

SCM-02

STS Version1  
(09<sup>th</sup>JAN2020)

# SUPPLIER APPRAISAL QUESTIONNAIRE

For Suppliers providing goods, materials, support  
services and occasional site services

**SUPPLIER:**

This questionnaire, duly completed, must be returned to:

**Supplier Contract Management**

At this address:

Severn Trent Services  
PO Box 6468  
Coventry  
CV3 9NT

or e-mail:

Service.manager@STServices.co.uk

**Note to Potential Suppliers:**

The Award of contracts by Severn Trent Services is determined on the basis of safety, health and environmental competence and culture, technical ability, performance, commercial attitude and price.

In order that we may appraise your company will you please supply the following information:

**1.0****Company Details:**

1.1 Company Name:

Co. Reg. No:

1.2 Address:

1.3 Contact:

Job Title:

1.4 Tel:

Fax:

1.5 Email:

1.6 Website:

1.7 Please tick services provided: -

Chemicals

Civils

Consultant

M&amp;E S/C

M&amp;E Supplier

M&amp;E – Pumps

Materials &amp; Consumables

Network R&amp;M

Plant &amp; Vehicles

Sampling &amp; Analysis

Sewer Support

Tankering

Water Hygiene

Other

Please provide details of other services :-

1.8 Years in Business:

1.9 Parent Company: (if applicable)

**2.0****Financial and Insurance Details:**

2.1 Please specify your organisation's results for your last two financial years and forecast for your current financial year:

Year -2

Year -1

Current Year

Please state years

Turnover

Pre-Tax Profit

Any external Rating (if known)

	Parent Co. Turnover (if applicable)			
	Parent Co. Pre-Tax Profit (if applicable)			
2.2	VAT No.:			
2.3	Please specify the insurance cover you currently have in place for any of the insurance types listed below and add in any others you hold that you feel are relevant:  <b>Please provide a copy of your summary of insurance documents from your broker(s) for those you list.</b>			
	<u>Type of Insurance</u>	<u>Amount of Cover</u>	<u>Expiry Date</u>	<u>Insurer</u>
	Employers Liability			
	Public Liability			
	Product Liability			
	Contractors All Risks			
	Professional Indemnity			
	Motor			
	Other			
<b>3.0</b>	<b>Health &amp; Safety:</b>			
3.1	Please attach a copy of your current H&S Policy and an organisation chart.			
3.2	Please identify the person in your company responsible for co-ordinating health and safety matters, and reporting on these to the board of directors. Attach evidence of his/her achievements. Name: _____ Title: _____ Qualification: _____			
3.3	Does your organisation have a Health & Safety Management System certified by a third party to an agreed standard, e.g. OHSAS 18001? (If yes, please provide a copy of certificate)			YES <input type="checkbox"/> NO <input type="checkbox"/>
3.4	Please identify your professional safety adviser or consultant. Attach evidence of his/her achievements. Name: _____ Title: _____ Qualification: _____ Address: _____ Tel. No.: _____ E-mail: _____			
3.5	What safety training is given to your managers, supervisors and staff?			
3.6	How do you monitor your own Health & Safety Performance?			
3.7	Provide the following information for the <b>last 6 years:</b>			
	No. of reportable accidents			
	No. of notifiable major injuries			
	No. of fatalities			
	No. of HSE Improvement Notices			
	No. of HSE Prohibition Notices			
	No. of convictions for offences under Health & Safety Legislation			
	Total fines for the above (£)			
3.8	Please attach a copy of your procedure for investigating accidents, dangerous occurrences and near misses.			

3.9	Are there any pending actions against your company by the HSE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.10	Please give details, with dates of any Safety Performance awards received, and membership of any occupational safety groups.	
3.11	Does your company require any licences to operate? (If yes, please provide a copy of the licence)	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.12	What improvements will you make in the safety training given to your managers and supervisors this year?	
<b>4.0</b>	<b>Environmental:</b>	
4.1	Does your company have an Environmental Policy? (If YES, please enclose a copy)	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.2	Is it your company policy to:	
	Develop, manufacture, market or supply products and materials that are safe, efficient and can be recycled or disposed of safely?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Use development, manufacturing or maintenance processes that do not adversely affect the environment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Meet or exceed all applicable government and environmental requirements?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.3	Does your company operate a formal Environmental Management System?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes, has your system been accepted and registered with a recognised standard, e.g. ISO 14001?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Standard:	
	(If yes, please enclose copy of certificate and scope of registration)	
4.4	Does your company operate a Waste Minimisation Policy/Procedures? (If yes, please provide details below)	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>5.0</b>	<b>Quality Management Systems:</b>	
5.1	Is a formal Quality Management System operated within your organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes, has your system been accepted and registered with a recognised standard?	
	Standard:	
	(Please enclose copy of certificate and scope of registration)	
	If your Quality Management System is not registered with a recognised standard, please complete Question 5.1.1 to 5.1.11 below: (N.B. If you feel that any of the questions are not relevant to your business please state N/A (Not Applicable).	
5.1.1	Does your organisation have a quality manual?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.2	Are formal written procedures maintained for all production / supply / delivery / quality control operations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.3	Does your quality system provide prompt detection of inferior products or services and corrective action?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.4	Are all incoming materials checked before acceptance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.5	Are your subcontractors and suppliers selected on a basis of their quality capability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.6	Does your organisation operate a supplier / subcontractor rating system?	YES <input type="checkbox"/> NO <input type="checkbox"/>

