**QW4 SUPPLEMENT 3.4.1: HEALTH AND SAFETY COMPETENCE OF SPECIALIST**

**3.4.1 (HS) EVIDENCE OF TECHNICAL CAPABILITY CRITERIA**

It is a statutory requirement that the competence and satisfactory allocation of resources of the specialist are established in compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013. **This supplement on Health and Safety must be completed.**

The criteria below mirror the structure in the main part of the questionnaire for consistency but should be answered specifically in relation to Health and Safety competence in the specialist’s role. Where the response includes information already contained in response to the main section of the questionnaire, the applicant must clearly cross-reference that information where required in response to this Health and Safety supplement.

The level of information required is stated under the relevant criterion and based on the category of project identified at subsection 1.4 at the beginning of the questionnaire (i.e. Type 1/Type 2/Type 3). **All health and safety criteria are pass/fail criteria only.** The Applicant must meet the relevant minimum standard stated under each criterion.

**3.4.1a (HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)**

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CA Note: for projects indicated as Type 1 in section 1.4 of the main SAQ delete the text in the form fields at paragraphs 1 and 2 below.

The Minimum Standard required to pass this criterion is evidence of sufficient management staff with appropriate professional qualifications and experience and with Health and Safety qualifications, training and experience relevant to the specialist works.

The evidence required to pass this criterion should be submitted in the form of a document setting out the applicant’s organisation structure and the curricula vitae of the applicant’s management staff and any additional requirements that may be set out below. The curriculum vitae of each management staff member should indicate their relevant educational and professional qualifications and Health and Safety training and qualifications (for example, degree, diploma, certificate, CPD), their experience on projects of a similar scale and complexity and the role they had on those projects.

CA Entry: Additional Minimum Standards (if no additional requirements then delete all fields):

1. List here supplementary requirements (if any) in relation to this criterion.

2. For Type 2 & 3 Projects provide evidence of adequate and appropriate ongoing health and safety training and commitment to resources.

Where the response above is ‘Declaration Required’ the declaration at Appendix G should be provided initially. The evidence set out above must be provided when requested by the Contracting Authority.

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| **Applicant Entry:** Check the box to confirm that the Declaration at Appendix G (or a completed *ESPD*) is attached with your response (if the Response is DECLARATION REQUIRED) |  |

**3.4.1b (HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)**

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CA Note: for projects indicated as Type 1 in section 1.4 of the main SAQ delete the text in the form fields at paragraphs 1 and 2 below.

The Minimum Standard required to pass this criterion is evidence of sufficient personnel with appropriate professional qualifications and experience and with Health and Safety qualifications, training and experience relevant to the specialist works.

The evidence required to pass this criterion should be submitted in the form of a document setting out the applicant’s organisation structure and the curricula vitae of the applicant’s personnel and any additional requirements that may be set out below. The curriculum vitae of each of the applicant’s personnel should indicate their relevant educational and professional qualifications and Health and Safety training and qualifications (for example, degree, diploma, certificate, CPD), their experience on projects of a similar scale and complexity and the role they had on those projects.

CA Entry: Additional Minimum Standards (if no additional requirements then delete all fields):

1. List here supplementary requirements (if any) in relation to this criterion.

2. For Type 2 & 3 Projects provide evidence of adequate and appropriate ongoing health and safety training and commitment to resources.

Where the response above is ‘Declaration Required’ the declaration at Appendix G should be provided initially. The evidence set out above must be provided when requested by the Contracting Authority.

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| **Applicant Entry:** Check the box to confirm that the Declaration at Appendix G (or a completed *ESPD*) is attached with your response (if the Response is DECLARATION REQUIRED). |  |

**3.4.1c (HS) LIST of SPECIALIST WORKS CARRIED OUT OVER THE PAST YEARS**

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The Minimum Standard required to pass this criterion is evidence in the form specified below of the Health and Safety aspects of specialist works previously undertaken by the Applicant.

