CAPITAL SKY LTD - PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Supply Chain Approval Questionnaire for Sub-Contractors and Consultants

About this questionnaire

Capital Sky Ltd (Capital Sky) is committed to zero accidents and incidents, and to a safety culture in which our own staff and our Sub-Contractors go home safely every day. We expect the same commitment from every organisation in our supply chain.

The Health and Safety at Work etc. Act 1974, the Construction (Design and Management) Regulations 2015 (CDM 2015) and related health, safety and environmental legislation require us to make reasonable enquiries into the competence and resources of the organisations we appoint. This questionnaire is how we do that.

Capital Sky only places Sub-Contract Orders with approved Sub-Contractors and Consultants. Your organisation must complete this questionnaire and be approved by the Capital Sky Senior Leadership Team (CSL SLT) before Capital Sky can place a Sub-Contract Order with it.

How to complete it

- Complete every Part that applies to your organisation. Where a question does not apply, write "Not applicable" and give a brief reason - do not leave it blank. Incomplete questionnaires will be returned.
- Label every supporting document with the number of the question it answers, for example "B1 - H&S Policy Statement".
- **Part F** must be signed by the director responsible for health, safety and environmental matters.
- **Part G** must be completed and signed by your insurance broker or insurer, and renewed every year. Insurance certificates and "To Whom It May Concern" letters are not accepted in its place. The minimum limit of indemnity Capital Sky requires for Employers' Liability, Public Liability and Professional Indemnity insurance is **£10m**.
- Copies of the Capital Sky policies and standards referred to in this questionnaire (Health and Safety Policy, Sub-Contractor HS&E Minimum Standards, Anti-Fraud and Anti-Bribery Policy, Right to Work and Modern Slavery policies) are available on request.

How you will be assessed

Capital Sky will assess your answers and supporting documents and award one of the following statuses:

Approved	Meets Capital Sky's health, safety, environmental, insurance and commercial requirements. Eligible to be awarded Sub-Contract Orders.
Unsatisfactory	Does not meet the minimum requirements. Not eligible to be awarded Sub-Contract Orders until the shortfalls identified have been resolved and the questionnaire resubmitted.

Approval is valid for 12 months from the date of CSL SLT approval. To remain approved, you must resubmit an updated questionnaire, including a current Broker's Insurance Questionnaire, before your approval expires.

Following approval, you will be audited on site to confirm that the arrangements you describe are applied in practice.

Returning the questionnaire

Send the completed questionnaire and all supporting documents electronically to **admin@capitalsky.uk**, with your organisation name and "PQQ" in the subject line. Queries can be directed to our office on **01582 488277**.

Questionnaire structure

Part	Section	Completed by
A	Organisation Details	Sub-Contractor
B	Health & Safety	Sub-Contractor
C	Environmental & Quality	Sub-Contractor
D	Experience & References	Sub-Contractor
E	Modern Slavery, Right to Work & Business Ethics	Sub-Contractor
F	Director's Declaration	HS&E Director
G	Broker's Insurance Questionnaire	Insurance broker / insurer
H	Sub-Contractor Accounts Information	Sub-Contractor
I	Internal Approval	Capital Sky only

Part A - Organisation Details

Organisation name	
Number of direct employees	
Scope of services	
Completed by	
Job title	
Telephone	
Email	
Signature	
Date	

Part B - Health & Safety

All questions in Part B are mandatory.

B1 Health & Safety Policy Statement

Do you have a written health and safety policy statement?

Standard required

Your policy must be current, reviewed at least every 12 months and signed by your Managing Director or equivalent. It must be relevant to the nature and scale of your work and set out responsibilities for health and safety at every level of your organisation.

Evidence to provide

- A signed, dated copy of your current policy statement, showing when it was last reviewed and who authorised it.
- If you employ fewer than 5 people and do not have a written policy, a copy of your company risk assessment instead.

Your response

B2 Health & Safety Arrangements and CDM 2015 Duties

Do you have a health and safety manual that sets out your duties under CDM 2015 and how you comply with them?

Standard required

Your manual must describe how health and safety is managed within your organisation and be relevant to the nature and scale of your work. It must explain how you discharge your duties under CDM 2015 and how these arrangements are communicated to your workforce.