5.1.7	Do you carry out regular quality audits of your suppliers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.8	Can you submit certificates of product conformance on request?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.9	Are regular internal audits carried out?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.10	Would you be prepared to allow Severn Trent Services to audit your Quality Management System at your premise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.1.11	Would you be prepared to send a copy of your quality manual & procedures to Severn Trent Services for review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.2	Does your company have any performance measures (KPI's) and do you benchmark your performance against others?(If yes, please attach details)	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.3	Do you have a process to ensure "Zero Defects"?	YES <input type="checkbox"/> NO <input type="checkbox"/>

**6.0 Severn Trent Services actively promotes an equal opportunities work environment.**

6.1.1	Do you currently hold an equal opportunities policy? (Please enclose a copy of the policy)	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.1.2	How often does your equal opportunities policy get reviewed?	
6.1.3	Does your equal opportunities include (please delete any not included):  <ul style="list-style-type: none"> <li>- Colour, nationality, ethnic origin or race</li> <li>- Religion or belief</li> <li>- Gender, sexual orientation or re-assignment of gender</li> <li>- Marital status</li> <li>- Age</li> <li>- Working pattern</li> <li>- Real or suspected HIV infection</li> <li>- Social background or accent</li> <li>- Disability</li> <li>- Spent or irrelevant criminal convictions</li> <li>- Previous mental illness</li> <li>- Political views or affiliations</li> <li>- Trade Union membership</li> </ul>	

**7.0 Modern Slavery Act 2015 (MSA)**

Do you currently have a Modern Slavery statement? Yes / No

If Yes, please enclose a copy

If No, please state reason

What actively do you undertake to meet the requirements of the MSA?

What checks do you make on your supply chain and subcontractors?

**8.0 Severn Trent Services provides National services and is keen to work with suppliers in all regions. Please briefly confirm your geographical coverage in the following regions:**

STS Region	Water Company Area	Service Provisions Available?	Office/ Depot in Area?	Example Clients in Area	Comments
North	Scottish Water	Y/N			
	United Utilities	Y/N			
	Northumbrian	Y/N			
	Yorkshire	Y/N			
Central	Welsh	Y/N			
	Severn Trent	Y/N			
	Anglian	Y/N			
South	South West	Y/N			

		Wessex	Y/N			
		Thames	Y/N			
		Southern	Y/N			
<b>9.0</b>	<b>Please give any other information that you feel relevant to support your submission.</b>					
<b>10.0</b>	<b>Additional information required.</b> <ul style="list-style-type: none"> <li>• Bank details on company headed paper</li> <li>• Insurance certificates</li> <li>• Health &amp; Safety policy</li> <li>• Supporting Health &amp; Safety certificates</li> </ul> <p><b><u>Please note, these documents are to be submitted separately.</u></b></p>					
<p>I certify that the details given in this questionnaire and in any supporting documentation are correct, and agree to provide goods and or services in accordance with the attached code of conduct.</p> <p>Signed: _____ Date: _____</p> <p>Name (Block capitals): _____</p> <p>Position Held by Signatory: _____</p> <p>Telephone No: _____</p>						



## Code of Conduct for Suppliers to the Severn Trent Services' Group Companies

This Supplier Code of Conduct defines the basic requirements placed on suppliers of goods and services to the Severn Trent Services' Group Companies (STS) concerning their responsibilities towards their stakeholders and the environment. STS reserves the right to change the requirements of this Supplier Code of Conduct. In such an event STS expects the supplier to accept such reasonable changes.

### The supplier declares herewith:

- **Ethical conduct**
  - to conduct its business activities ethically and with commercial integrity.
- **Legal compliance**
  - to comply with all applicable laws and regulations and other requirements.
- **Prohibition of corruption and bribery**
  - to not tolerate or engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official or STS employee for the purpose of influencing decision making in violation of law.
- **Respect for the basic human rights of employees**

- to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, gender, or age;
- to respect the personal dignity, privacy and rights of each individual;
- to refuse to employ or make anyone work against his or her will;
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- to prohibit behaviour including gestures, language, and physical contact that is sexual, coercive, threatening, abusive, or exploitative;
- to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- to comply with the maximum number of working hours laid down in the applicable laws;
- to recognize, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of employee organizations or trade unions.
- **Prohibition of child and prison labour**
  - to prohibit the use of child, prison, or forced labour in all of its operations anywhere in the world.
- **Health and safety of employees**
  - to provide a safe workplace in compliance with applicable safety, health and sanitation laws and regulations;
  - to take responsibility for the health and safety of its employees;
  - to control hazards and take the best reasonably possible precautionary measures against accidents, injuries and occupational diseases;
  - to provide training and ensure that employees are educated in health and safety issues;
  - to establish or use a reasonable occupational health and safety management system.
- **Environmental protection**
  - to act in accordance with the applicable statutory and international standards regarding environmental protection;
  - to minimize environmental pollution and make continuous improvements in environmental protection;
  - to establish or use a reasonable environmental management system.
- **Supply chain**
  - to use reasonable efforts to promote compliance with this Code of Conduct among its suppliers;
  - to comply with the principles of non discrimination with regard to supplier selection and treatment.
- **Carbon footprint**
  - to be prepared to capture and in the future report the carbon footprint of its business and its activities.

For further information see <http://www.stservices.co.uk/home-en/>

Code of Conduct for Severn Trent Services Suppliers