



## **Intend Supplier Application Guide**

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## The In-Tend Supplier Portal

The intend supplier portal can be accessed from the link: <https://in-tendhost.co.uk/pahousing/asp/Home>

- Once you arrive at the landing page please can you “click” **Register** to gain access to the portal and the **Approved Supplier Application** (highlighted in the red box).

The screenshot shows the PA Housing Electronic Tendering Portal landing page. At the top left is the Paragon Asra PA Housing logo. A blue navigation bar contains links for Home, Buyers Profiles, Tenders, Register, and Help. A red banner with a warning icon contains 'Important Information' about email notifications. The main content area is split into two columns. The left column, titled 'Welcome to the PA Housing Limited Electronic Tendering Portal', lists user capabilities and provides instructions on how to get started, including a note about registration. The right column, titled 'Login', features input fields for Email Address and Password, a Login button, and a link for Forgotten Details. A yellow box contains a note about login attempts. A red box highlights the Register button. Below the Register button is an 'in-community' button and an 'in-supply' banner.

- Please complete the registration to the best of your knowledge as your company details will populate into the below “Company Details” tab

The screenshot shows the 'Company Details' registration page. The URL in the browser is https://in-tendhost.co.uk/pahousing/asp/CompanyDetails. The navigation bar includes Home, Buyers Profiles, Approved Supplier Application, Tenders, Company Details (highlighted with a red box), Help, and Logout. The main content area is titled 'Company Details' and has several tabs: Details, Extra Details, Documents, Business Categories, and Contact Details. Below these are sub-tabs for Address, Company, Banking, Insurance, Other, and Accreditation. A form field for 'Company Name' is visible with the text 'PA Housing' entered.

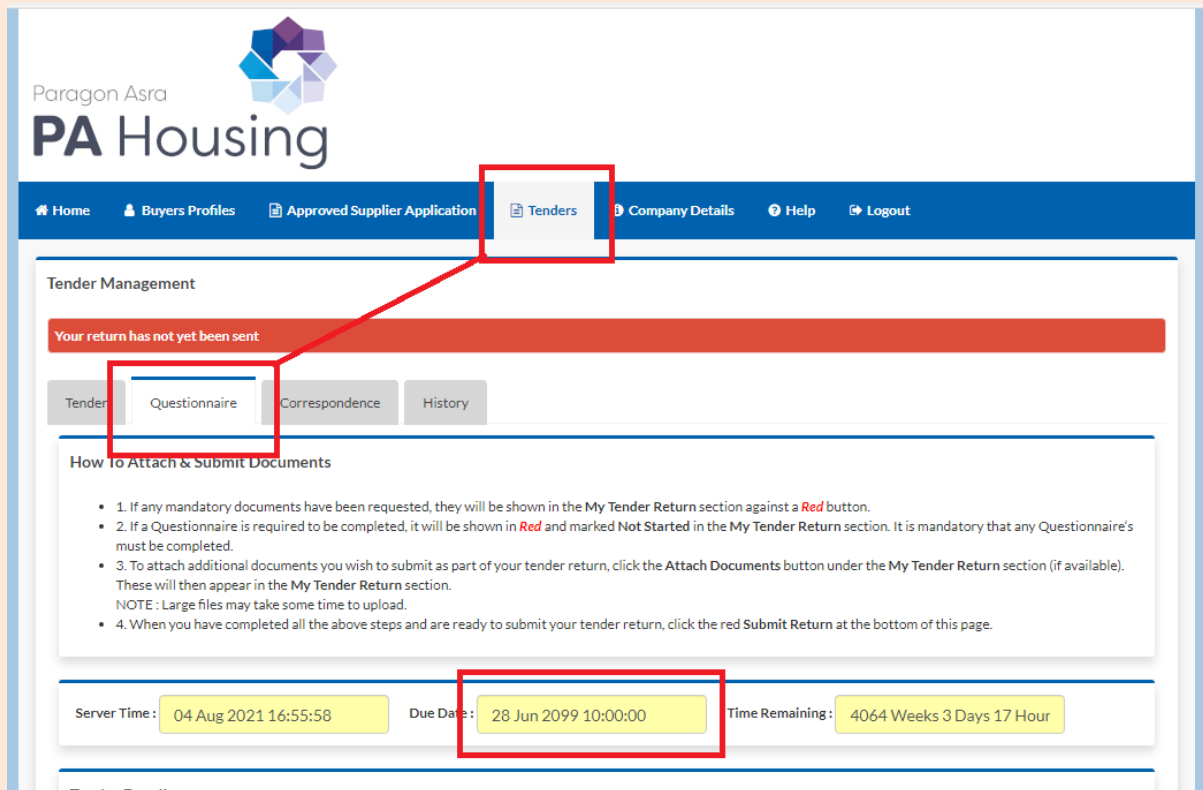
- Once registered you will be able to log in to the portal and view the “**Approved Supplier Application**” on the tab with the same name.
- Next click on the “**View Details**” tab to be able to “**Express Interest**” in completing the **Approved Supplier Application**. You can only express interest in the Approved Supplier Application if your Company Details are complete. Once you have expressed interest this will be received to the Procurement team to either accept or reject your request, to issue you the approved supplier application.

