

STP71A: Subcontractor Interview & Minutes

Issue Date: 04.11.2019 Rev 017



Draft / For Review

Contract Name: _____

Contract No: _____

Site Address: _____

Main Contractor: _____

1 Pre-Let Meeting with Subcontractor

Subcontractor: _____

Date of Meeting: _____

Introduction and Purpose of the Meeting (please read to the attendees):

To discuss and agree with the Subcontractor **their tender in general**, the sequencing of the works, technical aspects, subcontract conditions and quality, health, safety and environmental requirements **prior to selecting as the preferred Subcontractor**. The matters agreed to at this **pre-let** meeting, as recorded in these minutes, **are not binding on the parties unless and until the issue by Stepnell of a subcontract agreement**. Once a subcontract agreement is issued by Stepnell, the matters set out in these minutes shall be incorporated as terms and conditions of the subcontract, as appropriate.

The person(s) representing the Subcontractor shall be empowered to make commercial and contractual decisions on behalf of the Subcontractor as these minutes shall form part of the list of numbered documents of the Subcontract should the Subcontract be concluded.

1.1 Present

Name:	Position:	Company:

2 The Subcontract and Scope of Works

2.1

Form of Subcontract: [Click here to select from list](#)

If "Other" please specify: _____

Amendments:

All above to be read in accordance with the requirements of the main contract.

Executed: [Click here to select from list](#)

2.2 Subcontractor's Understanding of the Works

Describe your scope of works and method/systems of building. (The scope of works described here are only to demonstrate the Subcontractor's understanding of the work package and project and do not supersede those of the Subcontract Agreement):

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3 Programme Requirements

3.1

The Subcontractor shall carry out the Subcontract works in accordance with Stepnell requirements including for all necessary visits, return visits, and conform with all reasonable requests and directives given by the Main Contractor. Any matters, which may affect or are likely to affect the progress of the site must be notified in writing to the Project/Site Manager as soon as they become apparent in order that appropriate remedial action may be taken. The provision is to apply both prior to commencement of work on site and during the execution of the Subcontract Works as set out below.

The anticipated date for commencement of the Subcontract Works on site will be between _____ and _____

3.2 Number of weeks required for Subcontract Works off site and prior to commencement on site:

Preparation of drawings:	_____ week(s)	Fabrication:	_____ week(s)
Approval of drawings:	_____ week(s)	Total consecutive period for off-site works:	_____ week(s)
Procurement of materials:	_____ week(s)	Production of samples/mock ups:	_____ week(s)

3.3 The number of weeks required for carrying out the Subcontract Works on site (or for each Section where applicable).

Works/Sections:	Weeks:

3.4 Sequence of Working:

--

Is a sequencing programme required?

Yes ☐ No ☐

If yes, who will produce it? _____

3.5 Key Activities

Key Activities (e.g. Power On, Water, Light etc):	Key Date (By):

3.6 Site Working Hours – All Subcontractor operatives must sign in and out on a daily basis.

Monday to Friday: From: _____ To: _____

Saturday: From: _____ To: _____

Sunday: From: _____ To: _____

Stepnell Project Working Hours.

Monday to Friday: From: _____ To: _____

Saturday: From: _____ To: _____

Sunday: From: _____ To: _____

Delivery drivers entering the site are required to sign in/out.

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3.7

Prior written permission must be given by the Project/Site Manager or his nominated representative for overtime working (outside of project working hours). Any costs incurred by Stepnell in supervising the Subcontractor will be charged to the Subcontractor if responsible, including but not limited to supervision, fuels, and the like.

3.8

The site will be closed on all Bank Holidays:

Except: _____

Plus: _____

3.9

The Subcontractor is to advise of any factory shutdown or holiday periods. If none, please state 'NONE'.

4 Additional Programme or Sequence Requirements

4.1

The Subcontractor will not have free and uninterrupted use of the site and will be obliged to liaise with both preceding and following trades. As a consequence, some piecemeal, i.e. out of sequence, working may be required.

4.2

Anticipated labour strength as deemed necessary by the Subcontractor (labour and plant returns to be completed weekly and handed to the Stepnell Project/Site Manager). These are indicative only without prejudice to the Subcontractor's obligations. The date and time of the weekly meeting is to comply with the Collaborative Planning meeting.

