

## Contractor Prequalification Management

### A pan-industry process

# PREQUALIFICATION REPORT

## NEC NEW ZEALAND LIMITED

Valid From 11 Sep 2020 to 11 Sep 2022

Category 3

Number of Employees 98

Primary Work Type Communication Solutions and Services

#### **Disclaimer**

*This report has been prepared by PREQUAL for the Contractor using our professional judgment based on information provided by the Contractor. PREQUAL have accepted comments and reviewed source documentation as provided by the Contractor but have not attempted to verify the accuracy of such information. PREQUAL does not accept any responsibility for the accuracy or completeness of the information supplied, or how the information is used by either the Contractor or any other organisation or individual accessing this report.*

*This report provides a view as to the likely state of defined aspects of the Contractors health and safety management systems and their application. This is done in the context of a prequalification process not an in depth audit or review.*

Application ID 12009

Contractor ID 5501

# SCORING AND INSURANCES

## OVERALL SCORE

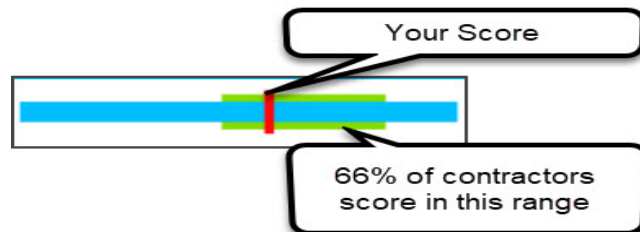


90%

### Section Scores

Management, Supervision and Business Continuity		100%
Contractors and Sub-Contractors		67%
Health and Safety		95%
Health & Safety Management and Commitment		99%
Safe Work Procedures and Practices		88%
Hazard Management		93%
Incident Reporting and Investigation		94%
Audit and Inspection		100%
Involving Employees		100%
Training		100%
Plant, Equipment and Vehicles		88%

### Scoring Key Example



## Insurances

Insurance Type	Cover Amount	Expiry Date
Motor Vehicle	10,000,000	01/08/2021
General Public & Product Liability	20,000,000	01/10/2021
Professional Indemnity	20,000,000	01/10/2021

## Work Activities carried out by the Contractor

Cleaning (Commercial/Industrial)	Subcontractor Used
Communication Solutions and Services	Subcontractor Used
Consultancy/Training/Auditing	
Installation & Maintenance of Audio Visual Systems	
IT Services	

# SECTION COMMENTS

## Insurance and Referees

### Insurance

The organisation has current insurances in place, the amounts and types of insurances held are displayed in the table at the beginning of this report.

### Referees

Referees have not been contacted by PREQUAL but may be contacted by representatives of Clients you have asked to prequalify for, or have allowed your information to be made available to.

## Health and Safety

### Health & Safety Management and Commitment

An standard health and safety policy is in place.

The evidence indicates that clear health and safety responsibilities are identified and allocated to all management levels.

An external resource provides health and safety advice to the organisation.

The evidence provided indicates that H&S is a consistent agenda item at the organisations senior management/business meetings.

The evidence provided indicates the presence of a process to formally and regularly monitor health and safety performance, appropriate to the organisation relative to its size and area/s of activity.

### Safe Work Procedures and Practices

The evidence suggests there are very well written work instructions, procedures, and/or specific safety instructions in place for the organisation.

The evidence provided suggests that reviews of work instructions, procedures, and/or specific safety instructions are carried out sporadically.

### Hazard Management

The evidence provided indicates the presence of a robust procedure for the identification, control, and review of hazards.

The job safety analysis examples provided generally demonstrates the methodology required to produce good JSA's (as defined in the question help function).

The evidence provided indicates the presence of a process for the management of key potential emergency scenarios, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a robust process for the management of hazardous substances.

The evidence provided indicates the presence of a comprehensive process for carrying out health hazard monitoring.

The procedure provided indicates that appropriate personal protective equipment is provided, it is maintained, and replaced at appropriate times.

### Incident Reporting and Investigation

The evidence provided indicates the presence of a robust process for the reporting of incidents.

The evidence provided indicates the presence of a process for the investigation of incidents, appropriate to the organisation relative to its size and area/s of activity.

The incident investigation training provided is regarded as of standard quality.

### Audit and Inspection

The evidence provided indicates the presence of a robust process for carrying out workplace inspections.

The evidence provided indicates the presence of a robust process for carrying out health and safety management systems audits.

