Gas Sub-Contractor Appointment Standard

Unitas
Stoke-on-Trent Ltd.

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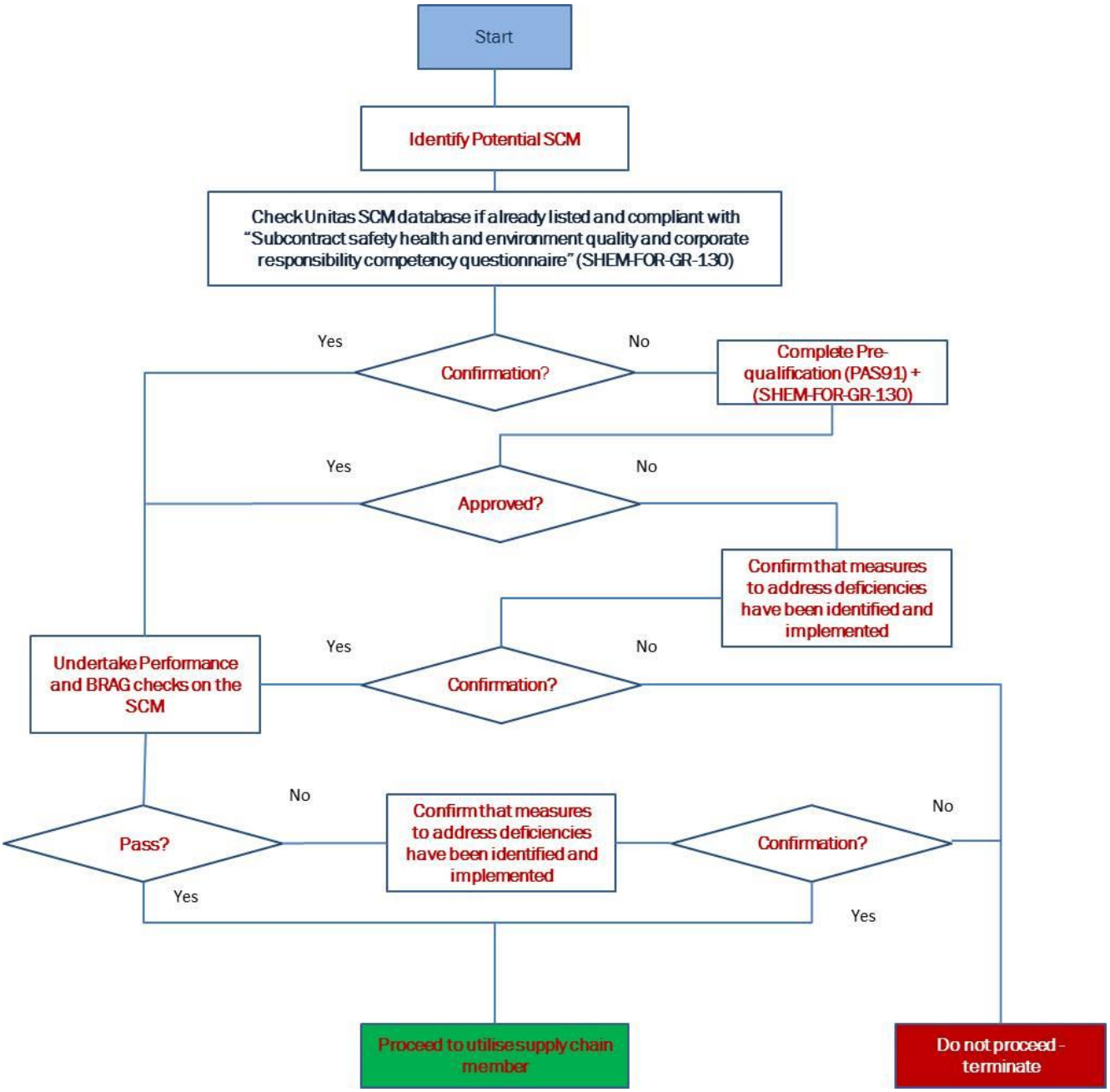
Process Map (Taken from the Group Procurement Standard SHEMS-STD-GR-017)



1.0 Introduction

1.1 The purpose of this section is to specify how Unitas manages its legal and corporate responsibilities for the appointment of Sub-Contractors.

1.2 A Sub-contractor providing services to Unitas is part of the Unitas supply chain which consists of:

- Principal contractors
- Subcontractors
- Designers
- Consultants
- Professional advisors
- Labour agencies

2.0 General Sub-Contractors

2.1 Prior To Working on Site

2.1.1. Sub-Contractors are all referred to as Supply Chain Members (SCM) within this standard and all SCM's must receive SCM approval via the Unitas Supply Chain Member Selection Process Procurement Standard SHEMS-STD-GR-017 (LINK)

2.1.2. Special consideration is to be given to the appointment of sub-contracted labour, or labour for which English is not the first language. Prior to appointment, the SCM is required to satisfy Unitas that appropriate arrangements are in place to manage and supervise such labour.

