



Subcontractor Selection and Performance Monitoring Policy

Introduction

Conway Cladding Ltd is committed to ensuring that all subcontractors engaged by the company meet the highest standards of competence, compliance, and performance. This policy outlines the processes we follow to assess, monitor, and review the performance of our subcontractors to ensure they align with our operational, safety, and quality requirements.

Responsibility for Subcontractor Competence Assessment

The competence of all subcontractors is assessed by the Managing Director before the commencement of any work. This assessment includes a review of the subcontractor's experience, qualifications, and previous performance. The Managing Director is responsible for maintaining a record of this initial evaluation.

Mechanisms for Periodic Monitoring

Insurances, Licences, and Professional Memberships

Conway Cladding Ltd requires all subcontractors to hold valid and up-to-date insurance and training relevant to their role.

- **Insurance Coverage:** Subcontractors must provide evidence of holding, at a minimum, the following insurances:
 - Public Liability Insurance (£5 million minimum cover)
 - Professional Indemnity Insurance (if applicable to the work)
- These documents are reviewed and verified prior to engagement and subsequently checked on an annual basis.

2.2 Defects/Non-Conformance Processes

Subcontractors complete inspections through Pro-core to identify, manage and rectify defects or non-conformances.

Supply Chain Audits and Corrective Actions

Auditing Procedures

Conway Cladding Ltd conducts periodic audits of its subcontractors to ensure continued compliance with contractual and regulatory requirements. These audits include, but are not limited to:

- Verification of insurances and training
- Review of health and safety performance
- Quality control of completed work

Corrective Actions

Any non-conformances identified during audits will be documented, and corrective actions will be issued.

- The subcontractor is required to address these corrective actions within a specified timeframe.
- Corrective actions are monitored and tracked by the Managing Director until resolution.

If Conway Cladding Ltd determines that an audit is not necessary for a particular subcontractor, a written justification will be documented, explaining the rationale.

Post-Contract Performance Reviews

After the completion of a project, a performance review of the subcontractor is conducted by the Managing Director. This review includes:

- Assessment of work quality
- Adherence to schedules
- Compliance with health and safety standards
- Effectiveness in addressing defects or non-conformances

The results of these reviews are recorded in our subcontractor performance database and analysed to identify trends or recurring issues. Feedback is communicated to the subcontractor to encourage continuous improvement.

Document Control

All subcontractor evaluations, audit reports, and performance reviews are securely stored and retained for a minimum of five years.

Policy Review

This policy will be reviewed regularly to ensure its effectiveness in preventing bullying and maintaining a respectful working environment. Any updates or changes to legislation or company procedures will be reflected in future revisions.

Date: 01 May 2024

Date for review: 30 April 2025

Signed:



Joseph Conway
Managing director
Conway Cladding Ltd