



Approved Supplier/Contractor Form

2024-2025 Copy



INTRODUCTION

JJ Cleaning Services part of JJ Group UK LTD is a specialist cleaning company. Our services include window cleaning, pressure washing, vehicle valeting, fleet cleaning, oven & hob cleaning, upholstery & Carpet cleaning and lot's more across Birmingham UK,

Please complete all the fields in this document and return along with all supporting documentations. Please also provide the following documents with your submission:

- **Copies of Public & Employee Liability insurance certificates (with a minimum of £5,000,00 cover)**
- **Professional Indemnity (where applicable Any certifications or accreditations supporting information as relevant to your business in line with answered questions throughout this document**
- **Any certifications or accreditations you believe will support your use across the Ascot estate and its clients**
- **Please provide copies of your employee training matrix and/or supporting certificates, cards as proof of competence**
- **Fully completed, Printed, Signed, and scanned copy of this document**

Please note - Our request and your submission of this information does not confirm that your Company is now an JJ Cleaning Service supplier. It may be deemed that further detailed evaluation is necessary based on the perceived potential risk to JJ Cleaning Services, (based on the nature of the goods and/or services being provided) and/or anticipated spend. Should further evaluation be considered necessary, you will be contacted directly.

Once confirmed as an JJ Cleaning Services supplier, your company agrees to JJ Cleaning Services Terms and Conditions, including JJ Cleaning Services payment terms. In certain circumstances client specific Terms and Conditions shall apply; in these cases, you will be notified separately.

Please respond back to:

JJ Cleaning Services Supply Chain Team

E: Supplychain@JJCleaningServices.uk

P: [0121 751 8515](tel:01217518515) ext:[2050](tel:2050)

COMPANY DETAILS

Company Name:	
Trading Name:	
Full Address: (Including Postcode)	
Contact Name:	
Contact Phone Number:	
Contact E-mail Address:	
Company Registration Number: (If Applicable)	
Company VAT Registration Number: (If Applicable)	
Company Website:	
Number of Employees:	

BANK DETAILS

Bank Name:	
Account Name:	
Account Number:	
Sort Code:	

SERVICE AND COVERAGE

Summary of Services / Products able to be Supplied (Reactive, OOH, PPM, Projects, etc.)?	
Geographical Coverage (Full UK, Europe, Specific UK Counties, etc.)	

COMPANY INSURANCE

Does your company have employee' and public Liability Insurance (Minimum 5 million pounds coverage).	Yes/No
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COMPANY HEALTH & SAFETY

Who is appointed to provide H&S Advise and support to your company. Name: Position: Telephone: Email: Qualifications:
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Do you have a written Health and Safety Policy? (Provide copies)	Yes/No
Has your Company had any RIDDORS in the last 5 years, If yes please provide details?	Yes/No
Summary of Health and Safety or skills training for employees and managers undertaken within the last 2 years. Where appropriate attach certificates	Yes/No
Supply details of your accident and reporting investigation procedure. All accidents that include customers/Members of the public's property that get damaged or broken will be noted in detail for future references for other inquiries and to be provided to any third-party people that request it.	Yes/No
Supply details of your arrangement for the Health and Safety inspection of sitework. (Please attach)	Yes/No
Provide details of how your organisation undertakes post contract review of Health and Safety Management. NB: This is applicable to contractors only	Yes/No
<i>If you do not hold any of the above policies then you must agree to operate under JJ Cleaning Services policies, kindly please request copies as appropriate or visit our supplier's portal located at the bottom of your welcome email. If you are successful with your application.</i>	

LICENCES & ACCREDITATIONS

Does your company hold any/all of the following certifications, please provide valid in-date certificate relevant to your area of expertise (Kindly amend the adjacent box (Yes/No) as appropriate)? <ul style="list-style-type: none"> ▪ Waste Carriers Registration ▪ CHASS ▪ IOSH ▪ City & Guilds ▪ IPAF 	Yes/No Yes/No Yes/No Yes/No Yes/No
<u>Please list any additional licence & Accreditations that you hold.</u>	
Does the company undertake work on construction sites? If "Yes," do all workers have appropriate CSCS Safety Passports	Yes/No
Is your trade / professional organisations of which your organisation is accredited by or is a full member if so please (including the membership numbers below):	Yes/No
(Please provide the Accreditation Name & Membership No):	

