

Tender Ready Portfolio - Framework



FINANCIAL / COMMERCIAL / STAFF
Trade/ Professional Registrations
References from previous projects
HR Statistics
Employment processes including migrant worker/visa management
Apprenticeships/employment pathways
Training and development plans/programmes/succession development/ records
Supporting local communities
Mana whenua, Maori, Pasifika support and development / programmes
Insurances
QUALITY MANAGEMENT CAPABILITY
Document and maintain a certified Quality Management System or ISO 9001
Quality Management Policy or statement
Quality Management Manual or management plan
Regular inspections / testing / checks / calibrations of materials, work and equipment & records of each
Process for non-conforming work and materials
ENVIRONMENTAL MANAGEMENT CAPABILITY
Certified Environmental Management System or ISO 14001
Sustainability related membership
Environmental Management Policy or statement
Sustainability policy and/or management plan
Environmental Management Manual or management plan
Consents and permit management
Environmental Hazard and Risk Management system
Waste minimisation and management policy / plan / system
Work methods/technology incorporating sustainability
Transport management plan – fuel, routes, maintenance, etc
Environmental management training – eg spill and sediment control
Monitoring use of energy, waste, water and materials
Collect supplier/sub contractor/materials environmental impact/certification/sustainability factors
Environmental improvement targets – eg sustainable purchasing, carbon foot print, cleaner production

HEALTH & SAFETY CAPABILITY
H&S Systems
Health and Safety Policy or statement
Health and Safety training – completion and records of
H&S responsibilities documentation (JD's?)
ACC Partnership Programme accreditation or third party H&S certification or approvals
Plant & Equipment
Compliance with legal requirements / licences – eg RUCs, COF, etc
Fitting and maintenance of safety mechanisms – eg reversing alarm, beacon, seatbelts, etc
Preventative maintenance programme
Compliance with standards/safety and checks
Training and licences – completion and recording/evidence and verification of skills and competency
Work Methods
Documented safe work practices for all Critical Risk Activities – eg energy, trenching, excavations
Hazard / Risk Management
Onsite hazard identification and management system / processes / forms
Hazardous Substances register and Safety Data Sheets
Worker Competency
H&S training and induction including records and understanding acknowledgements
Specific H&S rules
Records and evidence of registration / tickets required and held by staff
Regular Toolbox meetings including H&S
Contractor Management
Assessment of contractor & supplier H&S capability
Accident / Incident Management
Accident/incident reporting, recording and investigation system
Emergency Preparedness and Response
Emergency response procedures eg Certified First Aiders, Lone Worker processes/emergency plans/drills
Personal Protective Clothing and Equipment (PPC & PPE)
Assessment of PPC/PPE requirements for each task
Provision of PPC/PPE and staff training in use of PPC/PPE
Fitness for Work
Drug and alcohol policy including conducting testing
Health monitoring programme including fatigue management
Injury management and return to work programme