

Supplier Registration Checklist

Monitors' Checklist for registered suppliers



This Checklist should be used as a basis for discussions that complement direct observations by the Monitor. Questions highlighted in bold on the Checklist must be satisfactorily addressed in order for the supplier to achieve compliance and this indicates that a supplier has reached a standard beyond statutory requirements. Suppliers are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the Checklist may result in a higher score.

The Checklist contains a number of prompts that highlight specific areas the Monitor may take into consideration when reviewing that question. The prompts shown are not exhaustive and inevitably other items will need to be considered.

Monitors will use their discretion when assessing whether questions or prompts are relevant, particularly when visiting subcontractors. Where they are not, they will not be considered when assessing performance or awarding a score. Monitors will decide whether a question has been adequately addressed taking into account the size, type and location of the supplier. Credit will not be given for activities that are planned but have yet to be carried out.

Supplier details

Supplier ID	Visit No.	Date
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Brief description of the supplier's activities/ sector, the location and context of the office/work area being visited, any 'sensitive' matters, and other relevant circumstances.

Amended to include reference to the location of the office/work area being visits which may be different across visits carried out.

Are there any constraints that restrict the supplier's ability to address certain areas of the Checklist?

New constraints box added

Care about Appearance

Constructors should ensure sites appear professional and well managed

1.1 Does the external appearance of the supplier present a positive image of the industry?	<i>Initial impressions, signage, enclosures, entrance, obstructions, mud, debris, litter, graffiti</i> <i>Amended first impressions to initial impressions</i>
1.2 Do work areas appear well organised, clean and tidy?	<i>Tidiness, organisation, building maintenance</i>
1.3 Does the external appearance of any facilities, stored materials, vehicles, equipment and plant make a positive impression?	<i>Screening of facilities, remote compounds, company vehicles, organisation, layout and tidiness, supply chain, accommodation</i>
1.4 Does the appearance of the workforce project a positive impression?	<i>Onsite dress code, offsite appearance, branded work wear, smoking</i>
1.5 What actions are taken to keep perimeters and surrounding areas clean, tidy and free of litter, mud and dust?	<i>Inspection, public rubbish, surrounding roads/pavements, dust prevention</i>
1.6 What arrangements are in place to ensure that the public, customers and visitors see work areas that are organised, clean and tidy?	<i>Waste, vandalism, waste bins, product labelling</i>
1.7 How are compounds, waste and storage areas cleaned, managed and maintained?	<i>Supervision, procedures, checklist</i>
1.8 How does the company encourage the workforce to contribute to cleanliness and good housekeeping?	<i>Workforce awareness, involvement</i>
1.9 How is all smoking managed to avoid a negative impact on the public?	<i>Guidance, discreet areas, ashtrays</i>

1.10 How are company values, corporate identity and a positive industry image promoted?	<p><i>Communications, guidance, branding, work area signage, websites, social media, van signage/information, corporate badging, First Impressions campaign</i></p> <p><i>Added First Impressions campaign</i></p>
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Respect the Community

Constructors should give utmost consideration to their impact on neighbours and the public

2.1 Are all those affected by works identified, notified and kept informed and shown courtesy and respect?	<p><i>Pre-delivery information, updates, advance notice of disruptive works, company contact information, 24/7 contact information/arrangements, complaints procedures, sensitivity to neighbours and delivery point neighbours, special needs, working hours</i></p>
2.2 Are all reasonable efforts being made to minimise the impact of deliveries, parking and work on the public highway, cycleways and footpaths?	<p><i>Routes, timings, unloading, public diversions, liaison with site, traffic management arrangements</i></p> <p><i>Added traffic management arrangements</i></p>
2.3 Is the company contributing to and supporting the local community and businesses?	<p><i>Goodwill, community liaison, local shops, contractors/suppliers</i></p>
2.4 Is the company actively promoting the benefits of registration with the Scheme?	<p><i>Workforce, inductions, staff briefings, intranet, consultants, clients, supply chain, customers and public, newsletters, Scheme posters and vehicle stickers</i></p> <p><i>Amended wording of question</i></p> <p><i>Added consultants, clients, supply chain, Scheme posters and vehicle stickers</i></p>
2.5 How does the company ensure that all those affected, including customers and visitors, are treated with consideration, courtesy and respect?	<p><i>Local and special needs, staff conduct and behaviour, induction and training, ramps, facilities for visitors, community notice board</i></p> <p><i>Added community notice board</i></p>
2.6 How is nuisance and intrusion minimised?	<p><i>Noise, privacy, outlook, radios, phones, cameras, parking and obstruction</i></p>
2.7 How are compliments, comments and complaints sought, recorded and managed?	<p><i>Feedback, public surveys, regular reviews</i></p>
2.8 What is being done to support and contribute to the local community including promoting local employment?	<p><i>Corporate Social Responsibility action plan, creating opportunities, schools/colleges, businesses, residents</i></p>
2.9 How do company directors, senior managers, clients, consultants and the supply chain assist the company in meeting the requirements of the Code?	<p><i>Scheme champions, CCS briefing and action plan, meeting agendas, management review, promoting supply chain registration</i></p> <p><i>Added promoting supply chain registration</i></p>
2.10 What is being done to create a positive and lasting impression of the industry?	<p><i>Co-operation, support, charities/organisations, legacy, promoting benefits of registration with Scheme</i></p> <p><i>Removed promoting benefits of registration with Scheme</i></p>

