



Induction

Name.....

Date.....

Position.....

This form is for all new starters with A&B Group Ltd and sets out requirements for working on our sites. It includes personal information and needs to be completed in English, in Block Capitals. If you have any problems completing the form, please call the Office at the earliest opportunity. All sections of the form need to be completed before you start on site, do not leave any section blank. The form must also be signed where required.

Please tick off each item when the activity has been completed or when you have the required information. When completed, both Subcontractor and Manager must sign this form, retain a copy and pass to A&B Head Office

Subcontractor Requirements

Tick

CSCS details – if applicable (copy required)	
Insurance details – if applicable (copy required)	

Operations

Tick

Clarification of Job description & immediate work programme	
Job duties and performance standards	
Introduction to A&B Management structure	
Equipment and materials, PPE	
Hold points or mutual Contractual Programme Obligations	

Health and Safety

Tick

Introduction to A&B Group Ltd Policies and Procedures	
Introduction to First Aiders	
Fire Drill Procedures	
Read and sign A&B Group Health & Safety Booklet – please return signed last page	
Do you have any disabilities that may affect your capabilities to work (please list)	

Tick

Subcontract Companies Specific Requirements

We request that you respond to the A&B Office Commercial Department that you have undertaken 'right to work' checks for all your staff and that you will ensure those who work on A&B sites have a right to work there. You must also continue to check the right to work of any new employees	
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Signed:

.....Manager, A&B Group Ltd

.....Subcontractor



SUB-CONTRACTORS AGREEMENT

This agreement covers all work undertaken for A&B Group Limited and shall be conducted under the following conditions: -

- a) Sub-contractors must be eligible to work in the UK and be registered with the Inland Revenue.
- b) Sub-contractors must provide his own insurance and will be requested to produce proof of insurance.
- c) Sub-contractors are responsible for their own taxation, transport, expenses and holiday pay.
- d) Sub-contractors will comply with A&B Group Ltd Health & Safety policy which is available for inspection on request.
- e) A written quotation for work must be submitted to A&B Group Limited for acceptance. Full payment will only be made on completed works. Part payment may be made at the Contracts Managers discretion. Any agreed areas left unfinished will not be paid for. All work areas must be kept clean. Any cleaning required i.e. floors, fittings etc. must be completed at the sub contractors cost before claiming the works as complete.
- f) Work must be approved by the clients Quality Control Manager.
- g) Payment will be made upon receipt of an invoice from the sub-contractor. Interim payments may be made on application. Please send to applications@aandbgroup.net These must be received by last thing Sunday to go on the payment run of that week.
- h) A&B Group Limited will not object to the sub-contractor undertaking work for any other person/Company.
- i) All defects will be corrected at the expense of the sub-contractor. A 3% retention will apply to payments.
- j) The Sub-contractor may employ an agent of his own choosing to carry out the works without prior notice to A&B Group Limited, however, the quality of the works undertaken remain the responsibility of the sub-contractor.
- k) The sub-contractor is free to use his own initiative as how best to complete the services and has the flexibility to arrange how and when the services are to be carried out, always provided that this does not unreasonably interfere with or delay other works being carried out by or on behalf of the Contractor or with any site restrictions in place on a particular assignment.
- l) A&B Group Limited is not obliged to offer work on any assignment to the sub-contractor, neither is the sub-contractor obliged to accept any work offered. The sub-contractor is not obliged to make his services available at any time. Specifically, both parties agree that they do not intend to create or imply any mutuality of obligation at any time, either during or in between any individual engagement.
- m) The sub-contractor will be responsible for providing his own equipment and transport and will not be paid any travel or travel time. A&B Group Limited, for reasons of economies of scale, to avoid programme delays, quality assurances etc. will provide all materials.
- n) This agreement includes for the subcontractor to provide all main items of equipment (excluding specialist plant) necessary to carry out the work.
- o) The subcontractor will be responsible for all plant supplied by A&B Group Limited, any lost or damaged plant will be charged.

I agree to conform to the sub-contract agreement and fully understand my responsibilities as a Sub-contractor to A&B Group Ltd.

Signed: Printed:

Date:

PERSONAL or COMPANY INFORMATION

All forms must be completed and signed before any payments can be made.

If you are a Limited Company, we require your Company Registration Number and we need an Invoice from your company weekly, for any monies paid.
All payments are booked through Contracts Manager.

Personal Information:

First Name(s) _____ Surname _____

Address _____

_____ Post Code _____

Over 18 Years Old: Yes/No Date of Birth: _____

Mobile Telephone Number: _____

Email Address: _____

Emergency Contact Name and Number: _____

Passport No/Right to Work Code for checking: _____

Government Website Link for this purpose: www.gov.uk/view-right-to-work

Company Information:

Company Name _____

Address _____

_____ Post Code _____

Company Registration Number: _____

ADDITIONAL REQUIREMENTS

- Provide a copy of your public liability insurance.
- Provide a copy of your valid, current CSCS card
- Provide a copy of your SSSTS, SMSTS, Trade NVQ, PASMA / IPAF, First Aid, Asbestos Awareness certificate (if applicable)
- Sign to confirm understanding and compliance of A&B Group Limited Policies & Procedures including risk assessments & method statements.
- PPE & White Overalls required at all times on site

Signed: _____

Sub-Contractor Payment Process

In line with Government guidelines and A&B Group Limited Policies & Procedures all subcontractors are required to: -

PAYMENTS

- Complete the below Payment Information section, to enable payments to be made, including updating any information as and when necessary.
- All requests for payments must be requested by emailing your invoice to applications@aandbgroup.net
- Only Invoices received by Sunday night will be processed for payment that week & in your bank on the Friday.
- Invoices should state the date, your name & address & should quote the site you have worked at & the description of works & value you are claiming. (Example attached)
- All invoices must have a corresponding quotation, dated at the start of the week (as per government guidelines)
- All Quotes/Sums agreed will receive a remittance advice confirming payment, within 7 days.
- All alterations to applications will be emailed within 2 days of receipt of application.
- All sub-contractors will receive a statement of tax deductions every month.
- Retention will be taken at 3% (up to a maximum of £500) and can be released, on satisfaction and on application, every 3 months.

Any invoice received without this information will be rejected for payment.

Payment Information:

Name of Bank or Building Society: _____

Sort Code: _____ Account No: _____

Account in Name of: _____

Unique Tax Reference No (UTR): _____

CSCS Card No: _____ Copy Received: _____

National Insurance No: _____

If a Limited Company, please include these details below and add Company Registration Number

Company Name: _____ Registration Number: _____

Signed: _____



HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have received my copy of the 'Health and Safety Handbook' and have been given an orientation as to its contents.

I have read and will abide by all the rules and regulations in the Handbook, together with any additional safety rules and regulations relating to my work.

If I have any questions relating to the information, I will discuss these with A&B Group management, e.g. Supervisor, Contracts Manager.

Signed: Dated:

Position:

This is to acknowledge that I have delivered the 'Health and Safety Handbook' to the person who has signed the above receipt and that I have given an orientation as to the contents of the Handbook to that person.

Signed: Dated:

Job Title: (for A&B Group Ltd)

PRINT NAME OF PERSON SIGNING AND/OR COMPANY NAME:

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