Evidence to provide

- A current copy of your health and safety manual.

Your response

B3 Competent Health, Safety & Environmental Advice

Does your organisation have access to competent health, safety and environmental advice?

Standard required

Your organisation and employees must have ready access to competent advice, preferably from within your own organisation. The adviser must be able to advise on both general and construction-specific health and safety matters (from the same source or separately).

Evidence to provide

- The name of your adviser or advisory body (for example an in-house manager, consultant, safety group or trade federation) and their qualifications.
- A CV for your safety adviser or manager.

Your response

B4 Training and Competence

Do you have a training programme that ensures all employees, from operatives to directors, are competent for their role?

Standard required

You must have training arrangements that give your employees the skills and knowledge to carry out their duties safely, including a programme of refresher training. Minimum training standards are set out in the Capital Sky Sub-Contractor HS&E Minimum Standards.

Evidence to provide

- A training matrix or training log identifying the core skills and recognised safety training for each role, with refresher dates.
- Sample certificates relevant to your scope of works, for example CSCS / CPCS cards for operatives, SMSTS for site managers and SSSTS for supervisors.

Do all of your site managers hold SMSTS and all of your supervisors hold SSSTS? Yes ☐ No ☐

Your response (if No, give the names of those without the qualification and the dates they are booked on the course)

B5 Higher-Risk Buildings - Fire Safety and Structural Competence

Will you carry out work on Higher-Risk Buildings (HRBs) that may affect fire safety or structural performance? If Yes, how do you demonstrate the competence of the operatives and supervisors doing that work?

Standard required

Capital Sky must be satisfied that everyone carrying out HRB work affecting fire safety (for example passive fire protection, fire-stopping and fire collar installation) or structural performance (for example reinforcement, temporary works and façade or structural installation) is competent and suitably qualified. You must:

- hold up-to-date, relevant competence records for each operative and supervisor;
- demonstrate compliance with the PAS 8670 series, or an equivalent competence standard, through training records, qualification certificates or third-party accreditation;
- provide a competence matrix (names, roles, qualifications, training expiry dates and verification records) before mobilising to site; and
- keep these records up to date for the duration of the project.

Capital Sky will verify competence records at approval and again at site induction. Operatives whose competence has not been verified will not be permitted to carry out HRB activities.

Evidence to provide

- Third-party accreditation or certificates, for example FIRAS, ASFP, CSCS, NVQ or manufacturer training certificates.
- Temporary Works Supervisor and Temporary Works Coordinator appointments.
- Competence matrix and training logs.

Will you carry out HRB work? Yes ☐ No ☐

Your response

B6 Performance Monitoring, Audit and Review

How do you monitor, audit and review your health and safety performance?

Standard required

You must have a system for monitoring your procedures, auditing them at planned intervals and reviewing them on an ongoing basis.

Evidence to provide

- Sample completed site inspections, safety audits or meeting minutes showing how performance is reviewed.

Your response

B7 Plant and Equipment

What plant and equipment does your organisation typically use to carry out its work on Capital Sky projects?

Standard required

List the plant and equipment you commonly use, for example 360° excavators, breakers and circular saws. If you use none, write "Not applicable" and explain why.

Evidence to provide

- A list of the plant and equipment used by your organisation.

Your response

B8 Inspection of Plant and Equipment (PUWER and LOLER)

How do you inspect, maintain and examine your plant and equipment to comply with PUWER 1998 and LOLER 1998?

Standard required

You must have a system for inspecting and maintaining the plant and equipment listed at B7. This must include thorough examination of lifting equipment at the intervals LOLER requires (every 6 months for lifting accessories and equipment used to lift people, every 12 months for other lifting equipment, unless a written scheme of examination specifies otherwise) and portable appliance testing (PAT). If not applicable, explain why.

Evidence to provide

- Details of your inspection, thorough examination and PAT regime.
- Sample completed inspection records and LOLER thorough examination reports.

Your response

B9 Workforce Consultation and Communication

How do you consult with your workforce and keep them informed of health and safety matters arising from your work?

Standard required

You must have an established means of consulting with your workforce on health and safety matters.

