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PREQUALIFICATION GUIDE | CLASS 4

Version 0.1 | Issued June 2020

Review Due: June 2022

For each Class 4 Contractor Prequalification, the questions below should be included in the prequalification process. The guidance provided in the right-hand column is for those who are reviewing the responses to determine whether the evidence or comment provided is sufficient.

Note that Class 4 Contractors will operate under Massey University H&S Management processes, and do not undertake physical works for Massey University (advice and specialist knowledge only), so questions relating to work-related systems are not asked.

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| **Section** | **Questions for Contractor** | **Guidance to Reviewer** |
| **Commitment & Participation** | How are your staff involved in H&S? | The contractor should make note of several ways in which their staff can be involved in H&S. This might include H&S committees, involvement at meetings, or any other participation programmes that the contractor runs. |
| **H&S Advice** | Who provides your company with H&S support and advice? (internal or external) | The contractor should identify who provides them with H&S advice. This may be a H&S advisor or manager, or an external consultant. This person should be appropriately qualified and competent in H&S management practices. |
| **Training** | Do you have a process for managing training or competency refresher requirements and ensuring that licences, registrations or certifications remain current?  If yes, please attach evidence | The contractor must show a process that determines how often training or competency refreshers are undertaken, and how all licences, registrations or certifications remain current for the duration of the work. |
| What safety or job related training do you provide your employees? | Contractor should make comment on what job-specific or safety specific training is provided to employees, and how this has been met. |
| **Legal** | Do you have current public liability insurance?  If yes, please attach evidence | It is a Massey University requirement that all contractors have current public liability insurance. The amount of this insurance should be $XX million unless this is not appropriate to the level of risk, however shall not be less than $X Million. The contractor is expected to provide evidence of this insurance, and will be required to maintain this insurance at all times. |
| Do you provide professional Services to Massey University? If yes do you have current professional indemnity insurance?  If yes, please attach evidence | It is a Massey University requirement that all contractors providing professional services have current professional indemnity insurance. The amount of this insurance should be $XX million unless this is not appropriate to the level of risk, however shall not be less than $X Million. The contractor is expected to provide evidence of this insurance, and will be required to maintain this insurance at all times. |
| **References** | Please provide the contact details of appropriate trade references, including a minimum of 1 reference external to Massey University.  1.  2.  3. | Contractor to provide the contact details of at least three professional references, which will include a minimum of 1 reference that is external to Massey University. These references will be asked to provide commentary on H&S performance and systems to verify the evidence provided in this prequalification. These references should reflect the type of work that is going to be undertaken for Massey, and be for work that has taken place in the past 2 years. |