

Supplier Questionnaire

Horton Parish Council
Supplier Questionnaire

Horton Parish Council are obliged to ensure that all products and services provided to the Parish are fully compliant with Government requirements and regulations. Please complete this form as fully as possible.

Where there are sections which you feel do not apply to you, please mark it as such and move on to the next section.

The form is designed to be completed by hand or electronically. If completing by hand please attach any explanations or expansions on additional sheet/s

1.	Company Details	
	Name	
	Address	
	Telephone	
	E-mail	
	Registered Office	
	How do you intend to submit request for payment to the Council?	
	Please supply a set of your latest audited accounts	
	Product or services offered (in addition to our current interest)	
	Please supply the names and contact details of at least 2 references who can vouch for your products or services and whom we may contact.	
2.	Quality Assurance – this section applies only if you produce products which Horton Parish Council may purchase	
2.1	Please provide details of the products you manufacture or produce for which we are seeking purchase approval.	
2.2	Does your company operate an accredited quality system?	YES: please enclose copies of your registration certificates and any other relevant details and move to section 3 . NO: please complete the remaining questions in this section.
2.3	Do you intend to gain accreditation to an ISO quality standard?	YES / NO If YES, by when?
2.4	Does a formal quality control system currently exist?	YES / NO

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2.5	Do you have a quality manual/policy/procedures?	YES / NO If YES, please provide copies.
2.6	Is production, inspection and test documentation maintained?	YES / NO
2.7	Is inspection carried out: 1. On incoming goods? 2. During production? 3. Prior to dispatch?	YES / NO YES / NO YES / NO
2.8	Do you have a system for controlling non-conforming materials?	YES / NO
2.9	Can materials/parts be identified against a particular order number	YES / NO
2.10	Can you supply a certificate of conformity signed by approved signatories?	YES / NO
2.11	Are you prepared to agree to inspection/quality assurance visits if requested by Horton Parish Council personnel?	YES / NO
2.12	Who is your contact with respect to quality problems with your products/services?	Name: Position: Contact details:
3.	Environmental policy and procedures	
3.1	Does your company operate an accredited environmental system?	YES: please enclose copies of your registration certificates and any other relevant details and move to section 4 . NO: please complete the remaining questions in this section.
3.2	Is your company working towards an environmental accreditation?	YES /NO If YES, please provide details.
3.3	Does your company have any environmental improvement programmes or initiatives for any aspects of your operations, products or services?	YES / NO If YES, please summarise.
3.4	Does your company use recycled materials/products?	YES / NO If YES, please list.
3.5	Please name the contact for environmental issues.	Name: Position: Contact details:
4.	Health and safety	
4.1	Does your company have a stated health and safety policy?	YES: please enclose a copy. NO: please explain what measure your company has in place.
4.2	Are health and safety procedures in place for all your staff?	YES / NO
4.3	If yes, are records maintained? Can these be inspected upon request?	YES / NO YES / NO
4.4	Please name the contact for health and	Name:

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	safety issues.	Position: Contact details:
4.5	Please supply details of the insurance policies you hold for your equipment and public liability	
5.	Human Resources	
4.1	Are all your staff paid at or above the National Living Wage? Please give details.	YES / NO
4.2	Do you keep personnel records for all staff	YES / NO
4.3	Are all your staff EU Nationals?	YES / NO
4.4	Do you use overseas labour brokers or overseas employment agencies providing imported labour?	YES / NO If your answer to the above is yes, please explain what measures you have taken to ensure the safety and security of the personnel/labour provided.

Please return completed form either by

e-mail to Clerk@HortonParishCouncil.gov.uk

or

post to Clerk, Horton Parish Council, C/O Champney Hall, Stanwell Road, Horton, SL3 9PA

Horton Parish Council			
Public Participation – Council Meetings			
Version 2018	Created 12/02/2018 Benta Hickley, Parish Clerk	Ratified 24/7/2018	To be revised 27/7/2019