Evidence to provide

- Evidence of how consultation is carried out, including health and safety committee minutes where applicable.
- Sample toolbox talks and attendance records.
- Sample safety alerts.

Your response

B10 Accident Reporting and Enforcement History

How do you record and investigate accidents and incidents?

Standard required

You must have a system for recording and investigating all accidents and incidents and the actions taken as a result. You must keep records of all RIDDOR reportable events for at least the last 4 years, and of any enforcement action taken against your organisation in the last 5 years, with the action taken to remedy it.

Evidence to provide

- Your accident reporting and investigation procedure.
- Complete both tables below. Where there have been none, enter "0" or "None".

Your response

B10(a) Accidents and incidents - last 4 years

Category	Year: 20__	Year: 20__	Year: 20__	Year: 20__
Fatalities (RIDDOR)				
Specified injuries (RIDDOR)				
Over-7-day injuries (RIDDOR)				
Dangerous occurrences (RIDDOR)				
Non-reportable accidents				

B10(b) Enforcement action - last 5 years

Type	Date and details of incident	Actions taken and remediation
Prohibition Notice		
Improvement Notice		
Prosecution		

B11 Managing Your Sub-Contractors and Consultants

How do you assess and monitor the health and safety competence of the Sub-Contractors and Consultants you appoint, as CDM 2015 requires?

Standard required

You must have arrangements for appointing competent Sub-Contractors and Consultants, for making sure they in turn appoint competent organisations, and for monitoring their performance. If you do not sub-contract any work, write "Not applicable".

Evidence to provide

- A sample of the assessment questionnaire (or equivalent) you use for your own Sub-Contractors.
- Evidence of how you monitor their performance.

Your response

B12 CDM 2015 Compliance

Do you confirm that your organisation understands its duties under CDM 2015 and will fulfil them on every Capital Sky project?

Answer: Yes ☐ No ☐

B13 Safe Systems of Work - Risk Assessments and Method Statements

How do you make sure a safe system of work is in place for every task you carry out?

Standard required

You must have procedures for carrying out risk assessments and preparing method statements (RAMS), and for briefing them to everyone under your control, including your own Sub-Contractors.

Evidence to provide

- A sample risk assessment and method statement for a typical activity within your scope of works.
- Evidence of how RAMS are briefed, for example signed briefing records.

Your response

B14 Occupational Health and Safety Critical Workers

What are your arrangements for occupational health, including for safety critical workers?

Standard required

Employers must provide health surveillance for employees whose health may be affected by their work. You must have arrangements for monitoring the occupational health of your operatives in relation to the role they carry out.

Safety critical workers are those whose work requires full, unimpaired physical and mental capability because of the risk to themselves or others. The roles classified as safety critical are listed in the Capital Sky Sub-Contractor HS&E Minimum Standards.

Every safety critical worker must give Capital Sky's Project Manager a fitness for work certificate before starting safety critical work. The certificate must be issued by a SEQOHS (Safe Effective Quality Occupational Health Service) accredited provider and confirm that the worker has passed a safety critical medical. Accredited providers can be found at www.seqohs.org.

Evidence to provide

- Your occupational health and health surveillance procedure.
- A sample (anonymised) fitness for work certificate for a safety critical worker.

Your response

B15 Control of Substances Hazardous to Health (COSHH)

How do you manage substances hazardous to health?

Standard required

You must have a procedure for managing hazardous substances on site, including how the hierarchy of control is applied when selecting substances for use. If not applicable, explain why.

Evidence to provide

- Your COSHH procedure, either as a stand-alone document or as an extract from another document (for example a method statement or your health and safety manual).

Your response

Part C - Environmental & Quality

C1 Environmental and Quality Policy

Do you have environmental and quality policy statements?

Standard required

Your policies (separate or combined) must be current, reviewed at least every 12 months and signed by your Managing Director or equivalent. They must be relevant to the nature and scale of your work and set out responsibilities for environmental and quality management at every level of your organisation.

Evidence to provide

- Signed, dated copies of your current policy statements, showing when they were last reviewed and who authorised them.

Your response

C2 Environmental and Quality Management System

Do you have an environmental and quality management system?