QUALITY, & ENVIRONMENTAL

Please confirm that you have 'Right to Work' checks in place for all your employees in line with guidelines of the UK Home Office?	Yes/No
Do you have an Environmental Policy? (Provide copies)	Yes/No
Do you have Modern Slavery, Human Trafficking & Sustainability Policies? (Provide copies)	Yes/No
Do you have a CSR or Equal Opportunities & Diversity Policy? (Provide copies)	Yes/No

Have any Prohibitions or Improvement Notices been issued against your company?	Yes/No
Have any Court proceedings been started against your Company in the last 5 years?	Yes/No
<i>If you do not hold any of the above policies then you must agree to operate under JJ Cleaning Services policies, kindly please request copies as appropriate or visit our supplier's portal located at the bottom of your welcome email. If you are successful with your application.</i>	

SUBCONTRACTOR ONLY

You agree to provide all your staff the necessary Health and Safety protective equipment to conduct works you intend to do on behalf of JJ Cleaning Services?	Yes/No
You will NEVER subcontract any orders awarded by JJ Cleaning Services to you to another company without written approval of JJ Cleaning Services?	Yes/No

DBS INFORMATION

Please confirm that all staff have the 'Right to Work' checks in place for all your employees in line with guidelines of the UK Home Office?	Yes/No
Provide a full list of all employees that will be attending site/s over the period of the contract, confirm that these employees also hold an Enhanced DBS (DISCLOSURE BARRING SERVICE). If you require to add any additional employees, please find the attached DBS Form (Please attached the original copy of their DBS certificate).	
THIS DOCUMENT IS PROVIDED AT THE END OF THE FORM BELOW	

TERMS OF SERVICE & CODE OF CONDUCT

JJ Cleaning Services Terms and Conditions documents (as appropriate to the nature of your services provided) read and understood?	Yes/No
JJ Cleaning Services Code of Conduct for Suppliers and Contractors read and understood?	Yes/No
Please find the attached links for the above documents.	
www.JJCleaningServices.uk/Contractor-Terms-of-services www.JJCleaningServices.uk/Contractor-code-of-conduct	

PAYMENT TERMS

All invoice/payments will be cleared through our finance system 45 days after we received them.
<i>Please note that invoice received outside of the 20 day invoice window will result in delays occurring. If you experience any issues, please contact our Central Finance team at: Centralfinance@JJCleaningServices.uk and our Supply Chain Team at: Supplychain@JJCleaningServices.uk.</i>

Declaration: I Confirm that the above information is correct and not Forged	
Date:	
Print Name:	
Signature:	



EMPLOYEE DBS INFORMATION FORM

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Employee DBS Information	
Full Legal Name:	
Date of Birth:	Certificate No:

Contractor Information Sheet

All contractors are required to assure themselves that they have received sufficient information /documentation to carry out the required works in a safe and efficient manner before they commence any works.

Site Induction

1. Fire/Emergency Procedures including Fire Assembly Point
2. First Aid arrangements
3. Welfare Provision (use of electricity, water and drainage)
4. Client undertakings (adjacent working/live areas)
5. Smoking is strictly forbidden within all premises including external areas. Unless prior approved.
6. Contractor's vehicles must be parked in authorised car parks bringing personnel, materials, tools and equipment, unless authorised.
7. Asbestos survey review and sign
8. Safeguarding Requirements
9. The contractor will not be allowed to use any of JJ Cleaning Services plant or equipment without prior consent from the site manager or Senior Site Officer.
10. JJ Cleaning Services will not accept responsibility for the receipt or safe custody of goods or materials delivered to site by the contractor or their supplier. The contractor must make their own security arrangements for this e.g., lockers or lock-up huts. Contractors are not permitted to erect their own buildings or establish a permanent site on the JJ Cleaning Services premises without written permission from JJ Cleaning Service's representation.
11. All contractors' debris and waste materials must be collected by the contractor and cleared daily from the working area or on completion of the work. The contractor without prior permission must not use waste skips provided by JJ Cleaning Services. No debris is to be burnt on site.