Protect the Environment

Constructors should protect and enhance the environment

3.1 Are environmental issues identified, communicated, managed and promoted?	<p><i>Environmental policy promoted, induction and training, staff, supply chain</i></p>
3.2 Is waste avoided and the use of resources and energy minimised?	<p><i>Policy and plan, reducing, reusing and recycling, sustainable solutions</i></p>
3.3 Are all reasonable efforts being made to minimise the impact of vibration and of air, light and noise pollution?	<p><i>Working methods and equipment, delivery vehicles, programming, monitoring</i></p>
3.4 Are all reasonable efforts being made to protect the existing ecology, the landscape and water courses?	<p><i>Birds, trees, plants and wildlife, river, hazardous substance storage, spill control</i></p>
3.5 How are environmental issues identified and managed?	<p><i>Management policy, training, investigation, specialist input, monitoring, incident procedures, certifications, actual vs target</i></p>

3.6 How are environmental issues communicated and promoted to the staff, customers and the general public?	<i>Newsletter, notice board, local groups, consultation, involvement, promoting achievements</i>
3.7 How is the company measuring and minimising its use of natural resources including water?	<i>Sustainable sources, policy, implementation, water/energy saving measures, harvesting rainwater</i>
3.8 How is the company measuring and reporting its carbon footprint and what is being done to reduce it?	<i>Carbon footprint reporting, report to company level, energy and fuel use minimised, energy efficient accommodation, signage, travel plans, green purchasing, transport management</i>
3.9 How is vibration, and air, light and noise pollution measured and managed to minimise impact? Removed measured as already covered by 'monitoring' prompt under 3.3	Noise monitoring, lighting, dust, fumes, working methods <i>Campaigns, mobile machinery, idling vehicles</i> Removed monitoring and working methods as covered in 3.3 Removed noise, lighting, dust and fumes as all explicit within the question <i>Added campaigns, mobile machinery, idling vehicles</i>
3.10 How is a positive contribution being made to the natural environment?	<i>Awareness, goodwill work, planting, landscaping, local materials, improvements, carbon offsetting, plastics and packaging</i> <i>Added plastics and packaging</i>

Secure everyone's Safety

Constructors should attain the highest levels of safety performance

Note: The Code addresses the safety systems in place. The safety of the working site is outside the scope of the Code and the Scheme's monitoring processes.

4.1 Are systems in place that care for the safety of the public, customers, visitors and staff?	<i>A&E/MIU, first aid, safety plan updated, inspections and reporting, risk information, PPE, protected and controlled access, signing in and out</i> <i>Added MIU</i>
4.2 Have all risks to neighbours, customers and the public been considered and addressed?	<i>Work area/boundary/property security, traffic management, child safety, escape routes, access control, safety signage</i>
4.3 Are initiatives in place to ensure continuous safety improvements?	<i>Staff consultation and information, training, campaigns</i>
4.4 Does the company encourage attitudes and behaviours that enhance safety performance?	<i>Management, supervision, induction, drugs and alcohol policy, RAMS review</i>
4.5 How is the safety of the public outside work areas addressed and monitored?	<i>Falling debris, roads, footpaths and diversions, barriers, lighting</i>
4.6 What arrangements are in place for dealing effectively with emergencies?	<i>Emergency procedures, visible first aiders, defibrillators, drills, injuries, visitor medical details</i>
4.7 What is done to ensure that the movement of vehicles and plant is not a risk to vulnerable road users ? <i>Amended pedestrians, cyclists and other road users to vulnerable road users</i>	<i>Initiatives, cycle safety, CLOCS, speed limits, supervision, inspections, access/egress, FORS, vehicle enhancements, traffic marshal</i> <i>Added traffic marshal</i>
4.8 How are accidents, incidents and near misses recorded, and what is done to learn from them?	<i>Identification of near misses, recording, analysing, communicating, training</i>
4.9 How does the company provide current safety and risk information to staff and visitors?	<i>Hazard board, daily briefing, driver and visitor information, language differences, visual/hearing impaired</i>
4.10 How does the company embed a culture of continuous positive safety performance?	<i>Attitudes, behaviour, incentives, controls, customer and supplier engagement, drugs and alcohol testing</i>

