

REDROW HOMES

SUPPLIER APPRAISAL FORM



REDROW
HOMES

COMPANY:
COMPLETED BY:

1.0 COMPANY DETAILS:

1.1 Company Structure

Operating Company Name:
Address

1.2 Company Officers

Chief Executive
Finance Director
Production Director
Sales/Marketing Director
Design/Technical
Purchasing
Parent Company (if applicable).

1.3 References

Details are required of two customers to whom the product has been provided in the last 12 months and who may be contacted in support of the assessment.

Company Name:	Company Name:
Address	Address
Contact Name:	Contact Name:
Contact Tel No	Contact Tel No

1.4 Other manufacturing/distribution facilities:

1.5 Accounts

Company Turnover in last Financial Year	£
Profit before tax	£
Parent Company Turnover	£
Parent Company Profit before tax	£

1.6 Product Markets

What is your product share within the UK?	%
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2.0 MANUFACTURE

2.1 Material Sourcing:

2.1.1 Where are raw materials sourced?

2.1.2 Provide details of your key raw material suppliers, are they procured under a formal agreement, location of suppliers etc.

2.1.3 Provide details of all components that are manufactured for you by an independent company:

2.2 Specification

Which European Standards do your finished products comply with?	
PRODUCT	STANDARD

2.3 Production Capacity

What was your total output in the last year?	
What is your maximum output?	

3.0 PRODUCT PERFORMANCE / QUALITY

3.1 Design Life and Warranty Period

If applicable, please state the design life and warrant period for each of the products offered for supply:

Product	Design Life	Warranty Period

3.2 Quality Control

Please provide details of your Material and Quality Controls:

3.3 Production Performance

Has your company experienced any serious production/product issues in the last three years?

Yes

☐

No

☐

If yes, please provide details of the problem and action taken to prevent a reoccurrence:

3.4 Product Packaging

3.4.1 How are your products packaged prior to being despatched?

3.4.2 Please explain how your packaging for the products you supply enables us and our subcontractors to minimise the quantity and wastage of packaging associated with your products?

4.0 SUPPLY ROUTE & STOCKHOLDING

4.1 Do you supply Direct or via Merchants?:

4.1 If via a third party, please provide details of the companies you deal with in the UK. You need only list the major distributors for your product(s):

Merchant	Level of Business
1.	
2.	
3.	
4.	
5.	
6.	

4.2 What is your average stockholding of finished goods?:

PRODUCT	STOCKHOLDING (weeks)

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5.0 SERVICE

5.1 Please confirm the lead time (period from call-off to delivery on-site) on your products:

Product	Lead Time (weeks)

5.2 Please confirm the period required for supplying replacements, if different from the above:

Product	Period (working days)

5.3 Do you have a dedicated contact/department to deal with Customer Service?

Yes

☐

No

☐

5.4 Please confirm your response time for dealing with product defects.

Emergencies:

6.0 DESIGNS

6.1 If there is a design requirement with your product, please confirm the following:

6.1.1) Is design carried out internally?

YES

NO

6.1.2) If yes, how many in house Designers do you have?

6.1.3) If yes, please provide details of your approach to minimising wastage and the proportion of waste sent to landfill during the supply, fitting and disposal of your products and packaging.

6.1.4) If your design service is contracted please provide details of the companies used:

Company Name	Company Address

d) Please confirm the maximum number of designs that can be produced each week:

Per Week	
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e) What is your standard response time in working days for providing designs?

Working Days	
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7.0 ENVIRONMENTAL

7.1) Is there a communicated and measurable environmental policy in place

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Yes or No

7.2) Has your company adopted an Environmental Management system in its Management process?

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Yes or No

7.3) Do you operate an EMS that is to ISO14001 or to the Environmental Management Audit scheme (EMAS)?

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Yes or No

7.4) Do you have a current Environmental Policy? *(If Yes please provide a copy of your Policy)s*

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Yes or No

7.5) Do you have a procedure in place to identify areas of improvement that may reduce the current Environmental impact of your business & do you regularly monitor progress by way of KPIs etc? *(If Yes please provide details below)*

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Yes or No

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7.6.1) Please confirm that you have read and are prepared to work in accordance with our Waste Management Policy.