Minimum number of operatives required to achieve programme: _____

The Subcontractor must not remove labour from site without prior permission from the Main Contractor.

All operatives must sign in and out on a daily basis. Operatives failing to sign in to site will be deemed as having not been on site. Operatives signing in but failing to sign out will be deemed to have left immediately after signing in and payments will be reduced accordingly.

4.3

The Subcontractor agrees to attend weekly Collaborative Planning meetings and to provide requested documents at least 4 hours prior to these meetings.

4.4

The Subcontractor is to allow for 1 person to attend Health & Safety Committee meetings on site (preferably not the Supervisor).

4.5

The Subcontractor is to advise of any major plant or equipment which is on long-term delivery.

4.6

Programmes/Progress Reporting

Type:	Required By:	Frequency Thereafter (e.g. Monthly):
Detailed Programme		
Short-Term Programme		
Progress Report (for collaborative meetings)		

4.7

Rectification of Defects

The Subcontractor is aware of the Main Contract requirements for completing and clearing defects and shall ensure these requirements are met. Your attention is drawn to the period allowed for clearing defects, Health & Safety access in live building environment and any Client specific restrictions.

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4.8 Other Matters (for example but NOT limited to):

Site restrictions, specific delivery requirements, weight restrictions, times of limited work, noise restrictions, particular hazards, key environmental considerations, operative parking, technical issues that may affect programme, etc.:

5 Stepnell Contract Team

5.1 Area Office: _____ Tel No: _____

Email: _____

5.2 Project/Contracts Manager: _____ Tel No: _____

Email: _____

5.3 Quantity Surveyor: _____ Tel No: _____

Email: _____

5.4 Site Manager: _____ Tel No: _____

Email: _____

5.5 Commercial Manager: _____ Tel No: _____

Email: _____

5.6 Design Manager: _____ Tel No: _____

Email: _____

6 Subcontract Contract Team

6.1 Company Name: _____

Main Contact Name: _____

Address: _____

Tel No: _____ Mobile No: _____ Emergency Out of Hours Tel No: _____

Email: _____

6.2 Managing Director: _____ Tel No: _____

Email: _____

6.3 Manager/Supervisor (on site): _____ Tel No: _____

Email: _____

6.4 Surveyor: _____ Tel No: _____

Email: _____

6.5 Quality Manager: _____ Tel No: _____

Email: _____

6.6 Lead in Office – Manager, etc: _____ Tel No: _____

Email: _____

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6.7 Health & Safety Manager: _____ Tel No: _____
Email: _____

6.8 Environmental Manager: _____ Tel No: _____
Email: _____

6.9 Lead Designer*: _____ Tel No: _____
Email: _____

* Lead Designer is the person responsible for producing the design drawings.

7 Minutes

7.1 All correspondence to be directed to:

Stepnell: _____

Subcontractor: _____

Contractual Notices are to be served on Stepnell by Signed For or Special Delivery Post to:

Attention of: _____

Address: _____

8 Confirmation of Insurance held by Subcontractor

8.1 Are you Constructionline Registered to a minimum of Level 2 (Silver membership)? Yes ☐ No ☐

If yes, please supply your Constructionline Registration Number: _____

Note: The Constructionline Registration Number must be supplied to SSC Administration.

Proceed to clause 8.5.

If no, please complete clauses 8.2, 8.3, 8.4 and 8.5.

8.2 Public/Third Party Liability (minimum £5 million)

Copy Provided?

Certificate No:	Value:	Yes	If No, Date By:
_____	_____	<input type="checkbox"/>	_____

8.3 Employer's Liability (minimum £5 million)

Certificate No:	Value:	Yes	If No, Date By:
_____	_____	<input type="checkbox"/>	_____

8.4 Contractors All Risk (no minimum)

Certificate No:	Value:	Yes	If No, Date By:
_____	_____	<input type="checkbox"/>	_____

8.5 Professional Indemnity (minimum £5 million, the level required is normally stated in the Main Contract)

Certificate No:	Value:	Yes	If No, Date By:
_____	_____	<input type="checkbox"/>	_____

Note: Copies of all Insurance Certificates must be supplied to SSC Administration.