The screenshot displays the Paragon Asra PA Housing portal interface. At the top left, the logo for Paragon Asra PA Housing is visible. A navigation bar contains several tabs: Home, Buyers Profiles, Approved Supplier Application (highlighted with a red box), Tenders, Company Details, Help, and Logout. Below the navigation bar, the main content area is titled 'Approved Supplier Application'. On the left side of this area, there is a search box with a 'Search' button. The main content area features a table with the following details:

Approved Supplier Application		Date documents can be requested until: 18 Feb 2099 12:00
Title	Approved Supplier Application	
Description	<p>PA Housing has invited your business to become an approved supplier. By becoming an approved supplier will demonstrate that your business meets certain criteria and have the right policies and insurance to allow business to business interactions.</p> <p>The process will seek to capture:</p> <ul style="list-style-type: none"><li>Company details</li><li>Financials</li><li>Insurances</li><li>Health and Safety</li><li>Equality and Diversity</li><li>Licences, accreditation's and certificates</li><li>Environmental</li><li>Safeguarding</li></ul> <p>Please ensure that you have stored electronically and easy to access relevant documents surrounding the above.</p> <p>A guide has also been published that gives more detail about the process.</p>	
Is SME Friendly?	No	

A red arrow points from the 'Approved Supplier Application' tab in the navigation bar to a 'View Details' button located at the bottom right of the table, which is also highlighted with a red box.

- You will then be issued the Approved Supplier Application Questionnaire which must be completed within 5 working days; this may be accessed on the “Questionnaire” tab.
- The **Due Date** is set to run indefinitely (28/06/2099) as this is an ongoing application, **you must complete the application 5 days from the date the application is issued to you.**



## PAH Approved Supplier Questionnaire

- The Approved Supplier Application comprises of several sections of which some of these are mandatory.
- The Application must be completed within 5 working days from the issue date.
- You will be required to upload certificates, policies and supporting documents, however not all of these are mandatory if they are not relevant to the service you provide.
- You may save your progress and return at any time however you will not be able to submit your questionnaire without answering all the mandatory questions.

## Selecting the correct Lot

- From the Questionnaire tab you can select and view the Lot which has been designated to your application. You may select the lot on your own however, if you are unsure you can ask procurement to allocate you. The correct lot will be specified on your approve supplier application invitation email.
- Should you require making changing to your application this may also be possible through selecting “Modify Return”

My Tender Return - Lot 1: PAH Approved Supplier Questionnaire	Description	Options
PAH Approved Supplier Questionnaire - V12 060821 - AT	Completed	<a href="#">View Questionnaire</a>

My Tender Return - Lot 2: PAH Approved Supplier Questionnaire - Short Form (Low Value / Very Low Risk - Sub £2000 Contract Value)	Description	Options
PAH Approved Supplier Questionnaire - Short Form (Low Value / Very Low Risk - Sub £2000 Contract Value) - V1 160821 - JF	Incomplete	<a href="#">View Questionnaire</a>

My Tender Return - Lot 3: PAH Basic Payment Account	Description	Options
PAH Basic Payment Account	Incomplete	<a href="#">View Questionnaire</a>

**Return Submitted**

You have made a previous return for this tender on [REDACTED]

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

## The best way to approach the approved supplier application

This application is part of the vetting process PA Housing takes for setting suppliers up as approved suppliers. Please note that whilst we have several sections in the application not all will be relevant to the works, goods or services you are providing. Please note that many sections are supported with yes / no responses and dependent on response will require additional information or moving on to the next question.

