

Contractor Prequalification Management

A pan-industry process

Prequalification Report

Taranaki Industrial Electrical Services Limited

Valid From **24 Sep 2015** to **24 Sep 2017**

Category **3**

Number of Employees **20**

Primary Work Type **Electrical (General)**

Disclaimer:

This report has been prepared by PREQUAL for the Contractor using our professional judgment based on information provided by the Contractor. PREQUAL have accepted comments and reviewed source documentation as provided by the Contractor but have not attempted to verify the accuracy of such information. PREQUAL does not accept any responsibility for the accuracy or completeness of the information supplied, or how the information is used by either the Contractor or any other organisation or individual accessing this report.

This report provides a view as to the likely state of defined aspects of the Contractors health and safety management systems and their application. This is done in the context of a prequalification process not an in depth audit or review.

Application ID 1688

Contractor ID 828

impac
PREQUAL 

Scoring and Insurances

Overall Score



87%

Section Scores

Management, Supervision and Business Continuity		100%
Contractors and Sub-Contractors		94%
Health and Safety		85%
Health & Safety Management and Commitment		82%
Safe Work Procedures and Practices		63%
Hazard Management		93%
Incident Reporting and Investigation		81%
Audit and Inspection		57%
Involving Employees		100%
Training		94%
Plant, Equipment and Vehicles		100%
Safety and Environmental Performance		100%

Scoring Key Example



Insurances

Insurance Type	Cover Amount	Expiry Date
Motor Vehicle	10,000,000	18/03/2016
General Public & Product Liability	10,000,000	09/03/2016
Professional Indemnity	5,000,000	09/03/2016

Work Activities carried out by the Contractor

Electrical (General)

Subcontractor Used

Section Comments

Insurance and Referees

Insurance

The organisation has current insurances in place, the amounts and types of insurances held are displayed in the table at the beginning of this report.

Referees

Referees have not been contacted by PREQUAL but may be contacted by representatives of Clients you have asked to prequalify for, or have allowed your information to be made available to.

Health and Safety

Health & Safety Management and Commitment

An excellent health and safety policy is in place.

The evidence indicates that clear health and safety responsibilities are identified and allocated to all management levels.

The evidence provided indicates the presence of a health and safety performance review process for management roles, appropriate to the organisation relative to its size and area/s of activity.

An external resource provides health and safety advice to the organisation.

The evidence provided indicates that H&S is a consistent agenda item at the organisations senior management/business meetings.

The evidence provided indicates the presence of a process for ensuring that health and safety is an integral part of formal meetings for projects the organisation manages, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process to formally and regularly monitor health and safety performance, appropriate to the organisation relative to its size and area/s of activity.

Safe Work Procedures and Practices

The evidence suggests there are reasonably well written work instructions, procedures, and/or specific safety instructions in place for the organisation.

The evidence provided suggests that reviews of work instructions, procedures, and/or specific safety instructions are carried out regularly.

The site specific safety plan/s submitted as evidence did not contain the key elements generally expected to be covered (as defined in the question help function).

Hazard Management

The evidence provided indicates the presence of a robust process for the management of key potential emergency scenarios.

The evidence provided indicates the presence of a robust procedure for the identification, control, and review of hazards.

The job safety analysis examples provided generally demonstrates the methodology required to produce good JSA's (as defined in the question help function).

The evidence provided indicates the presence of a process for the isolation of energy sources, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process for the management of hazardous substances, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process for carrying out health hazard monitoring, appropriate to the organisation relative to its size and area/s of activity.

The procedure provided indicates that appropriate personal protective equipment is provided, it is maintained, and replaced at appropriate times.

Incident Reporting and Investigation

The evidence provided indicates the presence of a robust process for the reporting of incidents.

The incident investigation training provided is regarded as of comprehensive quality.

The incident investigation training provided is regarded as of standard quality.

Audit and Inspection

The evidence provided indicates the presence of a process for carrying out workplace inspections, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a limited process for carrying out Site Specific Safety Plan audits.

The evidence provided indicates the presence of a robust process for carrying out health and safety management systems audits.

