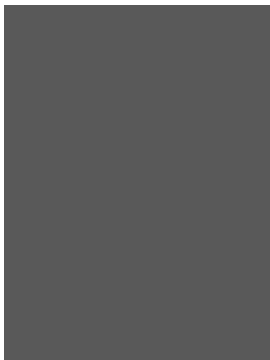


# PREFERRED SUBCONTRACTORS & SUPPLIERS QUESTIONNAIRE



**FURNITURE FOR  
HAPPY, HEALTHY, HIGH PERFORMING  
WORKING & LEARNING ENVIRONMENTS**

# **PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE**

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**Dear Supplier,**

**Please find attached our Preferred Subcontractors/Suppliers Questionnaire.  
Please can this be completed and returned with all relevant attachments.**

**We understand that not all sections/questions will be relevant to your  
company. We request that this questionnaire is completed as thoroughly as  
possible.**

**Should there be any queries regarding the questionnaire, please do not hesitate  
to get in touch.**

**Best regards,**

**KI (UK) Ltd**

# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

Company name	
Company Address	
Telephone	
Fax	
Email	
Company registration number	
Date of incorporation	
VAT Number	
Dun & Bradstreet number	

### Tax certificate details

Type	
Certificate number	
Expiry date	
Issued to	

### Accounts / Finance

Bank name & address			
Sort Code		Account number	

**Provide annual turnover for the last 3 years** *(please supply copies of accounts)*

Year		Annual turnover	
Year		Annual turnover	
Year		Annual turnover	

# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

## General

1	Please provide details of the services or products that you supply to KI (UK) Ltd:
2	How long have you provided the above services or products? (years/months)
3	<p>Please attach a copy of your current insurance certificate that applies to the work that you perform/intend to perform for KI (UK) Ltd (e.g. employer's liability, public liability, contractors all risks, construction plant, professional liability):</p> <p><input type="checkbox"/> Employer's liability certificate</p> <p><input type="checkbox"/> Public/products liability insurance certificate</p> <p><input type="checkbox"/> Contractor's all risk certificate</p> <p><input type="checkbox"/> Professional indemnity certificate</p>
4	<p>Please confirm if installers and any staff expected to go on site are CSCS certified.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
5	Please advise of any regular shut-down dates (e.g. Summer/Christmas)
6	<p>Does your company undertake Health &amp; Safety, Environmental and Quality Training?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please attach an example training record.</i></p>
7	<p>Please state who is ultimately responsible for health, safety and environment within your company.</p> <p>Name:</p> <p>Position:</p>
8	<p>Are health, safety and environmental responsibilities allocated to individuals within your company?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

## General (continued)

9	<p>Has your company had any of the following during the past 5 years?</p> <ul style="list-style-type: none"> <li>▪ Fatal accident <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>▪ Reportable accidents <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>▪ Dangerous occurrences <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>▪ Major environmental incidents <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <p><i>If yes, please attach the statistics and details of the accidents/incidents and any action taken by you or external authorities.</i></p>
10	<p>Has your company been prosecuted for breaches in health, safety and environmental legislation in the past 5 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please attach details of the incident and any action taken.</i></p>
11	<p>Has your company had a prohibition or improvement notices served on it during the past 5 years? <i>If yes, please attach details of the incident and any action taken.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
12	<p>Do you monitor health, safety and environmental compliance? <i>If yes, please attach an example of how this is done.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
13	<p>Please state who is ultimately responsible for quality management within your company.</p> <p>Name:</p> <p>Position:</p>
14	<p>Does your company allocate quality responsibilities to individuals within your company?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
15	<p>Does your company have a procedure for calibrating equipment? <i>If yes, please attach an example of a calibration record.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

## Policies

1	<p>Does your company have any of the following policies. <i>If yes, please attach a copy.</i></p> <p>Health and Safety Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Environmental Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Modern Slavery Act 2015 Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Quality Assurance Plan <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Anti-bribery Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Contingency Planning Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Data Management Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Sustainable Sourcing Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Continuity of Supply Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Waste Management Policy <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>
2	<p>Are your policies and certificates published (dated and signed) online? If so which ones? Please provide links below:</p>   
3	<p>Are the above policies communicated to your employees? <i>If yes, please state the methods of communications below.</i></p>   

# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

## Standards

1	<p>Is your company accredited to any of the following standards. <i>If yes, please provide a copy.</i></p> <p>ISO 9001:2015, Quality Management <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>ISO 14001:2015, Environmental Management <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>ISO 45001:2018, Health and Safety Management <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p>
2	<p>If you answered no to any of the above, are you planning to implement any of the outstanding standards? <i>If yes, please provide a timing plan for accreditation.</i></p>

## Environmental Certification

1	<p>Does your company hold any of the following certificates. <i>If yes, please provide a copy.</i></p> <p>Forest Stewardship Council (FSC) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>Programme for the Endorsement of Forest Certification (PEFC) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>Furniture Industry Sustainability Programme (FISP) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>Environmental Product Declarations (EPDs) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p> <p>Health Product Declarations (HPDs) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</span></p>
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# PREFERRED SUBCONTRACTORS / SUPPLIERS QUESTIONNAIRE

## Questionnaire completed by

Signature	
Full name	
Position	
Date	

**KI (UK) Ltd**  
New Fetter Place  
8-10 New Fetter Lane  
London, EC4A 1AZ

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W: [www.kieurope.com](http://www.kieurope.com)

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*Last updated: 12 August 2019*