We recommend the following approach:

- set up a folder called 'PA Housing Supplier Application'.
- Review the questionnaire and identify what policies, certificates and accreditations need to be submitted, a guide is in Appendix A.
- Review the mandatory questions (highlighted in yellow).

- Review the questionnaire and see what reference numbers you will need such as VAT, Company Registration etc.
- Complete the application.

Remember if you need support contact us on [supplierapplicationsupport@pahousing.co.uk](mailto:supplierapplicationsupport@pahousing.co.uk)

## Section Guide

All questions that are highlighted in yellow are mandatory (Please note that many of these are yes / no responses). Questions highlighted in blue identify items that need to be uploaded to your application .

### Section 1 - Company Details

Question	Section 1 - Company Details	Question Guidance and Reason
	Company Details	
1	Supplier Name	Please put your full company name
2	Previous Trading Names	Please put your last previous trading name if applicable
3 - 6	Address Line 1 - 4	Please put your full company address
7	Postcode	Please put your postcode
8	Date of Company Registration	Please put the date of your company registration
9	Company Registration Number	Please put your company registration number
10	Number of Staff	Please identify how many staff you have.
11	Organisation Classification	Please identify what size of organisation you are. PA Housing requires this to understand the types of organisations it contracts with.
12	Trading Status	Please identify your trading status. PA Housing requires this to understand the types of organisations it contracts with.
13	Other (Trading Status)	If you are not identified as a known trading status in the table, please list your trading status in this section.
14	Website	Please put your company website address in this section.
	Parent Company	
15	Do you have a Parent Company? If 'Yes' please provide details below.	In some instances, PA Housing may require a Parent Company Guarantee. If this is required PA Housing will present additional documents to support.
16	Parent Company Name	Please put your full parent company name
17 - 19	Parent Company Address Line 1 - 3	Please put your full parent company address
20	Parent Company Postcode	Please put your parent company postcode
21	Parent Company - Company Registration Number	Please put your parent company registration number
22	Parent Company - VAT Number	Please put your parent company VAT number

### Section 2 – Financials

Question	Section 2 - Financials	Question Guidance and Reason
	Financials	
23	Accounts Contact Name	Please put the contact name of the person we would engage with in your accounts team.
24	Accounts Contact Telephone Number	Please put the contact number of the person we would engage with in your accounts team.
25	Accounts Email Address where Remittances are to be sent.	Please enter a generic corporate email address where possible and not an individual(s). The reason is that when we submit a remittance and the person is on holiday it can then get held up.
26 - 28	Accounts Department Address Line 1 - 3	Please put your account departments address
29	Accounts Department Postcode	Please put your account departments postcode
	Tax	
30	Are you VAT registered? If 'Yes' please identify number below.	If you are VAT registered please mark as 'Yes'.
31	VAT Number	Please put your full VAT Number in this section. UK vat registration numbers are 9 digits in length. They are often written as follows GB 123 4567 89.
32	Do you have a Unique Taxpayer Reference? If 'Yes' please identify number below.	If you have a Unique Taxpayer Reference, please mark as 'Yes'.
33	Unique Taxpayer Reference	Please put your full Unique Taxpayer Reference in this section. Unique Taxpayer Reference numbers (or UTRs) are 10-digit codes that uniquely identify you or your business.
34	Do you have a Construction Industry Scheme registration? If 'Yes' please identify number below.	We require CIS registration for certain contractors and sub contractors. If you are registered, then please mark as yes.
35	Construction Industry Scheme Registration Reference	Please put your full Construction Industry Scheme Registration reference in this section.
36	Does the Service you provide fall within scope of IR35?	Consultants will be required to ascertain if they fall within this legislation. If you do please mark as 'Yes'.
1	If 'Yes' please provide your CSET check	Q.36a Attachment Required
	Bank Details	In most cases there will only be one bank account. Additional bank accounts are reserved for certain supply types such as Solicitors and Councils.
37	Bank	Please put the bank name in this section.
37	Account Name	Please put the account name in this section.
37	Bank Address	Please put your bank address in this section.
37	Account Number	Please put your account number in this section. Please double check your details.
37	Bank Sort Code	Please put your sort code in this section. Please double check your details.
37	Bank Account Description	This is only applicable if you are putting additional accounts. As an example, for a Council may have waste collection and Council Tax.

