / On-Site Working Policy | <input type="checkbox"/> R ight to Search Policy |
| <input type="checkbox"/> G DPR & Data Protection Policy | <input type="checkbox"/> R isk Management Policy |
| <input type="checkbox"/> D ignity at Work Policy | <input type="checkbox"/> S lips, trips & falls Policy |
| <input type="checkbox"/> D isclosure Policy | <input type="checkbox"/> S ocial Media Policy |
| <input type="checkbox"/> E nvironmental & Sustainable Policy | <input type="checkbox"/> S moke Free Policy |
| <input type="checkbox"/> E qual Opportunities Policy | <input type="checkbox"/> V ehicle Driver Policy |
| <input type="checkbox"/> E quality & Diversity Policy | <input type="checkbox"/> W aste & Recycling Policy |
| | <input type="checkbox"/> W elfare Facilities Policy |
| | <input type="checkbox"/> W histleblowing Policy |
| | <input type="checkbox"/> W orking from Heights Policy |

Part G: Sub/Contractors Declaration: Please carefully read the following declaration and sign below

SUB/CONTRACTOR’S DECLARATION:

On approval, McSence Group will email you with a read / delivery receipt an agreement that you have read and accepted the terms and conditions of working for or on behalf of McSence Group.

Disclosure Scotland, PVG check, or Police Scotland checks are part of the McSence Group policy and all contractors or sub-contractors who regularly work unsupervised in premises with vulnerable may be subject to these check(s).

By signing below, I am agreeing that I have understood the policies and information contained on the **MCSENCE STAFF ZONE** where I will abide by the rules and conditions applicable to the work that is to be undertaken by my organisation when working for or on behalf of, McSence.

| | |
|----------------------|--|
| Signed: | |
| Print Name: | |
| On behalf of: | |
| Date: | |

Thank you for completing the above which will be assessed by the relevant Business Unit Manager prior to being approved to work for or on behalf of McSence Group of Companies.

For McSence Office Use Only:

| Sections A to G: | Checked: | Approved? |
|--|--|---|
| Part A: Company Details: | <input type="checkbox"/> Fully Completed | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part B: Bank Details: | <input type="checkbox"/> Fully Completed | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part C: HSEQ: | <input type="checkbox"/> Environmental Policy <input type="checkbox"/> Equality & Diversity Policy <input type="checkbox"/> Health & Safety Policy <input type="checkbox"/> Quality Policy | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part D: Insurances: | <input type="checkbox"/> Public Liability <input type="checkbox"/> Employers Liability <input type="checkbox"/> Products Liability | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part E: Membership & Accreditations: | <input type="checkbox"/> CHAS <input type="checkbox"/> Constructionline <input type="checkbox"/> Gas Safe Registered <input type="checkbox"/> ISO <input type="checkbox"/> Investors in People <input type="checkbox"/> Living Wage Accredited <input type="checkbox"/> NICEIC <input type="checkbox"/> Safe Contractor <input type="checkbox"/> SELECT <input type="checkbox"/> SEPA <input type="checkbox"/> Other, please specify | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part F: McSence Policies: | <input type="checkbox"/> All must be ticked | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Part G: Declaration: | <input type="checkbox"/> Must be signed & dated | <input type="checkbox"/> Yes <input type="checkbox"/> Provisional <input type="checkbox"/> No |
| Any additional comments / information required? | | |

Approval Status: **Yes** **Provisional subject to additional information** **No, approval not granted**

When approved by the Business Unit Manager, McSence Group will re-issue the link to **MCSENCE STAFF ZONE** with an email read/delivery receipt. The email read/delivery receipt will be accepted as an acknowledgement of the above sub/contractor having understood the McSence Policies and has agreed to abide by the rules and conditions applicable to the work that is to be undertaken by them when working for or on behalf of McSence.

| | |
|---|--|
| Signed by Business Unit Manager: | |
| PRINT NAME: | |
| Date: | |
| Due Date of Annual Review: | |



McSence Group is an accredited Scottish Living Wage employer.



McSence Group is an Equal Opportunities and Disability Confident Committed Employer and welcome applications from Black and Minority Ethnic (BME) communities.