Standard required

Your management system or manual must set out your duties under the Environmental Protection Act 1990 and related environmental legislation, and how you comply with them. It must explain how environmental and quality management is organised within your organisation, be relevant to the nature and scale of your work, and show how these arrangements are communicated to your workforce.

Evidence to provide

- A current copy of your management system manual, or ISO 14001 / ISO 9001 certificates where held.

Your response

C3 Environmental Impacts

How do you identify, manage and reduce the environmental impact of your work?

Standard required

Explain how you minimise environmental impacts on site.

Evidence to provide

- Examples of the measures you take on energy use, waste minimisation and recycling, pollution prevention (emissions to air and water, discharges and noise) and protection of the natural environment.
- Complete the table below. Where there have been none, enter "None".

Your response

C3(a) Environmental enforcement - last 5 years (fines, injunctions, penalties or other action for breaching environmental legislation or causing a pollution incident)

Date and details of incident	Actions taken and remediation

C4 Hazardous Waste

How do you manage and dispose of hazardous waste produced by your work?

Standard required

Explain how hazardous waste is managed on site to comply with the Hazardous Waste (England and Wales) Regulations 2005, including segregation, signage, storage and disposal through a registered waste carrier. If not applicable, explain why.

Evidence to provide

- A sample hazardous waste consignment note.

Your response

C5 Environmental and Quality Training

How do you train your operatives on environmental and quality matters?

Standard required

Explain how operatives under your control are made aware of the environmental and quality issues you have identified, and how you make sure they are competent to carry out their tasks.

Evidence to provide

- Sample toolbox talks and attendance records.

Your response

Part D - Experience & References

D1 Services Offered

What type of work or services do you provide, and for which do you wish to be considered?

Your response

D2 Previous Work for Capital Sky

Has your organisation worked for Capital Sky before?

Answer: Yes ☐ No ☐

If Yes, give project names and dates

D3 References - if you answered No to D2, give details of two recent contracts similar to the work you wish to be considered for.

	Contract 1	Contract 2
Client / main contractor		
Project name and location		
Description of works		
Contract value (£)		
Start and finish dates		
Referee name and position		
Referee telephone and email		

Part E - Modern Slavery, Right to Work & Business Ethics

No.	Question	Answer
E1	Has your organisation taken steps to identify and eradicate modern slavery and human trafficking within its business?	Yes ☐ No ☐
E2	Does your organisation have an anti-slavery and human trafficking policy (stand-alone or within another policy) that sets out your and your supply chain's obligations under the Modern Slavery Act 2015, and is it actively promoted and followed? If No, describe in E8 your plans to develop one.	Yes ☐ No ☐
E3	Do you check that your suppliers and Sub-Contractors have a modern slavery and human trafficking policy (or equivalent) that is actively promoted and followed?	Yes ☐ No ☐
E4	Do you, and your UK suppliers, pay employees at least the National Minimum Wage / National Living Wage (and the London Living Wage where applicable)?	Yes ☐ No ☐
E5	Where you use suppliers outside the UK, do they pay their employees at least the minimum wage that applies where they operate?	Yes ☐ No ☐
E6	Does your organisation operate a whistleblowing process, actively promoted to your workforce and suppliers, for reporting actual or suspected breaches of the Modern Slavery Act 2015?	Yes ☐ No ☐
E7	In the last 3 years, have you found evidence of human trafficking or slavery within your business or supply chain, in breach of the Modern Slavery Act 2015?	Yes ☐ No ☐
E8	Has your organisation been convicted of breaching the Modern Slavery Act 2015, or been served notice under it by any regulator or authority (including a local authority)?	Yes ☐ No ☐

If you answered Yes to E7 or E8

Provide, in a separate appendix, a summary of the circumstances and the remedial action you have taken. As a minimum, your evidence must show that you have:

- paid, or undertaken to pay, compensation for any damage caused by the offence or misconduct;
- clarified the facts and circumstances fully by actively co-operating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures to prevent further offences or misconduct.

Capital Sky will not appoint an organisation that has been prosecuted or served notice under the Modern Slavery Act 2015 unless satisfied that appropriate remedial action has been taken to prevent a recurrence.

E2 / E7 / E8 - further details (if applicable)

E9 Employment, Labour Supply and Umbrella Arrangements

How are the individuals who will work on Capital Sky projects engaged? Tick all that apply.