8.6

Where the Subcontractor sublets any design, the Subcontractor's Design Consultant/Subcontractor shall provide Professional Indemnity insurance at the same level.

8.7

Professional Indemnity cover will be maintained for 12 years from date of practical completion of main contract.

8.8

Product Liability insurance may be an acceptable alternative where the Supply Chain member is providing a designed product.

8.9 Any project specific special insurance requirements? Yes ☐ No ☐

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If yes, please provide details:

9 Design Requirements

9.1 List any additional information required by the Subcontractor to complete their design and by when:

9.2 List drawings to be provided by the Subcontractor for approval and construction:

Comment and approval period by Stepnell: _____ weeks.

Comment and approval period by Client: _____ weeks

Review Design/IRS Appendices:

Yes ☐ No ☐

9.3 The Subcontractor proposes to sublet the following works:

Note: The prior written consent of Stepnell Ltd is a condition precedent to any subletting or assignment of the Subcontract Works or any part thereof. If the subletting of any element of the works is approved, it remains the responsibility of the Subcontractor named at the front of this document to ensure that all the works are correctly supervised and carried out fully in accordance with the terms of the agreement if successful.

Item to be Sublet:	Company Details:

9.4

Drawings will be forwarded electronically to the Subcontractor via email or using a Project Document Management System in:

dwg format ☐ PDF format ☐

If hard copies are required then these will be provided but will be charged at cost + 25% + handling/postage.

10 Subcontract Value/Tender Value

10.1 Subcontract value: £ _____

Refer to the Subcontract Agreement to confirm this is a: Remeasure ☐ Subcontract Sum ☐ Schedule of Rates ☐

Other: _____

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The Subcontract Value is "net" after deduction of any tender discounts offered by the Subcontractor.

10.2 Main Contractor's Discount (%): _____ (it is recommended that all agreements are placed on a net basis).

N.B.: Discount has already been deducted from the sum indicated under 10.1 above.

10.3

Fixed Price for the duration of the works/fluctuations apply – base dates must be stated (please specify provisions that apply):

10.4 The Bills of Quantities have been prepared in accordance with the:

SMM ☐ NRM ☐ Builders Quantities ☐ N/A ☐

10.5 Main Contractor Liquidated Damages (LADs): _____

10.6

Payments will be made strictly in accordance with the dates stated in the Subcontract Payment Schedule. Detailed applications are to be made on a cumulative basis and fully described. Payment is conditional upon receipt of the Application from the Subcontractor.

10.7 Final Date for Payment shall be: _____ days after the Due Date.

10.8

Any materials which are agreed to be paid for off site will need to be marked with proof of ownership/vesting certificate. No payment will be made for materials off site unless detailed here:

10.9 Final Account

The Subcontractor shall submit to Stepnell all documents necessary for the purpose of the adjustment of the Subcontract sum in accordance with the requirements of the Subcontract conditions.

10.10

These meeting minutes will be listed as a numbered document in the Subcontract Agreement to be issued by Stepnell. This document supersedes all standard clauses and/or qualifications detailed within the Subcontract quotation. Until Stepnell issues that written contract, no contract shall come into existence between the parties. The formal Subcontract Agreement is to be executed by the Subcontractor and returned before the commencement of any work on site. No payment will be made to the Subcontractor until this has been complied with.

10.11

A CITB levy will be deducted from all payments to the Labour Only Subcontractor equal to the CITB levy paid to the Contractor in respect of the Subcontractor's employment by the Contractor (this currently stands at 2.5%).

The Subcontractor confirms that he is a registered member of the Construction Industry Training Board (CITB):

Yes ☐ No ☐ Subcontractor Registration No.: _____

10.12 Ideas for Improved Buildability/Value Engineering

The following design options/cost savings were proposed:

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11 Financial and Commercial Matters