### Section 3 – Insurance

Question	Section 3 - Insurance	Question Guidance and Reason
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PA Housing has a duty of responsibility to ensure that all suppliers have the correct insurance cover and levels before any supplier carries out any works or delivers goods and services. PA Housing has a minimum requirement. However, a pragmatic approach will be taken where the level of cover does not meet PA's minimum requirements. In some instances, PA Housing will be satisfied with the level of cover based on risk and other times it may be a requirement to ensure the correct level of cover is sought before any transaction takes place.

38	Identify which Cover your Organisation has?	Please identify the types of insurance cover you have and complete the relevant sections for each. Please note that if you have committed to certain level within a procurement these must be met.
	Public Liability Insurance	This may not be applicable if not applicable mark as N/A.
39	What level of Public Liability Insurance Cover do you have?	Please put the level of cover you have in this section.
40	What is the value per Event?	You will find this information on your certificate or in your policy.
41	What is the value Aggregate?	You will find this information on your certificate or in your policy.
42	Who is your Insurer?	Please put who your insurer is in this section.
43	Public Liability Insurance Expiry Date?	Please put your policy expiry date in this section.
2	Please upload your Public Liability Insurance Certificate and Policy?	Q.43a Attachment Required
	Employers Liability Insurance	This may not be applicable, if not applicable mark as N/A.
44	What level of Employers Liability Insurance Cover do you have?	Please put the level of cover you have in this section.
45	What is the value per Event?	You will find this information on your certificate or in your policy.
46	What is the value Aggregate?	You will find this information on your certificate or in your policy.
47	Who is your Insurer?	Please put who your insurer is in this section.
48	Employers Liability Insurance Expiry Date?	Please put your policy expiry date in this section.
3	Please upload your Employers Liability Insurance Certificate and Policy?	Q.48a Attachment Required
	Professional Indemnity Insurance	This may not be applicable if not applicable mark as N/A.
49	What level of Professional Indemnity Insurance Cover do you have?	Please put the level of cover you have in this section.
50	What is the value per Event?	You will find this information on your certificate or in your policy.
51	What is the value Aggregate?	You will find this information on your certificate or in your policy.
52	Who is your Insurer?	Please put who your insurer is in this section.
53	Professional Indemnity Insurance Expiry Date?	Please put your policy expiry date in this section.
4	Please upload your Professional Indemnity Insurance Certificate and Policy?	Q.53a Attachment Required
	Contractors All Risk Insurance	This may not be applicable if not applicable mark as N/A.
54	What level of Contractors All Risk Insurance Cover do you have?	Please put the level of cover you have in this section.
55	What is the value per Event?	You will find this information on your certificate or in your policy.
56	What is the value Aggregate?	You will find this information on your certificate or in your policy.
57	Who is your Insurer?	Please put who your insurer is in this section.
58	Contractors All Risk Insurance Expiry Date?	Please put your policy expiry date in this section.
5	Please upload your Contractors 'All Risk' Insurance Certificate and Policy?	Q.58a Attachment Required