☐ Directly employed ☐ Worker's contract ☐ Individual (self-employed) Sub-Contractors
☐ Employment agency / labour provider ☐ Umbrella company

Where a third party is used: legal employer / provider name	
Organisation responsible for the Right to Work check	
Right to Work checking method	

E10 Right to Work Compliance

Does your organisation make sure that every individual who requires a Right to Work check is appropriately checked before starting employment, work or services?

This includes, where applicable: employees; workers engaged under a worker's contract; individual Sub-Contractors; relevant agency / labour-provider arrangements; and substitutes where the contractual arrangement requires a Right to Work check.

Answer: Yes ☐ No ☐

Tick each item to confirm that your organisation:

☐	Uses a prescribed Right to Work checking method: a manual document check, a Home Office online check or, where used, a registered Right to Work Digital Verification Service Provider (RtW DVSP).
☐	Verifies that the individual presenting for work is the person in respect of whom the check was completed.
☐	Checks any restrictions on the individual's permission to work, including on the type of work, hours or duration.
☐	Monitors time-limited permission and completes the required follow-up checks.
☐	Securely retains the required Right to Work evidence for the duration of the engagement and for 2 years afterwards, then securely destroys it.
☐	Has controls for workers supplied through another organisation and assesses whether extended liability provisions apply.
☐	Has controls for substitution arrangements, where applicable, so that any substitute has the required Right to Work.
☐	Applies Right to Work checks consistently and without unlawful discrimination.

If you use a RtW DVSP: provider name, and confirmation that it is registered with the Office for Digital Identities and Attributes (OfDIA)	
If any answer in E10 is No: details and corrective action	

All individuals supplied to work for or on behalf of Capital Sky must also pass Capital Sky's own Right to Work checks before starting work. These checks are in addition to, and do not replace, your own legal obligations.

No.	Business ethics and policy compliance	Answer
E11	Do you have an anti-fraud and anti-bribery policy? If Yes, attach a copy. If No, you must comply with Capital Sky's Anti-Fraud and Anti-Bribery Policy.	Yes ☐ No ☐
E12	Do you confirm that your organisation complies, and will continue to comply, with Capital Sky's Right to Work and Modern Slavery and Human Trafficking policies?	Yes ☐ No ☐

Failure by your organisation or its suppliers to comply with these policies may lead to termination of any agreement or deed between the parties, without prejudice to any other remedy Capital Sky may have in contract, tort or otherwise.

Part F - Director's Declaration

To be signed by the director with responsibility for health, safety and environmental matters.

DECLARATION

On behalf of the organisation named in Part A, I confirm that:

- the information given in this questionnaire and its supporting documents is true and complete to the best of my knowledge;
- I have read Capital Sky's Health and Safety Policy, and we will, as a minimum, comply with its requirements when working on Capital Sky sites and projects;
- any work we sub-contract will be carried out by bona fide Sub-Contractors and suppliers who will, as a minimum, comply with Capital Sky's Health and Safety Policy;
- we understand that, following approval, we will be audited on site to confirm compliance; and
- we will tell Capital Sky promptly of any material change to the information given, including our insurances and any enforcement action.

Signature	
Name	
Position	
Date	

Part G - Broker's Insurance Questionnaire

To be completed and signed by the Sub-Contractor's insurance broker or insurer, and renewed every year. Insurance certificates and "To Whom It May Concern" letters are not accepted in place of this questionnaire.

Where an answer refers to the policy, attach the relevant policy **extracts**. Without them we cannot audit the questionnaire and will return it to you.

