

## Company/Project Questionnaire

Project/Company name

1 Is there an organisation chart or structure      Yes          No   

2 Present areas of operation (please tick appropriate boxes)

Civil engineering          Manufacturing   

General building/contracting          Plant operation   

House building          Specialist contractor   

Maintenance   

3 What size of contracts are undertaken

4 Planned workforce size (number)   

5 Number and occupation of self-employed/labour-only subcontractors

6 Current situation (please tick one box only)

a) Expansion   

b) Diversification   

c) New plant/materials/process/technique   

d) No planned change   

7 Anticipated total labour turnover – based on a previous project in a similar situation, including sub-contractors if a project. Refer to RfP KPIs for more information (please one tick box only)

High (bottom 33%)   

Average   

Low (top 33%)

8 Who is responsible for training?

9 Does your company have a training policy? Yes  No

10 Does your company have ISO 9001 registration or a quality assurance system? Yes  No

11 Are your employees issued with their own copy of your safety policy? Yes  No

12 What format does your induction training take for new employees?

13 Are you an Investor in People? (please tick one box only)

Award achieved  Considering/preparing  No

14 Do you have or anticipate recruitment problems?

Yes  No

If yes, in what areas? (shortage trades/skills etc.)

15 Do you have difficulty in recruiting people with the appropriate skills for the job?

Yes  No

If yes, what are they?

16 Are you experiencing any factors that cause fluctuations in employment?

Yes

No

17 Can you identify any areas that are not – or not likely to be – performing to potential?

Yes

No

If yes, in what areas?

18 Are production times/targets always met?

Yes

No

19 What new methods of construction (materials and processes) are likely to affect the company/project?

20 Are new machines or processes likely to result in retraining requirements?

Yes

No

If yes, in what areas?

21 Do you have sufficient people who can cover the duties/responsibilities of others if they are absent?

Yes

No

If no, what are the critical areas?

22 Are individuals training for progression?

Yes

No

23 How do you identify people for future progression?

24 Has anyone who has been promoted been unable to sustain his/her new role?

Yes

No

If yes, please state why?

25 Do you encounter difficulties where training would be of assistance?

Yes

No

26 Do you think potential talent is wasted because of promotion coming too late?

Yes

No