A Contracting Authority may only require an Applicant to submit a list of works projects provided over a maximum period of 5 years. However a Contracting Authority may take into account works delivered over a longer period if appropriate. The period specified in the sub-criterion title above is the period within which the Applicant may submit evidence of the specialist works contracts it has delivered, it is not mandatory that projects be evidenced for the whole period. If a firm cannot provide evidence for the entire period (e.g. a firm has not been trading for the whole period) this will not be used as a reason to reject its application.

The evidence required for assessment purposes is details of specialist works that the Applicant has completed over the period stated above that are similar in nature and complexity to the specialist works required for this project. The evidence must be provided in the format specified below. (Note that the request is not necessarily for projects that are identical to the project that is the subject of this Questionnaire).

A list of projects should be provided in the standard form at Appendix B1 in accordance with the particular requirements set out below (if any). The references (i.e. Certificates of Satisfactory Execution) required in relation to these projects should be submitted using the standard form provided at Appendix B2. Supplementary requirements (if any) will be stated by the Contracting Authority below.

CA Entry: Additional Minimum Standards (if no additional requirements then delete all fields):

1. List here supplementary requirements (if any) in relation to this criterion.

2. Safety and Health Plans from 'x' number of previous projects, and how health and safety management was implemented on those projects required.

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| **Applicant Entry:** Check the box to confirm that: | |
| 1. Appendix B1, B2 and any supplementary requirements are attached with your response (if Response is EVIDENCE REQUIRED) |  |
| 1. You are in a position to submit the evidence set out above promptly (if Response is SUBMIT ON REQUEST) |  |

**3.4.1d (HS) MEASURES FOR ENSURING QUALITY**

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CA Note: in the case of Types 1 and 2 projects delete the shaded areas. In the case of Type 3 projects retain all text.

The Minimum Standard is adequate knowledge, training and resources (taken in conjunction with Criteria 3.4.1a (HS) to 3.4.1e (HS) to carry out the duties of specialist works contractor in compliance with Safety Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (Construction) Regulations 2013.

The response to this criterion must be included at Appendix 3.4.1d (HS). The evidence required to pass this criterion is details of the relevant technicians or technical bodies upon whom the applicant can call on in order to carry out the work or whom the applicant can use in regard to quality control[[1]](#footnote-1). Applicants must also provide evidence of a safety management system.

For Type 3 projects applicants should supply names of any group, body and organisation that the Applicant is a member of and which promotes and has involvement in Health and Safety matters. It should also provide details of any external resource or expertise relevant to this project that are available to the Applicant's business.

Where the response above is ‘Declarations Required’ the declarations at Appendices C1, C3 and E should be provided initially. Evidence in support of those declarations and any additional requirements set out above must be provided when requested by the Contracting Authority. In place of documentary evidence, Applicants may provide third party certification that their safety management system is in accordance with OHSAS 18001 or equivalent. Certified membership of Safe-T-Cert may be deemed equivalent for the purposes of this criterion.

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| **Applicant Entry:** Check the box to confirm that Appendices at C1, C3 and E (or a completed *ESPD*) are attached with your response (if the Response is DECLARATIONS REQUIRED). |  |

**3.4.1e (HS) A STATEMENT OF THE AVERAGE ANNUAL NUMBERS OF PERSONS EMPLOYED BY THE SPECIALIST AND THOSE IN A MANAGERIAL POSITION OVER THE LAST 3 YEARS**

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The Minimum Standard is submission of the relevant details set out below.

Applicants must provide evidence for three years of average annual manpower and managerial staff involved in Health and Safety in relation to specialist works. The response may be included in the information submitted at 3.4e or submitted separately at Appendix 3.4.1e (HS).

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

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| **Applicant Entry:** Check the appropriate box below to confirm that: | |
| 1. The evidence required is attached with your response at Appendix 3.4e/3.4.1e (HS) (if Response is EVIDENCE REQUIRED), or |  |
| 1. The evidence required will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST). |  |

1. Article 48.2(b) of Directive 2004/18/EC and Regulation 57 of SI No 329 of 2006 [↑](#footnote-ref-1)