Involving Employees

The evidence suggests that there are regular opportunities for employee involvement in health and safety.

The evidence suggests that shift/daily prestart meetings are held regularly.

Training

The evidence provided indicates the presence of a robust process for the training of employees.

The evidence provided in the first question of this section indicates the presence of a robust process for managing refresher training.

The evidence provided indicates the presence of a process for the induction of employees, appropriate to the organisation relative to its size and area/s of activity.

Plant, Equipment and Vehicles

The evidence provided indicates the presence of a process for the maintenance, testing and/or calibration of equipment, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process for keeping mobile plant and motorised vehicles safe and fit for use, appropriate to the organisation relative to its size and area/s of activity.

Safety and Environmental Performance

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not received a Prohibition, Infringement or Improvement Notice under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not been investigated by a health and safety enforcement agency regarding any accident within the last 5 years.

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Resource Management Act or other environmental regulation or bylaw in the last 5 years.

The organisation has indicated that it has received recognition from clients for health and safety excellence, innovation, or problem solving in the last 5 years.

Management, Supervision and Business Continuity

Management, Supervision and Business Continuity

The evidence provided indicates the presence of a comprehensive plan/procedure for the handling of situations that may potentially affect business activities provided.

Contractors and Sub-Contractors

Contractors and Sub-Contractors

The evidence provided indicates the presence of a comprehensive procedure for contractor prequalification.

The evidence provided indicates the presence of a comprehensive procedure for setting minimum health and safety performance requirements for contractors.

The evidence provided indicates the presence of a procedure requiring contractors and sub-contractors to develop work method statements for their activities, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates regular monitoring of Contractors and Sub-Contractors H&S performance.

The evidence provided indicates the presence of a process for the health and safety induction of Contractors and Sub-Contractors, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process for ensuring that contractors and sub- contractors have regular shift/daily pre-start meetings, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a process for carrying out contractor health and safety systems audits, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a comprehensive procedure for contractor prequalification.

The evidence provided indicates the presence of a comprehensive procedure for setting minimum health and safety performance requirements for contractors.

The evidence provided indicates the presence of a comprehensive procedure requiring contractors and sub-contractors to develop work method statements for their activities.

The evidence provided indicates regular monitoring of Contractors and Sub-Contractors H&S performance.

The evidence provided indicates the presence of a comprehensive process for the health and safety induction of Contractors and Sub-Contractors.

The evidence provided indicates the presence of a process for ensuring that contractors and sub- contractors have regular shift/daily pre-start meetings, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a comprehensive process for carrying out contractor health and safety systems audits.

Question - Scores and Comments

Management, Supervision and Business Continuity

Management, Supervision and Business Continuity

Does the company have a business continuity plan/procedure for the handling of situations that may potentially affect business activities?	4	A comprehensive business continuity plan/procedure for the handling of situations that may potentially affect business activities was provided.
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Contractors and Sub-Contractors

Contractors and Sub-Contractors

Do you have a contractor/subcontractor management procedure?	4	A Contractor Management Procedure was provided as evidence as required. The Contractor Management Procedure provided as evidence was of excellent quality and covered key elements.
Do you have a process/procedure for the selection/prequalification of contractors and/or sub contractors?	4	Two completed contractor pre-qualifications were provided as evidence as required. The completed contractor pre-qualifications were of good quality.
Do you have a process/procedure for setting minimum health and safety requirements for your contractors?	4	A procedure for setting minimum health and safety performance requirements for contractors was provided. Minimum health and safety performance requirements for contractors contained the key elements expected to be covered.
Do you set health and safety key performance indicator's (KPI's) for your contractors and/or subcontractors?	3	KPI's for only one actual contractor were provided as evidence. A blank template was submitted. . The KPI's provided generally met the key criteria as defined in the question help function.
Do you induct your contractors and sub/contractors into your health and safety programme?	4	A copy of the health and safety induction content was provided. Two recently completed Contractor and/or Sub-contractor inductions were provided as evidence as required. The health and safety induction content was regarded as of good quality. A copy of the health and safety induction content was provided. Two recently completed Contractor and/or Sub-contractor inductions were provided as evidence as required. The health and safety induction content was regarded as of good quality.
Do you have procedure/process to ensure your contractors and/or subcontractors have shift/daily pre-start meetings (or similar)?	3	Sufficient evidence/examples of what was discussed at recent contractors and sub- contractor's shift/daily pre-start meeting/s was provided. Contractors and sub- contractor's shift/daily pre-start meetings appear to be held as required on a case by case basis. Only one pre-start meeting minutes or similar, was submitted as evidence. Evidence/examples provided indicates that shift/daily pre-start meeting/s are thorough. Only one pre-start meeting minutes or similar, was submitted as evidence. Please provide 1 more example. (consecutive dates if possible)

