

[FrontPage Save Results Component]



Pre-Qualification Questionnaire

Index:

1. [Company Information on Structure and Experience](#)
2. [Litigation](#)
3. [Insurance](#)
4. [Functionality](#)
5. [Subcontractors and Consultants](#)
6. [HSE Questionnaire](#)

1. Company Information on Structure and Experience

The purpose of this section is to obtain general background information about your company and your current and past experience.

1.1 When was your company founded?

1.2 Provide full details of the ownership structure of your organization (including ultimate controlling entity if applicable).

1.3 What is the registered name of your company/organization?

1.4 Provide details of the full names and addresses of all directors/partners or proprietors of your organization.

1.5 What is the registered address of your organization?

Postal

Address:

Telephone:

Fax:

1.6 Do you have any other branch offices that will be dealing directly with Circulation Tools, LLC.?

Postal

Address:

Telephone:

Fax:

2. Litigation

2.1 Provide full details of any unresolved litigation involving your organization.

3. Insurance

3.1 Provide full details (and fax copies of insurance certificates to 985-851-0152) of all current insurance policies in terms of risks insured (e.g. Worker Compensation, Automobile, Public Liability etc.), name of insurer & policy number, limit of insurance coverage and any excess policy (if applicable).

3.2. Do third party liability insurance policies allow for Circulation Tools, L.L.C. to be named as an "additional insured" party to the policy.

3.3 Do insurance policies allow for "waiver of subrogation" clauses in favor of Circulation Tools, L.L.C., stating that the insurers waive any rights of subrogation against Circulation Tools, L.L.C. or any subsidiary or associated company of Circulation Tools, L.L.C., as well as all directors, officers and employees of such companies.

3.4 Does the subcontractor agree to "mutual hold harmless clauses" whereby the subcontractor indemnifies Circulation Tools, L.L.C. against liability for damage or injury to the subcontractor's own employees and property, and in turn Circulation Tools, L.L.C. indemnifies the subcontractor against liability for damage or injury to Circulation Tools, L.L.C. property and employees, except in the case of willful damage or gross negligence.

4. Functionality

4.1 Provide details about the function(s) your company performs for Circulation Tools, L.L.C.

4.2 Provide details of the various functional offices, shops, warehouses, etc owned or leased by your company.

4.3 Provide details of major items of equipment, which would be available for use on any proposed project.

5. Subcontractors and Consultants

5.1 List any potential subcontractors and consultants that you reasonably expect to employ in conjunction with the work you propose to provide for Circulation Tools, L.L.C. (If none, please enter NONE.)

Parts of the Work Subcontractor

(Full Description) (Full Title)

6. Health, Safety and Environment - Quality (HSE-Q) Questionnaire

Circulation Tools, L.L.C. places the highest possible priority in performance of work in a safe manner with regard for the health of their employees as well as its subcontractors' employees and the environment. Subcontractors play an important role in Circulation Tools' operations and shall conduct their operations in accordance with Circulation Tools' Policies and HSE-Q requirements.

To carry out work on our behalf, Circulation Tools, will only subcontract to organizations that meet or exceed our HSE-Q standards. The following questionnaire, and follow up interview if deemed suitable, are designed to allow Circulation Tools to evaluate the policies and procedures as related to your HSE-Q objectives. Questions are based on the 12 main principles of "The Circulation Tools HSE-Q Management System. "

Provide answers in the "response" column and reference any relevant section of documentation you may want to attach to this questionnaire..

Assessment scored 0,1,2 or 3 – copies are available on request.

HSE-Q-MS Item	Question	Response
1. Accountability & Commitment		
1. Commitment	How does your senior management demonstrate commitment to HSE-Q?	

2. Leadership	a. How do your managers demonstrate visible HSE-Q leadership in everyday work?	
	b. How do your managers encourage the involvement of employees and empower them to develop solutions to HSE-Q issues at their site of work? Please give examples.	
2. Orientation & Direction		
1. Orientation	a. Does your company orientate all employees upon new hire or new assignment to inform them on any hazards or situations that may prevent your company from meeting its HSE-Q objectives?	
	b. Are they orientated on your companies policies and procedures?	
	c. Who is the person in your organization responsible for orientations being carried out at the premises and on the site where the employees are working? Provide name, title and experience	
2. Direction	a. How does management identify and set HSE-Q performance targets for his staff?	
	b. What programs are in place to assess the HSE-Q performance of your staff?	
3. Policies and Procedures		

