

Subcontractor Approval Form



Fagan & Whalley Ltd requires all suppliers of critical products and / or services to complete this form and return it to insurance@faganwhalley.co.uk.

Part 1 · · · Supplier Details

Supplier Name

Address

Postcode

Company Reg No

Company VAT No

Telephone

Email

Accounts Contact

H&S / Quality Contact

Please confirm the acceptance with the current site protocols for visitors and contractors when you attend a F&W site*

☐ I accept

*All visitors are required to sign in at the traffic office or depot reception

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01282 771983

insurance@faganwhalley.co.uk

www.faganwhalley.co.uk

Part 2 ··· Quality Assurance

- | | | |
|--|---------------------------|--------------------------|
| Does your organisation hold ISO9001 or a similar QMS accreditation? | ☐ Yes | ☐ No |
| Do you have a documented quality policy? | ☐ Yes | ☐ No |
| Do you have a non-conformance and corrective action process? | ☐ Yes | ☐ No |
| Do you have a documented system for customer complaints? | ☐ Yes | ☐ No |
| Are you certificated to the current BRCGS for storage & distribution? | ☐ Yes | ☐ No |
| Do you have a documented hygiene control policy? | ☐ Yes | ☐ No |
| Do you have a documented product recall system? | ☐ Yes | ☐ No |
| Do you have a documented traceability system? | ☐ Yes | ☐ No |
| Do you have a HARA or HACCP food safety management system? | ☐ Yes | ☐ No |
| Do you have systems for reporting hygiene and contamination related incidents? | ☐ Yes | ☐ No |

Part 3 ··· Environmental

- | | | |
|---|---------------------------|--------------------------|
| Do you have an environmental management system? | ☐ Yes | ☐ No |
| Are you registered with any other scheme, such as ISO50001 or ESOS? | ☐ Yes | ☐ No |

Part 4 ··· Ethical & Sustainability

- | | | |
|--|---------------------------|--------------------------|
| Does your organisation have an Ethical Policy? | ☐ Yes | ☐ No |
| Is your organisation registered with Sedex? | ☐ Yes | ☐ No |
| Do you comply with relevant legislation on wages and working time? | ☐ Yes | ☐ No |
| Does your organisation prevent child labour? | ☐ Yes | ☐ No |
| Do you prevent discrimination, harassment and bullying? | ☐ Yes | ☐ No |

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Part 5 ··· Health & Safety

- Do you have a documented health and safety policy in place? ☐ Yes ☐ No
- Are you contractors issued with safety footwear and high visibility clothing as a minimum? ☐ Yes ☐ No
- Do you have systems for reporting and investigating safety-related incidents? ☐ Yes ☐ No
- Do you have a drug and alcohol policy? ☐ Yes ☐ No

Part 6 ··· Insurance & Trading Policies

- Do you hold a valid policy for a minimum of £5 million for public liability insurance? ☐ Yes ☐ No
- Does your public liability insurance policy contain an indemnity to principles clause? ☐ Yes ☐ No
- Do you hold a valid policy for a minimum of £10 million for employers liability insurance? ☐ Yes ☐ No
- Does your employers liability insurance policy contain an indemnity to principles clause? ☐ Yes ☐ No

Part 7 ··· Operational Controls

- Are you providing subcontracted transport services to Fagan & Whalley? ☐ Yes ☐ No
- Do you have a valid GV Operator Licence(s)? ☐ Yes ☐ No
- Do you have a system in place to monitor and manage drivers' hours and WTD compliance? ☐ Yes ☐ No
- Do you have a system in place to monitor and manage vehicle road-worthiness? ☐ Yes ☐ No
- Do you have a system in place to check the validity of driver licences at 6 monthly intervals? ☐ Yes ☐ No

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- Do your drivers receive additional training in addition to DCPC requirements? ☐ Yes ☐ No
- Do you have procedures for drivers to report delays (such as breakdowns) that could affect delivery times? ☐ Yes ☐ No
- Are our vehicle load areas kept clean and in good condition to minimise risk of product contamination? ☐ Yes ☐ No
- Are your vehicle load areas inspected for condition and cleanliness prior to loading? ☐ Yes ☐ No
- Are procedures in place to ensure that products are held under secure conditions during transport? ☐ Yes ☐ No
- Do you hold a valid policy for a minimum of £100 per tonne for goods in storage? ☐ Yes ☐ No
- Do you hold valid motor insurance with unlimited cover for third party? ☐ Yes ☐ No
- Do you hold valid policy for a minimum of £1,300 per tonne for goods in transit? ☐ Yes ☐ No
- Do you hold a RHA / FTA conditions of carriage in respect of goods in transit? ☐ Yes ☐ No
- T&Cs for subcontracted services ([click to view](#)) ☐ Agree ☐ Disagree

Completed by

Date (dd/mm/yy)

Please send your completed form to insurance@faganwhalley.co.uk