<p>Do you have a process/procedure to inspect/monitor your contractors and/or subcontractors health and safety activity on the job?</p> <p>This will typically take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.</p>	4	<p>Two examples were submitted as evidence as required.</p> <p>The examples provided were of good quality.</p>
<p>Do you have a procedure or process for conducting regular audits of your contractors H&S systems or plans (e.g. site or service specific safety plan (SSSP))?</p>	4	<p>One completed contractor health and safety systems audit was provided as evidence as required.</p> <p>The completed contractor health and safety systems audit was of good quality.</p>

Health and Safety

Health & Safety Management and Commitment

<p>Do you have a health and safety policy?</p>	4	<p>An excellent health and safety policy is in place and covers all areas expected for the nature of the organisation.</p>
<p>Are health and safety accountabilities/responsibilities allocated to management roles within your organisation?</p>	4	<p>Excellent descriptions of health and safety responsibilities for specific management roles have been provided.</p>
<p>Who is the most senior person in your organisation with overall responsibility for health and safety management and what is their role ? (free text or attach description)</p>	4	<p>The response indicates the CEO is the most senior person in the organisation with direct responsibility for health and safety management.</p>
<p>Who provides your company with health and safety advice and support e.g. internal Health and Safety Advisor/Manager or external consultant? (free text).</p> <p>Include the following in your answer:</p> <ol style="list-style-type: none"> 1. The name of the individual (internal or external) or external organisation. 2. The health and safety qualifications of the individual (internal or external) or of key people within the external organisation. 3. The level of health and safety experience of the individual (internal or external) or of key people within the external organisation. 4. What you use them for and how often (or what amount of their time is directed to this if internal). 	2	<p>The qualifications of the individual (key individuals) providing the organisation with health and safety advice was provided.</p> <p>An external provider has supplied health and safety systems documentation.</p> <p>An external provider supplies comprehensive health and safety advice and systems support.</p>
<p>Is health and safety a fixed agenda item at your management/operations meetings?</p>	3	<p>Senior management/business meetings appear to deal with H&S matters in a generally proactive manner.</p> <p>Two sets of minutes were provided as required.</p> <p>The minutes provided as evidence were not consecutive as required.</p>
<p>Do you set health and safety key performance indicators (KPI's) for your organisation and is performance monitored by management?</p>	3	<p>A procedure and/or description of the process for management to formally and regularly monitor health and safety performance were provided.</p> <p>A mix of proactive and reactive KPI's is used to monitor health and safety performance.</p>
<p>Do you have a procedure or process to ensure health and safety is an integral part of formal meetings e.g. project control group (PCG), for the projects you manage?</p>	4	<p>A procedure and/or description of the process to ensure that health and safety is an integral part of formal meetings for projects the organisation manages was provided.</p> <p>Sufficient evidence of health and safety integration into formal project meetings was provided.</p>

Safe Work Procedures and Practices

Do you produce written work instructions, and/or standard operating procedures, and/or specific safety instructions for the work you do?	3	The evidence suggests there are reasonably well written work instructions, procedures, and/or specific safety instructions in place for the organisation. Two examples examples of written work instructions, procedures, and/or specific safety instructions were provided as required.
Do you have a process/procedure to periodically review the work instructions, standard operating procedures, or specific safety instructions referred to in the last question?	4	A procedure for reviewing work instructions, procedures, or specific safety instructions was provided. The evidence provided suggests that reviews of work instructions, procedures, and/or specific safety instructions are carried out regularly.
When working on a Client's site do you develop site (or service) specific health and safety plans (SSSPs)?	1	The site specific safety plan/s did not contain the key elements generally expected to be covered.

