

## Letter to Contractors 2021

BNS Management Services is committed to the welfare of their clients and that of their contractors whilst working on sites under their custodianship. To ensure that contractors continue to uphold high levels of health and safety compliance BNS is required to obtain information in regard to suitability of insurance, and commitment to safety and safe systems of working from all contractors who carry out work at the client sites of BNS, whether on a regular basis or as part of a one-off project.

Many contractors will have received similar requests for information in the past. This process will now be conducted on an annual basis with the authorisation applicable to the 1st April in any given year.

Should contractors need any assistance with meeting any of the requirements please do get in contact with us on [compliance@bns.co.uk](mailto:compliance@bns.co.uk) as we will be happy to discuss this further and provide assistance.

### The PQQ Process.

Copies of the following documents MUST be supplied:

1. Public Liability insurance documentation
2. The completed PQQ document
3. Your signed and dated health and safety policy
4. Signed BNS Terms.

Additionally, where appropriate please supply the following documents:

1. Employers Liability insurance documentation
2. Certificate of membership to any appropriate trade bodies or associations
3. Certificate of membership to a SSIP member body (CHAS, SafeContractor, Exor Etc).
4. All requested further evidence of your safe working practice as detailed in the PQQ document.

The above documentation and PQQ must be returned to [compliance@bns.co.uk](mailto:compliance@bns.co.uk) or by post to; BNS Property Management, 18 Badminton Road, Downend, Bristol, BS16 6BQ.

Upon receipt, the information supplied will be assessed and you will either be granted "approved contractor" status or notified otherwise. Approved contractors will be required to work within the rules and spirit of the BNS Terms of Business for Contractors

Please note that organisations providing a current certificate of membership to a SSIP member body will not be required to provide any further documentary evidence of their working practice.

Yours sincerely,  
BNS Property Management Ltd