## Section 4 - Health and Safety

Question	Section 4 - Health and Safety	Question Guidance and Reason
The detail requested below is the minimum requirement for suppliers to complete. In some circumstances PA Housing may request an additional questionnaire to be completed based on the type of work being carried out. For contractors please complete section 4 and 5.		
59	Do you have a Health and Safety Policy?	If you have a Health and Safety policy, then please mark as 'Yes'. Please note all businesses with over 5 employees must have a H&S Policy.
6	If 'Yes' please provide a copy of your Health and Safety Policy?	Q.59a Attachment Required
7	For Organisations with less than 5 Employees that do not have a Health and Safety Policy please provide detail on how you manage Health and Safety and how you communicate this around the Organisation?	Q.59b Attachment Required
60	Date of renewal of Health and Safety Policy?	Please put your Health and Safety policy renewal date in this section in the format DD/MM/YYYY.
61	Do you understand and comply with all applicable Health and Safety Regulations related to the work you do?	Please note that you comply with Health and Safety Regulations and mark accordingly.
62	Who is the Senior Person responsible for the management of Health and Safety?	Please put the name of who is responsible for Health and Safety in this section.
63	Please identify what Training the individual named above has received or relevant Qualification.	Please identify any H&S related qualifications the Senior Person responsible for the management of Health and Safety has.
64	Does the Product or Services fall under COSHH Regulations? If 'Yes' please provide the relevant Material Safety Data Sheets.	It is vital that we understand if you supply items that fall under COSHH regulations so we can protect our staff. If you provide products, please mark 'Yes'.
8	If 'Yes' please upload your Material Safety Data Sheets.	Q.64a Attachment Required
65	Will you be working at height to deliver the Service or carry out Works?	Knowing that our suppliers have the correct level of cover to work at height is a requirement. If you work at height, then please mark as 'Yes'.
66	If 'Yes' please identify the clause(s) in your Insurance Policy that cover you to work at height.	Please identify the sub-clause in your insurance policy that covers you for working at height.
67	Will you be working with Tools that emit Hot Works to deliver the Service or carry out Works?	Knowing that our suppliers have the correct level of cover to conduct hot works is a requirement. If you work with tools that emit hot works, then please mark as 'Yes'.
68	If 'Yes' please identify what clause(s) in your Insurance Policy cover you.	Please identify the sub-clause in your insurance policy that covers you for working with tools that emit hot works.
69	Please give details of any Prohibition Notices, Improvement Notices, Health and Safety Prosecution in the last 5 years?	Please mark as appropriate.

## Section 5 - Health and Safety for Contractors

Question	Section 5 - Health and Safety for Contractors	Question Guidance and Reason
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In addition to the questions below PA Housing may request that an additional health and safety questionnaire be completed, dependent on contract size and risk.		
70	Please provide your Risk Assessment relating to the Service or Works that are being carried out?	If you are carrying out works as a contractor, please provide a risk assessment for the work(s) you are carrying out.
9	If 'Yes' please provide a copy of your Risk Assessment?	Q.70a Attachment Required
71	Please provide your Method Statement relating to the Service or Works that are being carried out?	If you are carrying out works as a contractor, please provide a method statement for the work(s) you are carrying out.
10	If 'Yes' please provide a copy of your Method Statement?	Q.71a Attachment Required
72	Do you have a competent Advisor for Health and Safety assistance?	Please identify the competent advisor you use.
73	Please indicate how your Company obtains competent Health and Safety Assistance as required by the Management of Health and Safety at Work Regulations 1999.	Please identify name, job description and company name of the person who gives Health and Safety Advice.
74	Please explain how you ensure that your Employees receive adequate information to enable them to work safely and without risk to Health. Please list Health and Safety Courses your employees attend, for example Asbestos Awareness, Work at Height, Manual Handling etc.	Please can you briefly explain your arrangements for providing training to staff on Health and Safety matters including Induction training.
75	Which of the following CDM 2015 duties apply to the Work you will be carrying out?	<p>Please indicate which one of these CDM duties applies to the work you are carrying out:</p> <ul style="list-style-type: none"> <li>• Designer</li> <li>• Principal Designer</li> <li>• Contractor</li> <li>• Principal Contractor</li> </ul> <p>These regulations apply to all construction projects of all sizes. CDM regulations may apply to maintenance contractors as well.</p>
76	Do you undertake Design Responsibility as part of your Work? If 'Yes' how do you identify and control the risks arising from your Designs?	Please write a small statement on how you identify and control risk.
77	Has your Organisation achieved compliance with an SSIP (Safety Scheme in Procurement) Forum Member in CHAS (The Contractors Health and Safety Assessment Scheme) or Safe contractor?	If 'Yes' please give details in the Certificates, Accreditations and Licences Section and upload the relevant Evidence.
78	Do you agree to work in line with PA Housings Asbestos Policy?	PA Housing has properties that will have asbestos. It is vital that we ensure that contractors work in line with our Asbestos Policy. The policy can be found in the documents section.
79	Do you agree to work in line with PA Housings Rules for Contractors Policy?	PA Housing wishes to ensure that all contractors work to a code of conduct that is respectful to our residents, communities and staff. It is vital that we ensure that contractors work in line with our Contractors Policy. The policy can be found in the documents section.

