

To Whom It May Concern,

It is a requirement of the company's Safety Management System to ensure all services supplied to our organisation by contractors and suppliers meet both internal and external health, safety and environmental standards.

In order to assist us with placing you on our Register of Preferred Contractors and Suppliers, would you kindly forward copies of the following documentation in relation to your organisation:

1. Certificate of Business Registration
2. Current Public Liability Insurance
3. Current Professional Indemnity Insurance
4. Current Workers Compensation Insurance / Personal Injury Insurance (if self-employed with no additional employees)
5. Government licence or authorisation or permit where required e.g. electrical / plumbing work etc.
6. Qualifications
7. Copies of Safety Management System/WHS Management Plan/Risk Assessments/ Safe Work Method Statements/Standard Operating Procedures/Work Instructions/Job Safety Analysis for all tasks or services to be performed.

If you intend to subcontract all or any part of the works to a third party, it is your responsibility to ensure that the third party contractor has the necessary insurance cover and Sub Contractor payment form (NSW only).

Please contact the undersigned if you have any queries in regards to any of the above requirements.

Thank you for your assistance and cooperation.

Regards,

Ben Parkes
WHSE Manager
Pickles Auctions