1. Policies	a. Does your company have written policies?	
	b. If so, how are these policies communicated to your employees?	
	c. Who in your organization is responsible for carrying out these policies and procedures at the premises and on the site where the employees are working? Provide name, title and experience	
2. Procedures	a. Does your company have written procedures?	
	b. If so, are manuals distributed to your employees?	
4. Training and Development		
1. Organizational Responsibilities	a. Have you defined the HSE-Q responsibility at all levels in your organization?	
	b. How are your employees made aware of their individual responsibilities and HSE-Q issues relating to them?	
	c. Do all employees have defined job descriptions that are clearly communicated and signed by your employees? Please provide examples.	

2. Training	a. Do your employees receive training in every required HSE-Q area pertaining to their job practices?	
	b. How does your company ensure new employees also have knowledge of your HSE policies and practices?	
	c. How does your company ensure existing staff's HSE knowledge is up to date?	
	d. What on the job training do you provide for your employees (i.e. OSHA, EPA, etc.)? If training is provided in-house please give details of content.	
5. Communication and Planning		
1.Communication	What system is in place to disseminate information to your employees in relation to matters concerning HSE-Q?	
2. Planning	a. What system(s) are in place to plan and monitor HSE-Q objectives and tasks?	

	b. How do you identify new industry or regulatory standards that may be applicable to your activities?	
--	--	--

6. Identifying and Managing Risk

1. Identifying and Managing Risk	a. What systems are in place to identify hazards, assess the risk of those hazards and take appropriate actions to minimize risk?	
	b. How is your workforce advised on potential hazards (chemicals, electrical, driving, etc) encountered in the course of their work?	
	c. What system is in place for the identification, classification, minimization and management of waste?	
2. Prevention & Mitigation Measures	a. What system is in place to identify what Personal Protective Equipment (PPE) requirements are required for your employees to carry out their job task safely?	
	b. Do you have a system in place for Permit to Work?	

7. Emergency Response Planning

1. Emergency Response	a. Does your company have an Emergency Response Plans? If so, please provide a copy.	
	b. When was the last time they were drilled?	
8. Vendor & Supplier Management		
1. Contractor Selection, Evaluation and Qualification	a. If you use other contractors to perform any of the work, please give details?	
	b. What system is in place to evaluate and verify that these contractors are meeting your standards?	
9. Managing Change		
1. Managing Change	Please discuss how your company manages changes in company policies and procedures.	
10. Loss Analysis and Reporting		
1. Incident Reporting & Investigation	a. Who conducts accident investigations in your company and what are his or her qualifications?	

	b. How are the findings of an investigation or any relevant incident occurring elsewhere communicated to your employees?	
2. Reporting	Please explain your reporting procedures.	
11. Monitoring & Evaluating		
1. Performance Review	a. What system is used that sets performance indicators in key HSE-Q areas so that they can be targeted, measured and reported to monitor continuous HSE-Q performance improvement?	
	b. How often is HSE performance reviewed and by whom?	
2. Inspections	a. What system is in place for inspections of work performed?	
	b. How are items that are found to be sub standard dealt with from the findings of any inspections. How are corrective actions verified?	

12. Feedback & Continued Improvement

1. Reviews	Who reviews your HSE-Q Management System and how is this done?	
2. HSE-Q Recognition Programs	What HSE-Q recognition programs are in place? Please provide details.	
3. Continuous Improvement	What continuous improvement programs are in place?	

Additional Questions

Records	What HSE-Q records do you keep? Please provide a detailed list?	
---------	--	--

	<p>Does your company have any other HSE features or arrangements not described elsewhere in your response to the questionnaire?</p>	
--	---	--

Within the questionnaire, the prospective contractor is requested to provide copies of the following:

Health, Safety, Environment and Quality Policies

Drug and Alcohol Policies

Organizational Charts and Manuals

HSE-Q Manuals or Publications

Sample of Audit and Inspection checklist forms.

Please also supply information on:

Workers compensation rates as a percentage of the payroll.

Lost Time Injury (LTI) and Automobile Accident Frequency Rates for the past 3 years. Include details of definitions and how these rates are calculated. Do you include details from your subcontractors?

Details of any Health, Safety or Environmental offenses for the past 3 years.

Details of any Health, Safety or Environmental achievements for the past 3 years.

