

Application to Sub-Contract



Company Details			
		Registered Office	Main Contact Office
Name:			
Address:			
Telephone No:		VAT Reg No:	
Email Add:		No of Employees:	

Health and Safety

Do you have a current signed and dated;

Health & Safety Management Policy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Environmental Policy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Sustainability Management Manual	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Ethical Trading Policy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Equality and Diversity Policy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Anti-Corruption and Bribery Policy	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered yes to any of the above, please provide copies of your documentation.

ALL sub-contractors WILL work to Tecserv UK's Health and Safety policy and company documents as per our Company Policies <http://tecservuk.com/policies/>

Please be aware all sub-contractors WILL be required to attend our in-house annual Health & Safety Training. If you are unable to attend, you will be required to provide proof of Health & Safety Competency training annually.

NB: Breaches in complying to Tecserv's H&S policy could result in you being removed from our approved list.

Accident Reporting/Enforcement Action

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your organisation within the last 3 years. If so, please provide details. YES NO

Has your organisation been prosecuted for health and safety offences within the last 3 years? YES NO

If you have answered yes to the above, please give details:

Equipment

Give details of your procedures for testing and calibrating equipment, including lifting and electrical and provide supporting documentation.

Other Information

Do you sub-contract works? YES NO If yes, please provide copy of your approved checks

Please provide copies of your current insurance Certificate and Schedules (**Minimum Public Liability Cover Required £5,000,000**)

Please provide copies of IPAF/PASMA, ECS, DBS, and any industry related training certificates attained for all site attending employees.

Are you a member of any trade/professional organisations? If so, please provide details/accreditation certificates.

Please indicate which disciplines you would like to carryout on behalf of Tecserv UK Ltd

Installation	<input type="checkbox"/>	Commissioning	<input type="checkbox"/>	Servicing	<input type="checkbox"/>
Fire Alarms	<input type="checkbox"/>	Security Systems **	<input type="checkbox"/>	Extinguishers	<input type="checkbox"/>

In order to undertake Security Works for Tecserv UK Ltd, in line with current legislation, we must carryout the Police National Computer Checks. Do you consent to this being undertaken? YES NO

If you have any known criminal convictions pending or spent, please provide details.
Failure to disclose any convictions will result in your application being declined.
** Please complete the attached Appendix C (NPCC) to carryout works on Security Systems on behalf of Tecserv UK

**As a Sub-Contractor to Tecserv UK Ltd, you WILL be required to work to Tecserv's RAMS whilst on site
Any breaches or penalties received due to failure to comply will be passed on**

Payments

Bank:	Account Name:
Bank Address:	
Account Number:	Sort Code:

Declaration

I declare that all information provided is correct to the best of my knowledge.

Name:	Signature:
Position:	Date:

**THIS IS NOT A CIRCULAR.
TO AVOID LATE PAYMENT OF YOUR INVOICES, PLEASE READ
THE IMPORTANT INFORMATION BELOW.**

Dear Supplier

Re: **Processing of Supplier Invoices**

In an effort to maintain up to date records and process supplier invoices as quickly as possible, would you kindly adhere to the following:

All invoices must be submitted to Tecserv UK Limited via post or email (accounts@tecservuk.com) and not addressed to individuals. To ensure payment, all invoices must be addressed to:

- ◆ Tecserv UK Limited
Apex House
1 Mansfield Road
Underwood
Nottingham NG16 5FF
- ◆ Goods or services should not be issued unless a valid purchase order number is received. Your invoice must quote a valid purchase order number or will be returned
- ◆ Multi order invoices cannot be accepted
- ◆ Delivery notes should quote a valid purchase order number

Valid P/O numbers must in the following format: TS/XXXXX or TS/MXXXX or TS/SXXXX or TS/NBXXXX or TS/LXXXX or XXXX

Payment cannot be made unless invoices quote an authorised Tecserv purchase order number. Failure to comply will result in the invoice being returned.

We will accept invoices received five days following the end of the month however all invoices received after this point in time will be input in the following month resulting in a delay in payment, for example:

- ◆ Invoices dated September received before 5 October accepted as September invoice
- ◆ Invoices dated September received after 5 October treated as October invoice

All suppliers are paid on end of month plus 30 days terms. There will be one payment run a month which is run the first full week of the new month. As our accounts are reconciled to statements and payments made accordingly, would you please ensure statements are submitted on a monthly basis?

Please contact us if you have any queries regarding the above points. Thank you for your assistance.

For and on behalf of Tecserv UK Limited

Amanda Radford

**Amanda Radford (Mrs)
Accounts Assistant**

Fire & Security
Protecting people, processes & property