	Yes	No	
11.1	Are the Subcontractor details recorded on the SSC database?	<input type="checkbox"/>	<input type="checkbox"/> If NO, commence approval procedure. If YES, complete 11.8, 11.9 and 11.10
11.2	Are the Subcontractor details held accurate.	<input type="checkbox"/>	<input type="checkbox"/> If not, details to be forwarded by: _____
11.3	Does the Subcontractor have a Parent Company? (if yes, provide details):	<input type="checkbox"/>	<input type="checkbox"/> _____
11.4	If yes, does Stepnell require a Parent Company Guarantee?	<input type="checkbox"/>	<input type="checkbox"/> _____
11.5	Does Stepnell require a Subcontractor performance bond?	<input type="checkbox"/>	<input type="checkbox"/> _____
11.6	Does the Client require a warranty from the Subcontractor?	<input type="checkbox"/>	<input type="checkbox"/> This includes product warranties/guarantees.
11.7	Other warranty/bond requirements?	<input type="checkbox"/>	<input type="checkbox"/> _____
11.8	Previous Performance Scores (list the three most recent):		
Project:	Region:	Subcontractor's Scores:	Stepnell's Score:

See SSC for a breakdown of scores.

11.9 Reasons for any poor scores:

11.10 Requirements to improve scores: _____

11.11 Main contract valuation dates are as per the included schedule.

11.12 Subcontractor valuation frequency: Monthly ☐ Twice Monthly ☐

11.13 Confirmation of schedule daywork rates:

Labour: £ _____/hour

Plant: £ _____/hour

Materials: £ _____/hour

All Daywork rates include allowances for:

- Supervision
- Overtime
- Transport
- Overheads
- Profit etc.

Any instructions to carry out dayworks will be given in writing. The Subcontractor is responsible for stating the instruction number on the daywork sheet appertaining to the works prior to submission to the Project/Site Manager.

The Subcontractor shall give 24 hours notification of any work ordered which, in his opinion, can only be valued on a daywork basis. Dayworks are only to be submitted to the Project/Site Manager for signature and approval on the day the work was carried out, any other signature will result in the daywork being rejected as not a true record of work expended. Failure to obtain a signature will result in the daywork being rejected.

Authorisation does not necessarily mean that payment will be made as daywork.

11.14 Daywork procedures and agreement of rates

Dayworks should only be notified in writing and submitted on a daily basis. The value of dayworks may be by other means.

11.15 Confirmation of Unique Tax Reference: Requested ☐ Received ☐

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- No payments will be made until valid insurances, Health & Safety and Environmental Policy Statements are received and verified. (The Subcontractor must also be able to demonstrate valid insurances and policy statements throughout the duration of the works.)
- No payments will be made without valid UTR and Tax Registration presented to the Main Contractor.
- All applications are to detail the Subcontractor agreement number and full contract reference.
- Applications for payment should be made to the Quantity Surveyor in accordance with the payment schedule.
- A full breakdown of plant/materials/labour is required.
- All accounts and applications need to be cumulative.
- Payments may be withheld if the Subcontractor does not fully comply with the requirements within these minutes.

11.16

It is the responsibility of the Subcontractor to ensure that Stepnell Subcontract accounts department is in possession of current UTR, Tax Registration, CIS, Insurances and VAT details. No payment will be made without this information.

12 Variations

12.1

The Subcontractor is to advise Stepnell of any work that is considered to be a variation immediately as it becomes apparent.

The cost of any variations not notified may be disallowed in the final account.

All variations shall refer to one of the following as a minimum:

- Written instructions from Stepnell Site/Project Manager.
- Architect's or Engineer's drawings.
- Architect's/Client's Agent instructions to which the variation relates.

Any variations claimed by the Subcontractor not referring to one of the items above will be disregarded.

12.2 Additional Notes/Comments:

13 Health and Safety

The Subcontractor shall comply with all current Health & Safety Regulations, Acts and approved Codes of Practice and cooperate in the implementation and management of health and safety on site.

The Subcontractor agrees to be actively involved in site tours with site management and safety consultants.

All Subcontract Site Supervisors are required to have the SSSTS qualification as a minimum (certification to be provided with the RAMS 14 days prior to commencement on site).

All Subcontractor site personnel will attend a Site Induction that will include Risk Assessment and Method Statement (RAMS) briefings.

Operatives are required to read and sign as a record of their understanding of the RAMS prior to undertaking any work on site.

The Subcontractor agrees to ALL operatives being inducted upon arrival on site and records kept in the Site Induction Register, (the timings of inductions shall be advised by site management).

Subcontractor operatives and management will attend safety seminars as appropriate. Where safety issues are raised against the Subcontractor they will also be required to attend safety seminars (including off site) to demonstrate they have dealt with the issue, and copies of any certificates shall be given to site management.