Hazard Management

Do you have a procedure for identifying, controlling, monitoring, and reviewing hazards (and their risks) that you deal with?	3	A procedure for identifying, controlling, and reviewing hazards was provided. A hazard register was provided.
Do you have a procedure/process for completing Job Safety Analysis (JSA - also referred to as Task Analysis) for work you do?	4	Only two completed job safety analyses were provided as evidence. The examples provided were of good quality.
Do you have a procedure for managing the isolation (lockout-tagout) of live energy sources e.g. electrical equipment, moving machinery, hydraulics, live process lines etc?	3	A procedure/s for the isolation of energy sources was provided.
Do you have documented procedures for general emergencies e.g. fire, medical, earthquake?	4	It appears that the focus is on fire, medical and natural disaster emergency scenarios. A documented procedure/process for the management of key potential emergency scenarios was provided.
Do you have documented procedures for emergencies related to the work activities you undertake e.g. confined space entry and work at heights rescue, chemical spill, working alone etc?	4	It appears that specific work activity related emergency scenarios are covered e.g. height rescue, hazardous substance spill.
Do you have a procedure/process for managing hazardous substances?	4	Two SDS were provided as evidence as required. A procedure for the management of hazardous substances was provided.
Do you have procedure/process for carrying out health monitoring of personnel exposed to workplace health hazards?	4	A procedure/s for carrying out health hazard monitoring was provided.
Do you have a procedure/process for providing and maintaining personal protective equipment (PPE) to your staff?	4	The procedure provided indicates that personal protective equipment is provided. The procedure provided indicates that personal protective equipment is maintained. The procedure provided indicates that personal protective equipment is replaced at appropriate times. A procedure for providing, maintaining and replacing personal protective equipment was provided.

Incident Reporting and Investigation

Do you have an incident reporting procedure?	4	A procedure for incident reporting was provided. Two completed incident reports were provided as evidence as required. The incident reports were regarded as of average quality. An incident register was provided.
Do you have an incident investigation procedure? (this may be part of the incident reporting procedure - if it is please attach it here again).	2	A procedure/process description for incident reporting and investigation was provided. Two incident reports were provided as evidence.
Do you have trained incident investigators?	4	Training is carried out externally. Incident investigator training records were provided.

Audit and Inspection

Do you conduct regular health and safety inspections of your work areas?	3	Two completed workplace inspections were provided as evidence. The completed inspections provided were of average quality.
Do you have a procedure/process for conducting regular audits of your own Site (or Service) Specific Safety Plans (SSSP's) for work or projects you control?	0	The evidence supplied did not relate to the question.
Do you have a procedure/process for conducting regular audits of your own health and safety system?	4	A procedure for conducting regular audits of the health and safety management system was provided. A completed health and safety management systems audit was provided as evidence.

Involving Employees

Do your employees have an opportunity to be involved in health and safety?	4	A description of the process for providing employees the opportunity for involvement in health and safety was provided. Opportunities for involvement in health and safety are provided via programmed team meetings.
Do you have procedure/process to ensure your employees carry out shift/daily prestart meetings (or similar)?	4	Two sets of minutes were provided and indicate that shift/daily pre-start meetings are held regularly.

Training

Do you have a procedure/process that ensures the provision of any required training for employees? This may include: <ol style="list-style-type: none"> 1. On job training 2. Trade certification, e.g. electrical, plumbing, carpentry, mechanics, boilers, rigging, welding, etc 3. Licenses e.g. forklift, crane, scaffolding, powder actuated hand tools, heavy transport, asbestos etc 4. Specialist training e.g. confined space entry, work at heights, permit receiving, isolations, excavation etc. 	4	A comprehensive description of the range of training carried out for employees was provided. A training matrix was provided.
Do you have a procedure/process to manage training and/or competency refresher requirements and ensure any licenses or certifications remain current e.g. forklift licenses, electrical registration, scaffolding, Approved Handlers, asbestos, etc.	4	The evidence supporting this question was found in material attached to question 10.1. This has been used for assessment purposes.