G1	Insured party - full legal entity name and trading name of the Sub-Contractor		
EMPLOYERS' LIABILITY AND PUBLIC LIABILITY INSURANCE (minimum limit of indemnity required: £10m)			
		Employers' Liability	**Public Liability**
G2	Business description under the policy		
G3	Name of insurer		
G4	Policy number		
G5	Limit of indemnity (minimum £10m)		
G6	Expiry date		
G7	Excesses or deductibles		
Do any of the following exclusions, limits, conditions or extensions apply under the policy schedule or wording? If Yes, specify and attach the relevant extract.			
G8	Indemnity to principal?	Yes ☐ No ☐	Yes ☐ No ☐
G9	Height limit?	Yes ☐ No ☐ If Yes, limit (m):	Yes ☐ No ☐ If Yes, limit (m):
G10	Depth limit?	Yes ☐ No ☐ If Yes, limit (m):	Yes ☐ No ☐ If Yes, limit (m):
G11	Type-of-work exclusions or limitations relevant to the insured's trade?	Yes ☐ No ☐ If Yes, specify and attach extract	Yes ☐ No ☐ If Yes, specify and attach extract
G12	Other exclusions, conditions or warranties material to the insured's trade?	Yes ☐ No ☐ If Yes, specify and attach extract	Yes ☐ No ☐ If Yes, specify and attach extract
G13	Hazardous works restrictions or exclusions?	Yes ☐ No ☐	Yes ☐ No ☐
G14	Hazardous location restrictions or exclusions relevant to the insured's trade?	Yes ☐ No ☐	Yes ☐ No ☐
G15	Asbestos exclusion?	Yes ☐ No ☐	Yes ☐ No ☐

Public Liability only			
		Employers' Liability	**Public Liability**
G16	Hot work exclusion, condition or warranty?	Not applicable	Yes ☐ No ☐
G17	Is contractual liability excluded?	Not applicable	Yes ☐ No ☐
G18	Underground services exclusion, condition or warranty?	Not applicable	Yes ☐ No ☐
G19	Does the policy cover the consequences of defective design, workmanship and materials?	Not applicable	Yes ☐ No ☐
G20	Is Products Liability cover in place?	Not applicable	Yes ☐ No ☐

CONTRACT WORKS INSURANCE (minimum required: full reinstatement value of the works)			
G21	Business description under the policy		
G22	Type of policy	☐ Project specific ☐ Annual Project specific: complete G23 and G24, then G25 onwards. Annual: go straight to G25.	
G23	Project-specific period of cover	From:	To:
G24	Site / project covered		
G25	Name of insurer		
G26	Policy number		
G27	Sum insured and limit of indemnity	£	
G28	Basis of sum insured (tick one)	☐ Maximum contract limit ☐ Each occurrence ☐ Maximum at any one site	
G29	Inner limits		
G30	Expiry date (annual policies only)		
G31	Excesses or deductibles		
G32	Defective design, workmanship and materials exclusion (tick one)	☐ None ☐ Excludes (a) property in a defective condition and (b) damage to property to enable replacement or repair of (a) ☐ Excludes (a) property defective in design, plan, specification, materials or workmanship and (b) damage to property to enable replacement or repair of (a); where property is damaged as a result of a defect, the exclusion is limited to the cost of additional work resulting from design improvement ☐ Other (please specify):	
G33	Indemnity to principal?	Yes ☐ No ☐	

G34	Type-of-work exclusions or limitations relevant to the insured's trade?	Yes ☐ No ☐ If Yes, specify and attach the relevant extract
G35	Hazardous works restrictions or exclusions?	Yes ☐ No ☐
G36	Hazardous location restrictions or exclusions relevant to the insured's trade?	Yes ☐ No ☐
G37	Other exclusions, conditions or warranties material to the insured's trade?	Yes ☐ No ☐ If Yes, specify and attach the relevant extract

PROFESSIONAL INDEMNITY INSURANCE (minimum limit of indemnity required: £10m; required where the Sub-Contractor or Consultant carries any design responsibility)		
G38	Business description under the policy	
G39	Name of insurer	
G40	Policy number	
G41	Limit of indemnity (minimum £10m)	
G42	Is the limit of indemnity on an each and every claim basis?	Yes ☐ No ☐ Capital Sky does not accept PI cover on any other basis
G43	Inner limits	
G44	Expiry date	
G45	Excesses or deductibles	
G46	Collateral warranty extension?	Yes ☐ No ☐
G47	Pollution and contamination extension?	Yes ☐ No ☐
G48	Any additional information relevant to the Employers' Liability, Public Liability, Contract Works or Professional Indemnity cover	

Note to broker / insurer

If any question is unanswered, or policy extracts referred to are not attached, the questionnaire cannot be audited and will be returned for completion. This will delay the release of orders or payments to your client.