### Involving Employees

The evidence suggests that there are regular opportunities for employee involvement in health and safety.

## **Training**

The evidence provided indicates the presence of a robust process for the training of employees.

The evidence provided in the first question of this section indicates the presence of a robust process for managing refresher training.

The evidence provided indicates the presence of a comprehensive process for the induction of employees.

## **Plant, Equipment and Vehicles**

The evidence provided indicates the presence of a comprehensive process for the maintenance, testing and/or calibration of equipment.

The evidence provided indicates the presence of a comprehensive process for keeping mobile plant and motorised vehicles safe and fit for use.

## **Safety and Environmental Performance**

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not received a Prohibition, Infringement or Improvement Notice under the Health and Safety in Employment Act 1992 in the last 5 years.

The organisation has indicated that it has not been investigated by a health and safety enforcement agency regarding any accident within the last 5 years.

The organisation has indicated that it has not been prosecuted and convicted for an offence under the Resource Management Act or other environmental regulation or bylaw in the last 5 years.

## **Management, Supervision and Business Continuity**

### **Management, Supervision and Business Continuity**

An adequate description of the organisation's management and supervisory structures was provided.

The evidence provided indicates the presence of a comprehensive plan/procedure for the handling of situations that may potentially affect business activities provided.

## **Contractors and Sub-Contractors**

### **Contractors and Sub-Contractors**

The evidence provided indicates the presence of a comprehensive procedure for contractor prequalification.

The evidence provided indicates the presence of a comprehensive procedure for setting minimum health and safety performance requirements for contractors.

The evidence provided indicates regular monitoring of Contractors and Sub-Contractors H&S performance.

The evidence provided indicates the presence of a process for the health and safety induction of Contractors and Sub-Contractors, appropriate to the organisation relative to its size and area/s of activity.

The evidence provided indicates the presence of a basic process for carrying out contractor health and safety performance reviews.

There was no procedure or description of the contractor health and safety systems audit process, or completed contractor health and safety systems audits provided as evidence.

# QUESTION - SCORES & COMMENTS

## Management, Supervision and Business Continuity

### Management, Supervision and Business Continuity

Does the company have a business continuity plan/procedure for the handling of situations that may potentially affect business activities?	4	A comprehensive business continuity plan/procedure for the handling of situations that may potentially affect business activities was provided  The business continuity plan provided as evidence suggests that it is tested and/or reviewed at appropriate intervals.
--	---	--

## Contractors and Sub-Contractors

### Contractors and Sub-Contractors

Do you have a contractor/subcontractor management procedure?	4	A Contractor Management Procedure was provided as evidence as required.
Do you have a process/procedure for the selection/prequalification of contractors and/or sub contractors?	4	Two completed contractor pre-qualifications were provided as evidence as required.  The completed contractor pre-qualifications were of good quality.
Do you have a process/procedure for setting minimum health and safety requirements for your contractors?	4	Relevant evidence of minimum health and safety performance requirements for contractors was provided.  Minimum health and safety performance requirements for contractors contained the key elements expected to be covered.
Do you set health and safety key performance indicator's (KPI's) for your contractors and/or subcontractors?	3	KPI's for two actual contractors were provided as evidence as required.  The KPI's provided met some of the key criteria as defined in the question help function.
Do you induct your contractors and sub/contractors into your health and safety programme?	3	Two recently completed Contractor and/or Sub-contractor inductions were provided as evidence as required.  A copy of the health and safety induction content was provided.  The health and safety induction content was regarded as of standard quality.
Do you have a process/procedure to inspect/monitor your contractors and/or subcontractors health and safety activity on the job?  This will typically take the form of physical works inspection, behavioural observation, or assessment against a job safety analysis.	2	Two examples were submitted as evidence as required.  The examples provided were of average quality.
Do you have a procedure or process for conducting regular audits of your contractors H&S systems or plans (e.g. site or service specific safety plan (SSSP)?	0	No completed contractor health and safety systems audit was provided as evidence.

## Health and Safety

### Health & Safety Management and Commitment

Do you have a health and safety policy?	3	A standard health and safety policy is in place and covers most areas expected for the nature of the organisation.
Are health and safety accountabilities/responsibilities allocated to management roles within your organisation?	4	Good descriptions of health and safety responsibilities for specific management roles have been provided.  Health and safety responsibilities appear to be primarily defined in management position descriptions.
Who is the most senior person in your organisation with overall responsibility for health and safety management and what is their role ? (free text or attach description)	4	The response indicates the CEO is the most senior person in the organisation with direct responsibility for health and safety management.

