

Pre-contract checks and considerations – All aspects must be considered for one-off contracts over £5,000 plus vat

Brief required?

Public Liability Insurance (**mandatory for any work undertaken by contractors**)

Specific insurance requirements

Professional Indemnity Insurance (if applicable)

Regulatory requirements including specific licences

Sub-contractor details

Company checks

References (written/verbal) (direct/indirect)

Sector checks

Similar product/installation

Method Statement/Approach

Disposal of waste

Disruption to Council services

Commissioning process (if applicable) and certification

Product support

Warranty

Ongoing requirements

Training / handover session

User Manual

Payment terms

Deposits/Instalments/Trigger point

Provision for renewal

Termination provision

Service Level Agreement