## Section 6 - Data Protection

Question	Section 6 - Data Protection	Question Guidance and Reason
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80	Do you deal with Personal Data from PA Housing as a Data Processor or Data Controller?	If you manage or use personal identifiable data such as resident names, address and contact details or staff names and contact details for the purposes of conducting business this section will be required to be completed. Please mark as 'Yes'.
81	If 'Yes' are you a Data Controller and/or a Data Processor?	<p>Please identify if you are a data controller and / or a data processor. For the purposes of this section if you are a joint controller select data controller.</p> <p>Controllers are the main decision-makers – they exercise overall control over the purposes and means of the processing of personal data.</p> <p>If two or more controllers jointly determine the purposes and means of the processing of the same personal data, they are joint controllers. However, they are not joint controllers if they are processing the same data for different purposes.</p> <p>Processors act on behalf of, and only on the instructions of, the relevant controller.</p>
82	Do you have a Data Protection Policy?	Ensuring that our data is managed correctly and safely is vital. Please identify if you have a Data Protection policy and if you have mark 'Yes'.
11	If 'Yes' please provide a copy of your Data Protection Policy?	Q.82a Attachment Required
83	If 'No' would you be prepared to adopt PA Housing's Policy?	If you have not got a Data Protection policy, please identify that you will adopt PA Housings Data Protection policy. This can be found in the documents.
84	Are you registered on the Data Protection Register with the Information Commissioners Office (ICO)? If 'Yes' please provide your Registration Number below.	Not all suppliers will be registered on the data protection register. If you are please mark as 'Yes'.
85	Data Protection Register Number	Please place your ICO data protection registration number in this section.
86	Please provide the name of the person who manages Data Protection in your Organisation?	Please provide the name and role of the person responsible for Data Protection.
87	Please identify the location of the Personal Information that you process or control for PA Housing that is stored in the cloud?	Please identify the country where you are storing data in the cloud. PA requires to understand the country the server is located in. If you are not a data processor or controller please mark as N/A.

## Section 7 - Information Security Management

Question	Section 7 – Information Security Management	Question Guidance and Reason
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This section is for supplier who have access to our data, provide software or have interaction that information needs to be secure and safe.		
88	Do you have ISO 27001:2013 or equivalent?	Ensuring information is secure is vital. If you have ISO 27001:2013 or equivalent, please mark as yes.
12	If 'Yes' please attach your Certificate and Policy.	Q.88a Attachment Required
89	If 'No' do you have an Information Security Management Policy?	If you do not have ISO 27001:2013, please identify if you have an Information Management Policy. Please mark as appropriate.
13	If 'Yes' please attach your Certificate and Policy.	Q.89a Attachment Required

## Section 8 - Equality, Diversity, and Inclusion

Question	Section 8 - Equality, Diversity, and Inclusion	Question Guidance and Reason
90	Do you have an Equality, Diversity and Inclusion Policy?	PA Housing is committed to Equality, Diversity and Inclusion. We require all suppliers to either have a policy or are prepared to work in line with PA Housings own policy. If you have your own policy, please mark as 'Yes'.
14	If 'Yes' please upload your Equality, Diversity and Inclusion Policy.	Q.90a Attachment Required
91	If 'No' would you be prepared to adopt PA Housing's Policy?	Please consider your answer at this point as PA Housing is committed to working with suppliers who have an Equality, Diversity and Inclusion policy or are prepared to work in line with our own policy. The policy is available for you to review in the documents section.
92	Please provide the names of the person(s) responsible for monitoring Equality, Diversity, and Inclusion in your Company?	Please identify the name(s) of the person(s) who are responsible for Equality, Diversity and Inclusion.