Value their Workforce

Constructors should provide a supportive and caring working environment

5.1 Does the company demonstrate a commitment to respect, fair treatment, encouragement and support?	<i>Equality, diversity and inclusion, bullying, harassment, inappropriate language, management attitudes, open door policy, recognition, feedback, consultation</i>
5.2 Are personal development needs identified and is training promoted?	<i>Training - employed, self-employed, trade contractors, supply chain</i>

<p>5.3 Does the company care for the health and wellbeing of the staff?</p>	<p>Occupational health risks assessed and addressed, posters, healthy lifestyle <i>and mental health</i> advice, emergency contact details, medical conditions, medications</p> <p><i>Added mental health</i></p>
<p>5.4 Are suitable, hygienic and well maintained welfare facilities provided?</p>	<p>Changing, secure storage, drying, toilets, canteen, cleaning regime, <i>separate facilities</i></p> <p><i>Added separate facilities</i></p>
<p>5.5 How does the company assess and monitor the legitimacy and competency of the workforce?</p>	<p>CSCS, skills cards, observation, illegal workers, spot checks</p>
<p>5.6 How does the company encourage new people into the industry?</p>	<p>Campaigns, careers advice, apprenticeships, placements, disadvantaged groups</p>
<p>5.7 How is the health and wellbeing of the staff assessed and addressed?</p>	<p>Worker fatigue, weather protection, mental health, stress, e-smoking, health screening</p> <p><i>Removed mental health</i></p>
<p>5.8 How is the company providing for the needs of a diverse workforce?</p>	<p>Separate facilities, religious considerations, cultural needs, literacy and numeracy training</p> <p><i>Removed separate facilities</i></p>
<p>5.9 What additional facilities are available for those working onsite?</p>	<p>Showers, lockers, rest, recreation, Wi-Fi, laundry</p>
<p>5.10 What is the supplier doing to improve its image and the overall image of the industry?</p>	<p>Qualifications, e-learning, financial advice, counselling services, contribution to Scheme's Best Practice Hub, rewards, benefits, <i>Promoting Construction campaign</i></p> <p><i>Added Promoting Construction campaign</i></p>

Additional Information

Innovation

Please detail any measures implemented by this company that demonstrate innovation and original thinking.

Supplier-specific data

This information is used to capture key information and identify trends within the industry. These questions are for the annual office visit only.

How many staff are employed by the company?	
Of these staff, how many are women?	
How many branded vehicles are in use on the public highway?	
What percentage of the total company workforce holds a CSCS card?	%
How many companies within the supply chain are registered with the Scheme?	

Please note that questions below refer to the **previous 12 months**

How many compliments have been received and recorded by the company?	
How many complaints have been received and recorded by the company?	
How many reportable accidents have there been?	
How many non-reportable accidents have there been?	
Have there been any fatalities on any of your depots?	Y / N
If so, were any work related?	Y / N
How many schools, colleges or universities have visited the company or has the company visited?	
Approximately, how many students have been spoken to about the construction industry?	
Are there processes in place to ensure subcontractors (and subsequent subcontractors) are conducting 'right to work' checks?	Y / N
Are physical spot checks conducted to ensure minimum standards of 'right to work' checks are taking place within the supply chain?	Y / N
Is the company a CLOCS Champion?	Y / N / Don't know
Is this company operating to the requirements of the CLOCS Standard?	Y / N / Don't know

Feedback

Does the supplier contact have any comments, questions or suggestions for the Scheme?

Notes

Does the administration office need to be informed of any changes to the supplier details or are there any product queries?