Information Documentation

1. Pre-construction Information Pack (where required)
2. F10 notification (if required)
3. Refurbishment/demolition asbestos report (where required)
4. Clearance certificates (asbestos, sharps etc.) (where required)
5. Drawings (building and services) where required
6. Drawings and specification (where required)
7. Designer's risk assessment/hazard management (if required)
8. Surveys (ground investigation etc.) (where required)

Identifying Hazards

Contractors/Suppliers must ensure they have identified and risk assessed any hazards before commencement of works. This will include:

1. Any specific local site hazards
2. Safe access and egress from site
3. Electrical Safety
4. Manual and Mechanical handling
5. Buried and overhead services
6. Fire Protection
7. Occupational health risk e.g., noise

8. Safe storage e.g., chemical requirements
9. Personal Protective Equipment requirements
10. Access to Welfare amenities

Health and Safety Management Arrangement

1. Construction Phase Health and Safety Plan is in place (if required)
2. Risk Assessments for proposed works are in place
3. Written safe systems of work are in place for proposed works
4. Public liability and Employee Insurance is in place

NOTE: If, during any period during the contract, the Contractor identifies any additional risk or health and safety issue, all works must be terminated immediately and reported to the Site Safety Team. The work must not continue until both parties have agreed it is safe to do so.

Site Safety Team

Telephone: [0121 751 8515](tel:01217518515)

Email: Site.Safety@JJCleaningServices.uk

Signed by Nominated Contractor	
Date:	
Full Name:	
Position:	
Signature:	

Signed on behalf of JJ Cleaning Services	
Date:	
Full Name:	
Position:	
Signature:	



Contractor Information Questionnaire

Contractor's information details of visit

Company Name:	
Telephone Number:	
Mobile Number:	

Questionnaire (if yes, copies of Risk Assessments are required before work commences)

1. Working at heights	Yes/No
2. Working in confined spaces	Yes/No
3. Working with substances which may be hazardous to health	Yes/No
4. Working with power tools	Yes/No
5. Interrupting or disturbing a service	Yes/No
6. Carrying out "Hot Work" (Permit to work E required)	Yes/No
7. Working with flammable or explosive agents (Permit to work E required)	Yes/No
8. Carrying out excavation or ground works	Yes/No
9. Carrying out demolition or work on the structural fabric of a building	Yes/No
10. Creating loud noises	Yes/No
11. Other work which may create a hazard Trip hazards. From hoses and cables	Yes/No

Date:	
Print Name:	
Signature:	

Hot Work Permit

PERMIT TO UNDERTAKE HOT WORK No:			
Contracting Company Name:			
Valid Date:			
Location of Works:			
Scope of Work:			
Date:		Start Time:	
		Finish Time	
At all times, the contractor is responsible for ensuring compliance by all there employees of Hot Work Fire Safety Precautions.			

BEFORE WORK STARTS	Yes	No	N/A
Operator(s) level of competence / specialist skills certification checked			
The above location has been thoroughly inspected and safety precautions carried out			
Where applicable automatic fire alarm and detection systems / zones have been isolated			
All solid combustible materials / surfaces removed or protected against sparks (including dust, debris)			
All combustible liquids or gases removed or where cannot be moved made safe (including fumes etc.			
All wall and floor openings covered			
Services in area identified and protected (gas, water, electric, telephone, cabling)			
Personnel Protective Equipment to be used (detail attached)			
A competent person is on standby with the correct type and serviceable fire extinguisher / hose reel while the operation is in progress			
Is the work taking place in a confined area/space? (State additional precautions taken)			
All operatives have familiarised themselves with the means of escape from the working area and the building and are fully competent in the use and operations of the equipment?			
Prohibited activities identified in the area and communicated to the appropriate individuals			
Fire watch during operation and for 60 minutes following completion of operations			
AFTER COMPLETION OF HOT WORK AND FIRE WATCH			
I declare that I have thoroughly inspected all work areas and all adjacent areas to which heat, and sparks might have spread on initial completion of hot work operations, and 1 hour after, no smoldering fires were discovered. Where applicable I have ensured that all fire alarm and detection systems/zones have been re-instated. Further precautions required are:			

Date:			
Print Name:			
Signature of contractor/ person responsible:			