## Section 9 - Modern Slavery Act 2015

Question	Section 9 - Modern Slavery Act 2015	Question Guidance and Reason
Commercial organisations doing business in the UK that have an annual turnover of more than £36 million must report annually on the steps, if any, taken to ensure that modern slavery is not taking place in their organisation and supply chains. However, we request that all supplier consider how they manage Modern Slavery in their Supply Chain.		
93	Are you a relevant Commercial Organisation as defined by section 54 (Transparency in supply chains) of the Modern Slavery Act 2015?	If you are a company that has to report on Modern Slavery, please tick yes.
94	If 'Yes' to the question above are you compliant with the Annual Reporting requirements contained within Section 54 of the Act 2015?	If you are a company that has to report on Modern Slavery are you meeting the requirements of the report, if that is the case, please tick yes.
95	If 'Yes' please provide URL for your Modern Slavery Statement; if 'No' please provide an explanation.	Please provide the URL to the Modern Slavery report on your website.
96	Please provide details on how you manage Modern Slavery in your Supply Chain?	All suppliers please indicate how you manage Modern Slavery in your Supply Chain. If you don't just say. It could the trigger to start.

## Section 10 - Environmental Management

Question	Section 10 Environmental Management	Question Guidance and Reason
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97	Do you have ISO 14001:2015 or equivalent?	Understanding how our suppliers are committed to the environment and how they interact with it is important to our residents and staff. If you have ISO 14001:2015 or equivalent, please mark 'Yes'.
15	If 'Yes' please attach your Certificate.	Q.97a Attachment Required
98	Date of expiry of your ISO 14001:2015 Certificate.	Please put your ISO 14001:2015 or equivalent renewal date in this section in the format DD/MM/YYYY.
99	Do you have an Environmental Management Policy?	If you do not have ISO 14001:2015 or and equivalent do you have your own policy, if so mark 'Yes'.
16	If 'Yes' please attach your Policy.	Q.99a Attachment Required
100	Date of renewal of the Environmental Management Policy.	Please put your Environmental Management policy renewal date in this section in the format DD/MM/YYYY.
101	Do you have a Waste Carriers Licence? If 'Yes' please provide details below?	If you carry waste as a result of the activities, you carry out for PA Housing you will require a Waste Carriers Licence. Please mark 'Yes' if you have a licence.
17	If you have provided Waste Carrier Licence details, please upload a copy of your Certificate.	Q.101a Attachment Required
102	Date of expiry of your Waste Carriers Licence?	Please put your Waste Carriers Licence renewal date in this section in the format DD/MM/YYYY.

## Section 11 - Licences / Certificates / Accreditations

Question	Section 11 Licences / Certificates / Accreditations	Question Guidance and Reason
103	Does your Company have any Licences, Certificates or Accreditations that directly relate to the work that is being carried out for PA Housing (e.g. Chainsaw, Cherry Picker, Gas Safe, Asbestos Awareness Certificate, Food Hygiene, Taxi Licence, Section 19 Permit, Section 22 Permit)? If 'Yes' please list in the following accreditation table.	It is vital that PA Housing has evidence of your licences, accreditations and certificates you need to carry out work for PA Housing. If you have these then please mark this as yes.
104	Accreditation - Reference Number - Expiry Date	Q.104a Attachment(s) Required Please put the accreditation and the persons name (if applicable), reference number and expiry date.
18		

## Section 12 – Safeguarding

Question	Description Section 12 - Safeguarding	Question Guidance and Reason
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This section is to be completed by suppliers who work and engage directly with our customers.		
105	Do you undertake Disclosure and Barring Service (DBS) checks at the basic DBS Disclosure Level on your Staff?	In some cases, it may be a requirement to have DBS. At this stage we would like to understand if you do carry out DBS checks. If you do please mark it as 'Yes'.
106	Do you have a Safeguarding Policy?	Ensuring that residents, vulnerable adults and children are safe is vital. Please identify if you have a Safeguarding policy and if you have mark 'Yes'.
19	If 'Yes' please attach your Policy.	Q.106a Attachment Required
107	If 'No' will you adopt PA Housings Safeguarding Policy?	If you have not got a Safeguarding policy and you engage with residents, please identify that you will adopt PA Housings Safeguarding policy. This can be found in the documents.