Who provides your company with health and safety advice and support e.g. internal Health and Safety Advisor/Manager or external consultant? (free text).  Include the following in your answer:  1. The name of the individual (internal or external) or external organisation. 2. The health and safety qualifications of the individual (internal or external) or of key people within the external organisation. 3. The level of health and safety experience of the individual (internal or external) or of key people within the external organisation. 4. What you use them for and how often (or what amount of their time is directed to this if internal).	4	An internal employee provides health and safety advice and systems support.  An external provider supplies health and safety advice and systems support.
Is health and safety a fixed agenda item at your management/operations meetings?	4	Two sets of minutes were provided as required.  Senior management/business meetings appear to deal with H&S matters in a generally proactive manner.
Do you set health and safety key performance indicators (KPI's) for your organisation and is performance monitored by management?	4	A procedure and/or description of the process for management to formally and regularly monitor health and safety performance were provided.  Adequate evidence of the procedure/process being applied in practice was submitted.  A mix of proactive and reactive KPI's is used to monitor health and safety performance.

### Safe Work Procedures and Practices

Do you produce written work instructions, and/or standard operating procedures, and/or specific safety instructions for the work you do?	4	Two examples of written work instructions, procedures, and/or specific safety instructions were provided as required.  Work instructions etc. appear to provide specific instruction on the nature of hazards/risks faced when carrying out work e.g. operating plant and equipment, and what activities are required to control them.
Do you have a process/procedure to periodically review the work instructions, standard operating procedures, or specific safety instructions referred to in the last question?	3	There was no procedure for reviewing work instructions, procedures, or specific safety instructions provided.  The evidence provided suggests that reviews of work instructions, procedures, and/or specific safety instructions are carried out regularly.

### Hazard Management

Do you have a procedure or process for identifying, controlling, monitoring, and reviewing hazards that you deal with?	4	A procedure for identifying, controlling, and reviewing hazards was provided.  Adequate evidence of the procedure applied in practice was submitted.  A hazard register was provided.
Do you complete Job Safety Analyses (JSA - also referred to as Task Analysis) for work you do?	4	Only two completed job safety analyses were provided as evidence.  The examples provided were of good quality.
Do you have documented procedures for general emergencies e.g. fire, medical, earthquake?	3	A documented procedure/process for the management of key potential emergency scenarios was provided.
Do you have documented procedures for emergencies related to the work activities you undertake e.g. confined space entry and work at heights rescue, chemical spill, working alone etc?	3	It appears that specific work activity related emergency scenarios are covered e.g. height rescue, hazardous substance spill.
Do you have a procedure/process for managing hazardous substances?	4	A procedure for the management of hazardous substances was provided.  Two SDS were provided as evidence as required  The SDS appear current and of appropriate quality  Hazardous substances inventory provided
Do you have procedure/process for carrying out health monitoring of personnel exposed to workplace health hazards?	4	A procedure/s for carrying out health hazard monitoring was provided.
Do you have a procedure/process for providing and maintaining personal protective equipment (PPE) to your staff?	4	A procedure for providing, maintaining and replacing personal protective equipment was provided.

## Incident Reporting and Investigation

Do you have an incident reporting procedure?	4	A procedure for incident reporting was provided.  An incident register was provided.  Two completed incident reports were provided as evidence as required.
Do you have an incident investigation procedure? (this may be part of the incident reporting procedure - if it is please attach it here again).	4	A procedure/process description for incident reporting and investigation was provided.  Two incident investigation reports were provided as evidence as required.
Do you have trained incident investigators?	3	Incident investigator training records were provided.

## Audit and Inspection

Do you conduct regular health and safety inspections of your work areas?	4	Two completed workplace inspections were provided as evidence.  The completed inspections provided were of good quality.
Do you have a procedure/process for conducting regular audits of your own health and safety system?	4	A procedure for conducting regular audits of the health and safety management system was provided.  A completed health and safety management systems audit was provided as evidence.  The completed health and safety management systems audit provided was of good quality.