All Subcontract Site Supervisors are required to have a good command of the English Language and be able to communicate effectively with their workforce.

The Subcontractor is aware of and agrees to comply with the requirements of Stepnell documents and procedures. The Subcontractor further acknowledges that any non-compliance could result in the removal of personnel from site.

Stepnell and/or the Subcontractor is required to remove from site any person who is found to be working unsafely and/or without having attended a site safety induction or is in contravention of Stepnell Health & Safety requirements.

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Do you have sufficient cleared employees to complete this project? Yes ☐ No ☐

[illegible]

- If yes, date received:

- If yes, date received:

- 13.5** Any specific measures due to particular nature of site to be included within the RAMS:

[illegible]

- The agreed date for this meeting is:

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13.7 High Risk Trades:	Yes	No	Notes/Comments:
All Working at Height	<input type="checkbox"/>	<input type="checkbox"/>	
All Crane and Lifting Operations	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffold (Erection/Dismantling)	<input type="checkbox"/>	<input type="checkbox"/>	
Demolition	<input type="checkbox"/>	<input type="checkbox"/>	
Groundworks	<input type="checkbox"/>	<input type="checkbox"/>	
All Piling Activities	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Steelwork	<input type="checkbox"/>	<input type="checkbox"/>	
All Roofing Operations	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Removal	<input type="checkbox"/>	<input type="checkbox"/>	
Lift Installation	<input type="checkbox"/>	<input type="checkbox"/>	
High Voltage Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	

13.8

If successful, the Subcontractor agrees to attend a Pre-Start meeting with the Site Management team and supply all required information (including Risk Assessment and Method Statements etc.) prior to starting on site.

13.9

The Subcontractor agrees to ensure their operatives receive their own weekly Toolbox Talks on a relevant health and safety topic and will provide the Site Manager with a signed schedule of all attendees. The name of the person responsible for this is to be provided to the Site Management team. The Stepnell Site Manager will be invited to attend.

13.10

The Subcontractor is required to provide COSHH assessments and safety data sheets for all hazardous materials, as required under the Control of Substances Hazardous to Health Regulations (COSHH), prior to use on site. Any breaches of regulations involving dust (COSHH etc) witnessed by either Stepnell or our safety consultants will incur a £500 fine.

13.11

The Subcontractor is to provide to the Site Manager on a weekly basis a current register of all equipment used inclusive of tests as required in order to comply with:

- The Provision and Use of Work Equipment Regulations (PUWER)
- Lifting Operations and Lifting Equipment Regulations (LOLER).

13.12 The Subcontractor is to comply with all current Noise and Vibration at Work Regulations.

13.13

The Subcontractor is to provide measures to be implemented for cutting and/or dust suppression (dust extraction/cutting shed, booth, PPE (personal protective equipment) etc).

13.14

The wearing of personal protective equipment (PPE) and clothes listed below is mandatory on **ALL STEPNELL SITES AT ALL TIMES**:

- Protective footwear with toe cap and midsole protection
- Hard hat (black for Supervisors)
- Hi-viz vest or coat
- Gloves
- Shirt/top with at least a tee sleeve
- Long trousers (no shorts or cropped trousers).

Further PPE and protective clothing may be required as detailed in the site induction/rules, Risk Assessments and Method Statements or COSHH Risk Assessments for specific task operations.

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Branding on PPE or protective clothing must only be that of either the main contractor, the Subcontractor or the client. Alternative main contractor logos are not acceptable and will result in a charge for being supplied with Stepnell PPE.

In addition to the above PPE and protective clothing, the minimum required on this site will include:

13.15

All persons attending site involved in work activities that require the use of RPE must ensure that they have been 'Face Fit Tested' and provide a copy of the Fit Test Certificate on induction. Any face fit testing provided by Stepnell will be charged to the Subcontractor at £100 plus cost of mask (if provided).

The minimum requirement for particulate filtering masks for Stepnell sites/projects is FFP3/P3 and this should be reflected in Risk Assessments.

13.16

The Subcontractor is to provide Face Fit Testing certification and masks for all operatives as required. (The make and model of the masks used must match the certificate provided, this will be checked at induction).

