

JIMGOS MAINTENANCE LTD

SUBCONTRACTOR VETTING AND COMPETENCY ASSESSMENT PROCEDURE

Constructionline Gold Compliance Document 14

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
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CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.0	1 August 2026	Initial controlled issue	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose and commitment

Only subcontractors demonstrably capable of delivering safe, legal and quality work will be appointed. Selection will not be based on price alone.

Scope

This policy applies to all directors, employees, workers, agency staff, apprentices, consultants and subcontractors working for or on behalf of Jimgos Maintenance Ltd, at offices, client premises, occupied homes, construction sites, vehicles, remote locations and work-related events.

Responsibilities

- The Managing Director provides leadership, resources and annual approval.
- The Responsible Person maintains the system, records, training and monitoring.
- Managers and supervisors plan work, brief teams, verify controls and stop unsafe or non-compliant work.
- Every worker must follow the policy, report concerns promptly and cooperate with investigations.
- Subcontractors must meet equivalent standards and provide evidence when requested.

Policy requirements

- Verify legal identity, insurance, financial/tax/CIS information and relevant accreditations.
- Check qualifications, trade registrations, experience, references and task competence.
- For gas work verify current Gas Safe business/engineer registration and appliance categories.
- For electrical work verify qualifications, experience, test competence, calibration and certification arrangements.
- Review H&S, environmental, quality, equality, modern-slavery and anti-bribery arrangements proportionate to risk.
- Control further subcontracting and conflicts of interest.

Operating procedure

1. Issue prequalification questionnaire and define scope/risk.
2. Validate documents directly with issuing bodies where practicable.
3. Score capability, capacity, competence, cooperation and organisational arrangements.
4. Approve, conditionally approve with actions, or reject through authorised review.
5. Include required clauses, RAMS approval, reporting, audit, data and termination rights.
6. Induct, monitor site performance, review defects/incidents and reassess annually or on expiry/change.

Records, monitoring and review

The Approved Subcontractor Register, assessments, evidence, expiry alerts, monitoring and corrective actions are retained for at least six years after the relationship ends.

Performance is reviewed at least annually and after any significant incident, legal change, complaint, audit finding or material change in operations. Corrective actions are allocated, tracked and closed.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026