The SCM must demonstrate appropriate standards of competency as required within the Gas Training and Competence standard SHEMS-STD-GR-407 (LINK).

2.1.3. Where a SCM selects to sub-let works the following is required:

- A request must be in writing and agreed in writing prior to any work being sub-let by the Unitas business Operational Manager responsible for the work.
- The Unitas Allocated Manager must investigate and confirm that the Sub-contractor Sub-lets work in a manner that is compliance with current legislation.
- The Unitas Gas Manager must have access to the SCM's processes for appointing a sub-sub-contractor.
- The SCM is totally responsible for the management responsibilities on site of the sub-sub - contractor.
- All audit, SHE correspondence and technical issues shall be managed through the SCM and not a Sub-sub-contractor.

2.2 Pre-Qualification Assessment (Stage 1 and 2)

2.2.1. The Allocated Manager must ensure that the SCM complies with the Unitas Procurement Standard SHEMS-ST-GR-017.

2.2.2. The Allocated Manager must ensure that the SHEMS-FOR-GR-423 Gas Sub-Contractor Appointment checklist (LINK) is in place. This checklist shall be issued to the manager responsible for the procurement of the specified gas work at the earliest opportunity, and prior to commencement on site.

2.3 Training

2.3.1. The Allocated Manager must ensure that any Sub-Contractor is competent as defined in this Management System

2.3.2. The Allocated Manager shall ensure that any engineer working for a Sub-Contractor is competent as defined in, Gas Training and Competence standard SHEMS-STD-GR-407 (LINK)

3.0 Management of Gas Sub-Contractors

3.0.1. The Allocated Manager prior to commencement of a Sub-Contractor working on site must obtain copies and review the following:

Gas related documents

- Current Company Gas registration certificate (Gas Safe)
- Current Gas Engineer cards (front and back)
- Current Accredited Certification Scheme (ACS) certificates
- Business Gas Training Matrix
- Gas policy and operational Standards
- Risk assessments and method statements relevant to gas work
- COSHH Register applicable to Gas Work
- Gas Quality Control Standard for their Business
- Gas Complaint's Standard for their Business
- Flue Gas Analysers records/Inventory and any other equipment records in relation to gas work
- Vehicle details(i.e. current MOT certificate, Vehicle Taxation confirmation, V5 Document)

And complete SHEMS-FOR-GR-421 (LINK).

3.0.2. When the project or contract is operational and the Sub-Contractor has commenced work the Allocated Manager must review the above documents on a monthly basis.

3.1 Auditing requirements

The requirements for ongoing auditing of Sub-Contractors can be found in the Auditing standard of the Unitas Gas Compliance Management System SHEMS-STD-GR-405 (LINK).

3.1.1. Guidance on the general SHE auditing standards can be found within the Unitas Auditing, Monitoring and Inspection Standard SHEMS-STD-GR-008 (LINK).

4.0 Sub-Contractors Pre Start Requirements

4.0.1. Prior to work commencing on site, the Allocated Manager shall ensure a Sub-Contractor induction has been delivered. The site induction, as a minimum, shall include the following topics:

- An overview of Unitas policies and standards, including any SHE requirements
- The contract requirements/technical specification
- The site code of Conduct
- The client or Customer requirements
- PPE requirements
- Suitable gas safety equipment
- Technical Support available, RAMS in place
- Quality/Auditing requirements agreed
- Update on all gas related toolbox talk and Gas Safe Registered bulletins that have previously been delivered within the business
- Confirmation that each Gas Safe registered operative approved to work is in possession of a current Gas Safe Licence relevant to the scope of work being undertaken

4.0.2. Further guidance on the appointment of sub-contractors can be found within the Unitas Procurement Standard SHEMS-STD-GR-017 (LINK).

5.0 Appendix

Training and Competence standard SHEMS-STD-GR-407 (LINK)

Sub-Contractor Guidance (Qualification Monitoring) document SHEMS-FOR-GR-421 (LINK)

Sub-Contractor Guidance (Pre-Qualification Assessment) document SHEMS-FOR-GR-423 (LINK)

Sub-Contractor Induction the form SHEMS-FOR-GR-419 (LINK)

Unitas Procurement Standard SHEMS-STD-GR-017 (LINK)

Unitas Gas Compliance Management System SHEMS-STD-GR-405 (LINK).

Unitas Auditing, Monitoring and Inspection Standard SHEMS-STD-GR-008 (LINK).