13.17

All PPE required to complete the Subcontract Works is to be provided by the Subcontractor. All Subcontractors are to ensure operatives and Managers reporting to site have all appropriate and tested PPE. No work can commence on site unless this requirement is met. Any items of PPE provided by Stepnell will be charged to the Subcontractor – see STP71C General Trade Specific Inclusions Checklist.

THE WEARING OF PPE IS MANDATORY ON ALL STEPNEILL SITES AT ALL TIMES. Failure to wear correct PPE will result in the individual being removed from site. Any breaches of Stepnell's PPE requirements will incur a £50 fine.

13.18

Fire precautions/extinguishers, welding, burning and insurance documentation is to be provided by the Subcontractor where applicable.

13.19

Agree Permit to Work certificate requirement e.g. Hot Works, Roof Access, etc.

13.20

Prior to commencing work on site, all operatives must first report to the Site Manager to be given the Site Induction. Operatives are required to be in possession of a copy of their employer's site specific RAMS.

13.21 Site Inductions will be carried out on a daily basis commencing at: _____

Site Management reserve the right to refuse entry to anyone turning up after this time.

13.22 Asbestos

All operatives working on the fabric of the building or where there is a foreseeable risk of encountering asbestos must first consult the asbestos register and provide proof of valid Asbestos Awareness training and copies must be taken prior to commencement of work.

13.23 Subcontractor Training Competence & Certification

All Subcontractors and their operatives must provide valid certification relevant to their scope of works. All certification must be provided prior to the commencement of site activities. Only original cards will be accepted and it is preferable that original certificates are provided (for example CSCS, CPCS, First Aid at Work, PASMA, RPE Fit Test, etc).

13.24 Site Safety Inspector's visits by: [Click here to select from list](#)

13.25

Accident/Incident Reporting Procedure - all accidents and incidents should be reported to the Site Management team.

N.B.: Reporting of RIDDOR accidents is to be made by the Subcontractor with a copy of the report forwarded to the Main Contractor.

13.26 S.T.A.N. Near Miss Reporting Procedure

All near misses should be reported to the Site Management team.

Stepnell operates the S.T.A.N. initiative which encourages the reporting of near misses and unsafe acts. This is seen as a positive way of helping to identify potential issues on site and all reports will be treated objectively and fairly. Subcontractor supervisors should encourage their operatives to report near misses either by completing a Tell S.T.A.N. card or verbally to a member of Site Management.

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13.27

Any cost incurred by Stepnell resulting from actions from the HSE as a result of failings by the Subcontractor will be deducted from the Subcontractor's account.

13.28

The use of mobile phones within the working area is strictly prohibited.

13.29

Smoking and the use of tobacco related products such as E-Cigarettes and Vaporisers etc. are strictly prohibited:

Anywhere on site ☐ Anywhere on site except at a designated smoking area ☐

13.30

The Subcontractor, all their operatives and other operatives under their control, including delivery drivers, must comply with the Site Rules.

13.31

Headphones/earphones are prohibited from being used on site.

The use of radios on site must comply with the site rules and the Site Management team reserves the right to revoke permission should they cause a hazard or nuisance.

14 Environmental

14.1

The Subcontractor shall comply with all current Environmental Regulations, Acts and approved Codes of Practice and cooperate in the implementation and management of environmental issues on site.

Failure to comply with Site Environmental rules will result in the appropriate disciplinary action being taken. The Subcontractor is liable for all costs arising as a result of disciplinary action taken against their operatives.

Pollution and nuisance (by way of, but not limited to, noise, dust, light, litter, fumes, surface water, wash-outs, etc) will be managed in accordance with current Environmental Legislation/Regulations and Stepnell requirements.

The Subcontractor agrees, as far as reasonably practicable, to ensure that the highway is kept in a clean and unobstructed condition for the highway user.

All materials are to be from sustainable/renewable sources where possible.

14.2 Confirm provision of the current Subcontractor Environmental Policy Statement.
(Indicate as appropriate)

Yes ☐ No ☐

If no, date for receipt: _____

If yes, date received: _____

14.3 Site specific environmental issues (please see STP48 Contract Environmental Risk Assessment):

14.4

Subcontractors will ensure that Risk Assessment and Method Statements will contain environmental mitigation strategies where applicable.

