

TRANSPORTATION YOU CAN RELY ON

P50 – Contractors Policy

01.08.2021



P-50 Contractors Policy

It is the policy of the company to review and monitor the performance of all outsourced services including the use of contractors. Any new contractors will be appraised to ensure that they are able to provide the services required and that they meet all applicable requirements before being added to our approved contractors register. The appraisal process will include criteria for assessing technical competencies and capabilities as well as assessing that the contractor has effective systems in place to ensure Health and Safety, Environmental and Quality aspects of their operations are managed effectively.

Contractor Appraisal

All contractors are appraised and approved prior to being added to our approved contractors list. The level of appraisal required is dependent on the services provided, importance of the service provided and an assessment of the risks. The appraisal process can include;

- Completion of Supplier Contractor Appraisal Form;
- Completion of Contractor Health & Safety / Environmental Appraisal;
- Current copies of relevant certificates, insurances and licenses being supplied and retained;
- Audit of suppliers premises or work site(s);
- Review of Risk Assessments / Method Statement and details of plant, equipment and any hazardous materials that may be used by the contractor.

Approved contractors list will detail what services have been approved, any ongoing checks that are to be completed and any renewal dates. Prior to any work commencing there may also be a 'pre-start' agreement /contract prepared covering all rules, restrictions and other terms of engagement including any reporting requirements and ongoing meetings with the contractor.

Contractor Monitoring and Review

The performance of all suppliers and outsourced services is monitored on an ongoing basis as part of our ISO compliant management systems. All contractors listed on the approved contractors register will also be subject to an annual review and ongoing checks to ensure all supplied insurances / licences are kept up to date. The performance of contractors will also be reviewed and any significant issues could lead to a contractor being suspended or removed from the approved list.



Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

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