Do you have an employee health and safety induction programme?	3	<p>A description of the process for providing employee inductions was provided.</p> <p>Two recently completed inductions were provided as evidence as required.</p> <p>The induction content was regarded as of good quality.</p>
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Plant, Equipment and Vehicles

Do you have a procedure for the maintenance, testing and/or calibration of equipment you use while working for your clients? This would include items such as lifting equipment (slings, strops, lifting devices), safety equipment (travel restraint/fall arrest systems, respirators, SCBA, rescue tripods), test equipment (electrical meters, gas detectors), or similar?	4	<p>A procedure for the maintenance, testing and/or calibration of equipment was provided.</p> <p>Equipment registers showing schedules and status of maintenance, testing and/or calibration were provided.</p>
Do you have a procedure or process to keep your mobile plant (e.g. forklifts, scissor lifts etc) and motorised vehicles (e.g. cars, utes, vans etc) safe and fit for use?	4	<p>A procedure for keeping mobile plant and motorised vehicles safe and fit for use was provided.</p> <p>Adequate evidence of the procedure/process being applied in practice was submitted.</p> <p>Mobile plant and vehicle registers showing schedules and status of maintenance and/or certification were provided.</p>

Safety and Environmental Performance

<p>Has your organisation or staff been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 in the last 5 years? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Health and Safety in Employment Act 1992, within the last 5 years.</p>
<p>Have you been investigated by a health and safety enforcement agency (WorkSafe, MBIE, MNZ, or CAA) regarding any accident within the last 5 years?</p>		<p>The Contractor has indicated they have had no dealings with any enforcement authorities regarding any accidents within the last 5 years.</p>
<p>Has your organisation or staff ever been prosecuted and convicted for an offence, received infringement notices, or been investigated by an enforcement agency under the Resource Management Act or other environmental regulation or bylaw in the last 5 years? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Resource Management Act within the last 5 years.</p>
<p>Have you or your staff been recognised by Clients or other external bodies for health and safety excellence, innovation, or problem solving etc in the last 5 years?</p>	4	<p>The level of recognition is considered significant and signals outstanding achievement.</p>

About PREQUAL

Prequalification assesses the health and safety systems, and other management processes used by a Contractor, to provide the Client with an indication of their ability to perform work that is aligned with good practice and the Client's own aspirations.

Impac PREQUAL combines the experience and track record of Impac with freshly-developed business processes that provide a fast, efficient and cost effective contractor prequalification service for Clients and Contractors', benchmarked against both international best practice and local experience (our model has been developed with reference to a range of contractor prequalification processes in BHP, Rio Tinto, Construction Line, CHAS, and the Federal Safety Commissioner, as well as the experience of local Client organisations such as Carter Holt Harvey, Fonterra and Air NZ).

The PREQUAL process is a truly Client-led approach, with Clients, not Contractors, setting the standards to be met. A Governance Group made up of senior health and safety and procurement specialists from amongst the foundation clients ratify prequalification standards, key decisions, and ensure that Client expectations are the driving consideration.

The result is a process that has benefits for both Clients and Contractors. These include significant cost and time savings, meaningful feedback, and a focus on continual improvement, all of which result in increased confidence in the Contractor Prequalification outcome.

Contractors are required to typically complete the prequalification process two yearly and this will meet the requirements of a significant and ever increasing number of Client organisations.



THIS IS TO CERTIFY THAT:

Taranaki Industrial Electrical Services Limited

HAS BEEN **ASSESSED** FOR CONTRACTOR PRE-QUALIFICATION

Valid From **24 Sep 2015** to **24 Sep 2017**

Primary Work Type **Electrical (General)**

Category **3**



Paul Kennedy
Chief Executive



 working to keep your work safe