All Subcontractors and their operatives must provide valid certification relevant to their scope of works. All certification must be provided prior to commencement of site activities. It is preferable that original certificates are provided. E.g. Spill Responder.

The Subcontractor agrees to give their operatives weekly Toolbox Talks on a relevant Environmental topic and will provide the Site Manager with a signed schedule of all attendees. The name of the person responsible for this is to be provided to the Site Management team.

14.5

SMARTWaste Site Waste Management Plan will be operated on this site. The Subcontractor commits to contribute to achieve the identified targets for this project.

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The Subcontractor agrees to minimise, segregate and recycle waste as instructed by Stepnell and agrees to implement the hierarchy of waste removal: 1). Reduce/Prevent, 2). Reuse, 3). Recycle, 4). Recover, 5.) Dispose.

14.6 Will the Subcontractor works produce a significant waste stream? Yes ☐ No ☐

If yes, all Subcontractors producing significant waste streams must provide details of their waste, anticipated and actual, to assist site monitoring and improvement of waste management on site.

All waste, inclusive of liquid waste (e.g. ground water, surface water, wash-outs, etc) will be disposed of in accordance with current Environmental Legislation/Regulations and Stepnell requirements.

Any Subcontractor removing their own waste must hold a current Waste Carrier's Licence, a copy of which must be provided to the Site Management team prior to any waste being removed from site.

All waste removal must be covered by a waste transfer note or hazardous waste consignment note. Copies must be given to the Site Management team before the waste leaves the site.

Name of Subcontractor's proposed Waste Carrier: _____

Copy of Waste Carrier's licence obtained? Yes ☐ No ☐

If not obtained, copy of Waste Carrier Licence to be provided to the Site Management Team no later than: _____

14.7
Subcontractors will inform the Site Management team immediately of any environmental near miss, accident or incident. Stepnell regard the reporting of near misses as a positive way to help identify potential issues on site and we would encourage all Subcontractors and their operatives to report any issues found on site.

14.8
Where practicable and applicable, Subcontractors will ensure preventative measures are put in place to avoid potential pollution incidents.

14.9
The Subcontractor will comply with all Stepnell environmental policies, procedures, rules and objectives.

15 Quality

15.1 The Subcontractor confirms that the Subcontract Works will comply with the specification and current standards.

15.2 Arrangements for inspection, testing, samples and approvals

The Subcontractor agrees to undertake inspection of their own works, and submit evidence of this check, prior to offering the completed/part completed element of work to the Principal Contractor for their review, inspection and sign off.

Evidence of the sign off sheets (signed by the Principal Contractor) must be submitted with applications for payment. Failure to provide may result in non-payment or a reduced payment until provided.

The Subcontractor will either:

☐ a) Provide a project specific inspection plan and records of inspection for agreement prior to works commencing on the project

Or
☐ b) Work in accordance with The Stepnell Group's arrangements for inspection planning and recording.

This must be provided by: _____

The Subcontractor shall provide any necessary samples of materials or workmanship for Principal Contractor/Client approval including any supporting British Standard/Agreement certificates.

15.3
The following samples and testing will be required to be provided by the Subcontractor for approval (include dates required for submission, approval periods required, final dates for approval of materials and samples and approval of colours of materials):

15.4
The Subcontractor will allow for all costs associated with using any project management system such as Viewpoint for Projects or

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Field View. This will include management training, hardware and software.

15.5

The Subcontractor is responsible for taking and checking of site dimensions. All measuring and testing equipment is to be in a known state of calibration and copies of the calibration certificates must be given to the site management team.

15.6

The site management team must be notified immediately if any part of the building works are found to be in error and thereby affect the subcontract works. Agreement must be reached on the remedial action to be undertaken and any cost implications incurred.

15.7

The site management team must be notified immediately if the Subcontractor damages or observes damage to the building works.

16 Materials

16.1 Current delivery period of key materials:

--

16.2 Manufacturers' holidays affecting deliveries and fabrication:

--

16.3 Equal or approved material alternatives:

--

16.4 Responsibility for materials

The Subcontractor will be fully responsible for the acceptance of all areas and surfaces to which his materials will be fixed and no responsibility whatsoever will be accepted by Stepnell for surfaces later found to be unsuitable for the Subcontract.