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Yes or No

7.6.2) If you are unable to accept the requirements of the Waste Management Policy please provide information to explain this position.

7.7) Do you recycle waste material arising from Production?

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Yes or No

7.8) Do you record the total amount of waste recycled and are set objectives and targets in place with a view to reducing waste sent to Landfill?

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Yes or No

If Yes please insert details:

7.9) Does your factory use recycled material within the manufactured product?

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Yes or No

If Yes please insert details

7.10) Please input the total amount of water consumed by the factory/company in the last calendar year (including recycled water)

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Litres

7.11) Water/Grey water recycling – Please record the amount of water recycled by the factory/company in the last calendar year.

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Litres

7.12) Do you have objectives and targets in place to reduce your water

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consumption?

Yes or No

If Yes please insert details below:

7.13) Do you monitor all operations to identify levels of potential pollutants being discharged to air water or land

Yes or No

Please insert details below, providing information on action being taken to reduce the level of discharge

8.0 ENERGY

8.1) Do you utilise Energy/Heat Recovery System within your production plant/s?

Yes / No

If Yes please insert details:

8.2.1) Does your factory/company use Green Fuels (Wind Farms etc) in your manufacturing processes?

Yes / No

8.2.2) If yes please enter the amount of energy provided by Green Fuels

KWH

Please provide details below:

Yes / No

8.3) Does your factory/company have a programme for improving employee's awareness of environmental issues etc together with providing a safe and healthy work area?

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Please insert details below

Please enter the BRE Green Guide rating for materials supplied to Redrow

Insert Product

Insert Rating

9.0 PACKAGING OF MATERIALS

9.1) Please enter the total amount of packaged materials recovered and recycled by your factory/company in the last calendar year

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Tonnes

9.2) Please enter the percentage that this represents of the total amount of packing bought by your company in the last calendar year.

%

9.3) Do you have objectives and targets in place to measure and minimise the amount of packaging used?

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Yes or No

If Yes, please provide details below:

10.0 TRANSPORTATION

10.1 Policy details

Do you have a policy in place covering delivery of material into the factory and on to the customer?

Yes or No

Please insert details below, together with details of any action being taken in order to reduce the fuel consumption and vehicle emissions

10.2.1) What proportion of products are distributed by:

a)	Third Party Logistics Company	%
b)	Own fleet	%
c)	Courier	%

10.2.2) If you use 3rd party logistic companies or couriers to deliver finished products please enter the names of the companies used

10.3) Please enter the total number of transport movements made during the last calendar year by your transport fleet and/or 3rd party companies

No. of Movements

10.4) Do you have a procedure in place to monitor Transport use and are objectives and targets in place with the aim of reducing CO2 emissions and fuel consumption?

Yes or No

If Yes, please provide details below:

10.3) How will you work with us and our subcontractors to minimise wastage of the products you supply (for example through logistics, taking back surplus materials or by providing pre-assembled/pre-cut products)?

11.0 HEALTH, SAFETY, WELFARE & GENERAL ITEMS

11.1) Is there a communicated and measurable Health & Safety Policy in place?

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Yes or No

11.2) Redrow Homes require all suppliers to comply with current Health and Safety legislation with respect to the goods supplied. Please provide detail relating to any breaches of health and safety legislation that you have been prosecuted for within the last five years:

11.3) Are regular checks conducted of your own premises and those of any third party company who manufacture components used in your finished products to ensure that they provide acceptable working conditions appropriate welfare facilities and adopt ethical working practices?

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Yes or No

11.4) Do you carry out regular Health and Safety Risk Assessments of all manufacturing processes conducted by you or on behalf of you to ensure they comply with current legislation?

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Yes or No

11.5.1) The Bribery Act 2010 - has your Company a policy regarding Anti-Bribery?

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11.6.1) Is there a Code of Ethics/Conduct in place?

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11.6.2) Do you publish these on your website for viewing?

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Yes or No

12.0 INSURANCE

Employers Liability Insurance cover of £5m per occurrence to be provided. Details to be as follows:

Insurer
Policy number
Period of Insurance
Limit of Liability

Public/Products Insurance cover of £5m per occurrence to be provided. Details to be as follows:

Insurer
Policy number
Period of Insurance
Limit of Liability

