

ELECTRIX SOLUTIONS LIMITED

SUBCONTRACTOR MANAGEMENT QUESTIONNAIRE

NAME OF SUBCONTRACTOR.....

1.	WHAT TYPE OF WORK IS TO BE CARRIED OUT	
2.	HAVE RELEVANT CERTIFICATES BEEN OBTAINED – NICEIC – ECA - HVAC	
3.	HAVE POLICIES FOR HEALTH & SAFETY, ENVIRN BEEN EXCHANGED	
4.	HAVE QUALIFICATIONS & TRAINING RECORDS OF OPERATIVES BEEN OBTAINED	
5.	HAVE THE SKILLS & QUALIFICATIONS BEEN DOCUMENTED BEFORE SITE WORKS BEGIN	
6.	FEEDBACK ON PERFORMANCE PRIOR TO OR ON SITE	
7.	IS THIS A LABOUR SUBCONTRACTOR	
8.	WHAT IS THE SELECTION PROCESS FOR THE ABOVE	
9.	OUTLINE OF MONITORING PROCESS	
10.	IS THE SUBCONTRACTOR AN HVCA MEMBER (OBTAIN COPY OF CURRENT CERTIFICATE)	
11.	IF SUBCONTRACTOR WILL BE HANDLING REFRIGERANT, HAS CONFIRMATION BEEN RECEIVED THAT MANAGEMENT PROCESSES ARE IN PLACE	
12.	DOES SUBCONTRACTOR EMPLOY SUITABLY QUALIFIED PERSONNEL FOR HANDLING REFRIGERANTS	
13.	IS THE SUBCONTRACTOR REGISTERED WITH ACRIB & REFCOM	
14.	DOES THE SUBCONTRACTOR POSSES & USE WEIGHING EQUIPMENT TO CHECK THE AMOUNT OF REFRIGERANT DELIVERED, USED, OR RECOVERED	
15.	DOES THE SUBCONTRACTOR POSSESS & USE SUITABLE REFRIGERANT RECOVERY EQUIPMENT	
16.	DOES THE SUBCONTRACTOR KEEP RECORDS OF REFRIGERANT STOCK,USE,RECOVERY & APPROVED DISPOSAL	