## Involving Employees

Do your employees have an opportunity to be involved in health and safety?	4	A description of the process for providing employees the opportunity for involvement in health and safety was provided.  Opportunities for involvement in health and safety are provided via programmed health and safety meetings.  Opportunities for involvement in health and safety are provided via programmed team meetings.  Sufficient evidence or examples of employee involvement in health and safety was provided.
--	---	--

## Training

Do you have a procedure/process that ensures the provision of any required training for employees?  This may include:  <ol style="list-style-type: none"> <li>1. On job training</li> <li>2. Trade certification, e.g. electrical, plumbing, carpentry, mechanics, boilers, rigging, welding, etc</li> <li>3. Licenses e.g. forklift, crane, scaffolding, powder actuated hand tools, heavy transport, asbestos etc</li> <li>4. Specialist training e.g. confined space entry, work at heights, permit receiving, isolations, excavation etc.</li> </ol>	4	A comprehensive description of the range of training carried out for employees was provided.  A training matrix was provided.  An on job training and competency assessment process appears to be in place.
Do you have a procedure/process to manage training and/or competency refresher requirements and ensure any licenses or certifications remain current e.g. forklift licenses, electrical registration, scaffolding, Approved Handlers, asbestos, etc.	4	A procedure or description of the process for managing refresher training was provided.
Do you have an employee health and safety induction programme?	4	A copy of the induction content was provided.  The induction content was regarded as of good quality.  Two recently completed inductions were provided as evidence as required.

## Plant, Equipment and Vehicles

Do you have a procedure for the maintenance, testing and/or calibration of equipment you use while working for your clients? This would include items such as lifting equipment (slings, straps, lifting devices), safety equipment (travel restraint/fall arrest systems, respirators, SCBA, rescue tripods), test equipment (electrical meters, gas detectors), or similar?	3	A procedure for the maintenance, testing and/or calibration of equipment was provided.  Equipment registers showing schedules and status of maintenance, testing and/or calibration were provided.
Do you have a procedure or process to keep your mobile plant (e.g. forklifts, scissor lifts etc) and motorised vehicles (e.g. cars, utes, vans etc) safe and fit for use?	4	A procedure for keeping mobile plant and motorised vehicles safe and fit for use was provided.  Mobile plant and vehicle registers showing schedules and status of maintenance and/or certification were provided.

## Safety and Environmental Performance

<p>Has your organisation or staff been prosecuted and convicted for an offence under the Health and Safety in Employment Act 1992 or the Health and Safety at Work (HSAW) Act 2015 in the last 5 years? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Health and Safety in Employment Act 1992, within the last 5 years.</p>
<p>Have you been investigated by a health and safety enforcement agency (WorkSafe, MBIE, MNZ, or CAA) regarding any accident within the last 5 years?</p>		<p>The Contractor has indicated they have had no dealings with any enforcement authorities regarding any accidents within the last 5 years.</p>
<p>Has your organisation or staff ever been prosecuted and convicted for an offence, received infringement notices, or been investigated by an enforcement agency under the Resource Management Act or other environmental regulation or bylaw in the last 5 years? This includes current and previous staff.</p> <p>We will be undertaking a court base search of your company.</p>		<p>A Courtbase search has found no record of prosecution against the Organisation or their current or previous employees, for any offence under the Resource Management Act within the last 5 years.</p>

# ABOUT PREQUAL

Prequalification assesses the health and safety systems, and other management processes used by a Contractor, to provide the Client with an indication of their ability to perform work that is aligned with good practice and the Client's own aspirations.

Impac PREQUAL combines the experience and track record of Impac with freshly-developed business processes that provide a fast, efficient and cost effective contractor prequalification service for Clients and Contractors', benchmarked against both international best practice and local experience (our model has been developed with reference to a range of contractor prequalification processes in BHP, Rio Tinto, Construction Line, CHAS, and the Federal Safety Commissioner, as well as the experience of local Client organisations such as Carter Holt Harvey, Fonterra and Air NZ).

The PREQUAL process is a truly Client-led approach, with Clients, not Contractors, setting the standards to be met. A Governance Group made up of senior health and safety and procurement specialists from amongst the foundation clients ratify prequalification standards, key decisions, and ensure that Client expectations are the driving consideration.

The result is a process that has benefits for both Clients and Contractors. These include significant cost and time savings, meaningful feedback, and a focus on continual improvement, all of which result in increased confidence in the Contractor Prequalification outcome.

Contractors are required to typically complete the prequalification process two yearly and this will meet the requirements of a significant and ever increasing number of Client organisations.

# PREQUAL CERTIFICATE



**THIS IS TO CERTIFY THAT**  
**NEC NEW ZEALAND LIMITED**

**Has been assessed for contractor pre-qualification**  
**valid from 11 Sep 2020 - 11 Sep 2022**



**Communication**  
**Solutions and Services**  
**Category 3**