BROKER / INSURER CONFIRMATION

We confirm that, to the best of our knowledge, the above information is correct at this date, and we undertake to use reasonable endeavours to advise Capital Sky promptly of any changes, including changes to renewal or expiry dates.

Signed		Company stamp
Date		
Broker / insurer name		
Contact person		
Telephone		
Email		
Address		

Part H - Sub-Contractor Accounts Information

Legal name	
Trading name (if different)	
Registered address	
Trading address (if different)	
Accounts contact name	
Accounts email	
Company registration number (or National Insurance number for sole traders)	
Unique Taxpayer Reference (UTR)	
VAT registration number - attach your VAT registration certificate or a recent VAT return (figures may be redacted)	
PAYE reference	
Bank name	
Account name	
Sort code	
Account number	
Broker's Insurance Questionnaire (Part G) completed - date	

Payment and bank details

- Payment is made only against a valid VAT invoice that matches the Payment Notice issued by Capital Sky.
- Capital Sky Accounts (accounts@capitalsky.uk) will verify your bank details before your supplier account is set up and before any payment is made.
- Any change to your bank details must be notified in writing to accounts@capitalsky.uk. Changes are verified by Capital Sky Accounts before they take effect.

Signature	
Name (block capitals)	
Position	
Date	

Part I - Internal Approval (Capital Sky Use Only)

Each reviewer signs once their section is satisfactory. A Sub-Contractor is approved only when CSL SLT approval is signed. The project team must confirm approval before submitting the SC PtP form (see CSCP002 Step T6). Approval is valid for 12 months from the date of CSL SLT approval.

The Capital Sky Senior Leadership Team (CSL SLT) comprises:

Name	Role
Martin Maloney	Chief Executive Officer (CEO)
Tracey Heneghan	Chief Operating Officer (COO)
Eanna Kelly	Chief Financial Officer (CFO)
Michael Kieran	Managing Director
James Hughes	Group Commercial Director
Ovi Gradinaru	Health and Safety Director

Review	Name	Signature	Date
Quantity Surveyor (Parts A, D, H)			
SHEQ (Parts B, C, E, F)			
Insurance (Part G)			
Accounts (Part H)			
CSL SLT approval			
Documents uploaded to database			

Status awarded	☐ Approved ☐ Unsatisfactory
Date of CSL SLT approval	
Approval valid until (12 months from CSL SLT approval)	
Comments / shortfalls to be resolved	

INTERNAL USE ONLY - CAPITAL SKY ACCOUNTS	
CIS status verified	☐ Gross ☐ Net 20% ☐ Net 30%
VAT number verified	Yes ☐ No ☐
Bank details verified by Accounts (accounts@capitalsky.uk) - method and date	
Supplier account number	
Set up by	
Approved by	

Document Revision Record

This page records every issue of the Capital Sky Pre-Qualification Questionnaire. The current revision, issue date and reference are also shown in the footer of every page. When the questionnaire is revised, a new row is added below and the footer is updated.

Rev	Date	Description of change
1	October 2026	Right to Work section updated for Home Office requirements effective 1 October 2026, covering employees, workers and individual Sub-Contractors, prescribed checking methods, identity verification, work restrictions, follow-up checks, evidence retention, labour-provider arrangements, substitution, extended liability screening and non-discrimination. Controlled reference: Home Office Right to Work Checklist and Code of Practice on preventing illegal working, updated 1 October 2026.
2	09/11/2026	Rebranded to the Capital Sky brand guidelines (logo, palette, Arial) with consistent margins and a centred document-control footer. Restructured into Parts A to I with question references (B1, C1 ...) for evidence labelling. Wording clarified throughout; duplicated questions merged; environmental questions grouped in Part C; Higher-Risk Buildings competence set out as its own question (B5); RIDDOR categories updated; Professional Indemnity questions corrected; fax number removed; internal approval aligned to CSL SLT approval under CSCP002, with CSL SLT membership listed. Minimum limit of indemnity of £10m set for Employers' Liability, Public Liability and Professional Indemnity insurance. Approval validity set at 12 months. Bank details verification by Capital Sky Accounts added. Payment basis confirmed: payment is made only against a VAT invoice matching the Payment Notice.