## Section 13 - Conflict of Interest

Question	Section 13 - Conflict of Interest	Question Guidance and Reason
108	Are you aware of any Conflict of Interest at Paragon Asra Housing Association other than this application to become an Approved Supplier of PA.	There is no problem if there is a conflict of interest, it allows both parties to be transparent and manage it correctly. If you are aware of a conflict, then mark it as 'Yes'.
109	Please identify the potential Conflicts of Interest, and your Remedial Actions.	Please identify the conflict and what actions you can take so both parties can be transparent. We ask the same question internally and have solutions in place to manage these circumstances.

## Section 14 – Agreement

Question	Section 14 - Agreement	Question Guidance and Reason
110		PA requires all suppliers to be in a contract. By submitting the questionnaire, you will be accepting PA Housings Standard Terms and Conditions. If there is an overarching contract, please attach a signed version of the Contract as evidence.
20	Overarching contract.	Q.110a Attachment Required

## Appendix.1 - Attachment Guide

Attachment Reference	Question	Description	Placeholder	Attachment Required
1	36	Does the Service you provide fall within scope of IR35?	Q.36a	If 'Yes' please provide your CSET check
2	43	Public Liability Insurance Expiry Date?	Q.43a	Please upload your Public Liability Insurance Certificate and Policy?
3	48	Employers Liability Insurance Expiry Date?	Q.48a	Please upload your Employers Liability Insurance Certificate and Policy?
4	53	Professional Indemnity Insurance Expiry Date?	Q.53a	Please upload your Professional Indemnity Insurance Certificate and Policy?
5	58	Contractors All Risk Insurance Expiry Date?	Q.58a	Please upload your Contractors 'All Risk' Insurance Certificate and Policy?
6	59	Do you have a Health and Safety Policy?	Q.59a	If 'Yes' please provide a copy of your Health and Safety Policy?
7			Q.59b	For Organisations with less than 5 Employees that do not have a Health and Safety Policy please provide detail on how you manage Health and Safety and how you communicate this around the Organisation?
8	64	Does the Product or Services fall under COSHH Regulations? If 'Yes' please provide the relevant Material Safety Data Sheets.	Q.64a	If 'Yes' please upload your Material Safety Data Sheets.
9	70	Please provide your Risk Assessment relating to the Service or Works that are being carried out?	Q.70a	If 'Yes' please provide a copy of your Risk Assessment?
10	71	Please provide your Method Statement relating to the Service or Works that are being carried out?	Q.71a	If 'Yes' please provide a copy of your Method Statement?
11	82	Do you have a Data Protection Policy?	Q.82a	If 'Yes' please provide a copy of your Data Protection Policy?
12	88	Do you have ISO 27001:2013 or equivalent?	Q.88a	If 'Yes' please attach your Certificate and Policy.
13	89	If 'No' do you have an Information Security Management Policy?	Q.89a	If 'Yes' please attach your Policy.
14	90	Do you have an Equality, Diversity and Inclusion Policy?	Q.90a	If 'Yes' please upload your Equality, Diversity and Inclusion Policy.
15	97	Do you have ISO 14001:2015 or equivalent?	Q.97a	If 'Yes' please attach your Certificate.
16	99	Do you have an Environmental Management Policy?	Q.99a	If 'Yes' please attach your Policy.
17	101	Do you have a Waste Carriers Licence? If 'Yes'	Q.101a	If you have provided Waste Carrier Licence details, please upload a copy of your Certificate.



		please provide details below?		
18	104	Does your Company have any Licences, Certificates or Accreditations that directly relate to the work that is being carried out for PA Housing	Q.104a	Please list all your Licences / Certificates / Accreditations
19	106	Do you have a Safeguarding Policy?	Q.106a	If 'Yes' please attach your Policy.
20	110	Agreement	Q.110a	If there is an overarching contract, please attach a signed version of the Contract as evidence.