The Main Contractor will not be held responsible for materials until they are fully and finally fixed, tested, commissioned and accepted (in writing).

16.5 Testing and certification of materials

The Subcontractor will ensure that all materials are compliant with the construction regulations and CE marking evidence supplied.

16.6

In the event that any materials supplied by Stepnell and used by the Subcontractor exceed agreed wastage allowances, Stepnell reserve the right to recover the full value of the excess from the Subcontractor. The agreed wastage %'s are as follows:

Material:	Agreed Max Wastage (%):

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16.7 Materials Ordering (for Labour Only Subcontractors)

It is the responsibility of the Subcontractor to ensure that adequate notice is given for material requirements. Failure to notify the site management team of materials required in sufficient time will result in additional charges and any delay caused to their or subsequent works as a result of late delivery of materials shall be the responsibility of the Subcontractor.

16.8

The Subcontractor will prepare a Materials Procurement Schedule which will allow for sufficient procurement and delivery times to meet the programme of works. No claim from the Subcontractor will be entertained arising out of insufficient or late delivery of materials.

17 Information (all information through Stepnell)

17.1

The Subcontractor shall identify here a schedule of information required, necessary to undertake design, procurement, delivery, installation and completion of the Subcontract Works in accordance with the programme requirements. The schedule shall incorporate details of the information required and dates by which the information is required by the Subcontractor.

List information schedule to be provided by Stepnell to the Subcontractor (design, detailing, calculations, specifications, samples etc.) or provide date by which schedule must be agreed:

--

17.2 The Subcontractor shall be entirely responsible for obtaining such site dimensions as required for his works.

17.3

List information to be provided by the Subcontractor to Stepnell (design, detailing, calculations, specifications, samples etc) or provide date by which schedule must be agreed:

--

17.4 The Subcontractor shall provide a schedule of drawings/approvals, comments and other information.

This schedule must be provided by: _____

17.5

The Subcontractor confirms that the Subcontract Works comply with the Main Contract specifications, drawings and any other requirements and standards called for by the Main Contract. The Subcontractor shall inform Stepnell Ltd of any divergence between any of the documents.

17.6

Instructions may only be issued by the Stepnell Project/Site Manager or other persons authorised from time to time by these in writing. The Subcontractor **MUST NOT** accept or action instructions from third parties. The following forms of communications are accepted by the Subcontractor:

Email ☐ Post ☐

17.7

The Subcontractor shall provide draft/final versions of records, manuals, certificates and/or as installed drawings etc. as required within the numbered documents and at the stated times identified below. Stepnell's contractual requirement is to handover O&M Manuals on time. The Subcontractor shall be deemed to have not achieved the requirements for handover until these documents have been provided.*

No. of copies: _____ Format: _____

Draft version to be provided by: _____

Final version to be provided by: _____

* Failure to provide information could result in payments being withheld.

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17.8

The Subcontractor shall provide details of all builders work chases, holes, voids, etc. required to accommodate his work prior to Stepnell concluding design of the part of the works concerned.

17.9

During or following completion of the Subcontract Works we will rate your performance. You will receive a copy of your performance review via email, along with a link to our web portal, to allow you to rate our performance.

17.10 Field View

The Subcontractor shall use the Field View business application for site processes deemed necessary by our site management team which can include but is not limited to site progress reports, snagging reports, permits, daily inspection checklists, toolbox talks etc.

17.11 Other:

18 Schedule of Subcontract Interim Applications for Payment Dates

Month:	Valuation Date:	Application for payment to be received by:

Please refer to Subcontract List of Numbered Documents for payment schedule.

19 Any Other Business

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20 Scope and Inclusions

STP71B Subcontractor Scope of Works Document (copy included) Complete ☐

STP71C General Trade Specific Inclusion Checklist (copy included) Complete ☐

By signing below, the Subcontractor's representative is deemed to have the authority to agree to the following and hereby confirms that these minutes are a true and accurate record.

Inclusive of pages 1 to _____

Signed for and on behalf of the Subcontractor:

Name: _____ Position: _____ Date: _____

Signed for and on behalf of Stepnell Ltd:

Name: _____ Position: _____ Date: _____