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# DOCUMENT CONTROL

Saber Renewable Energy

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| **Document Title** | EPC Contractor Onboarding Document |
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| **Date** | 05 September 2025 |
| **Prepared By** | Saber Operations Team |
| **Reviewed / Approved By** | Jessica Wilkinson |

# EPC Contractor Onboarding Document

Version: 1.2

Date: 05/09/2025

Prepared by: Saber Operations Team

# Introduction

At Saber Renewable Energy, we are committed to working with trusted EPC (Engineering, Procurement and Construction) partners who share our values of quality, safety, compliance, and delivery excellence.  
  
This onboarding document is designed to gather essential information about your business, verify your credentials, and ensure alignment with Saber’s standards and ways of working.  
  
Please complete all sections in as much detail as possible, attaching supporting documentation where required. The information provided will form part of our evaluation and approval process.  
  
If you have any questions, please contact the Saber Operations Team.

## Section 1: Company Information

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| Question | Response |
| Company Name |  |
| Trading Name (This should be the company that will enter into contract) |  |
| Registered Office |  |
| Head Office Address |  |
| Company Registration Number |  |
| VAT Number |  |
| Name of Parent / Holding Company (if any) |  |
| Contact Name and Job Title |  |
| Contact Telephone Number |  |
| Contact Email Address |  |
| Number of Years Trading |  |

## Section 2: Certifications and Accreditations

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| --- | --- |
| Question | Response |
| Have you achieved certification to ISO 9001, 14001, 27001 or 45001 management systems? (Provide evidence) |  |
| Are you a member of any industry-recognised schemes or accreditations (e.g. Construction Line, CHAS, SMAS, SafeContractor)? If so, please provide details and certification. |  |
| Are you a member of a NICEIC Competent Persons Scheme and thus able to self-certify your work? |  |
| Are you a member of the MCS Approved Contractor Scheme? If so, please provide details and certification. |  |

## Section 3: Insurance

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| Question | Response |
| Please provide a copy of your Public & Product Liability Insurance. Please confirm if your cover is inclusive of an “Indemnity in Principle Clause”. |  |
| Please provide a copy of your Employers Liability Insurance. |  |
| Please provide a copy of your Professional Indemnity Insurance. |  |

## Section 4: Roles and Capabilities

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| Question | Response |
| Does your company act as Principal Contractor currently? Please provide details of size and scale of projects where you have undertaken this function in the last year. |  |
| Does your company act as Principal Designer currently? Please provide details of size and scale of projects where you have undertaken this function in the last year. |  |
| Please indicate approximate percentages of internal versus sub-contracted labour envisaged on works for Saber. |  |

## Section 5: Agreement to Terms

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| Question | Response |
| Have you received a copy of the Saber EPC Contractor Onboarding: Contract Overview Pack and is your business willing to work with the outlined terms and ways of working explained within it? |  |

## Section 6: Legal

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| Question | Response |
| Does your company have any pending prosecutions? |  |
| Have you received a copy of the blank EPC and O&M contract from Saber and have these been reviewed by the relevant signatory authorities within your company? |  |
| Do you have any clarifications, comments or concerns with regard to the contracting and legal documents proposed by Saber? |  |

## Section 7: HSEQ

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| Question | Response |
| Have you received an HSE improvement or prohibition notice in the last 5 years? (Please provide details) |  |
| How many RIDDOR reportable accidents has your company had in the last 3 years? (Please provide details) |  |
| Provide evidence and case study examples of how you manage Health & Safety and CDM 2015 regulations on site, including undertaking the role of Principal Designer and Principal Contractor. |  |
| Provide details of the named individual that will act as Principal Designer for your works for Saber, including qualifications and training records. |  |
| Provide all business and/or employee qualifications and training records in relation to managing health and safety and CDM 2015 regulations on site (e.g. NEBOSH, SMSTS, CSCS Scheme). |  |
| Does your company have an accident and/or near-miss event recording procedure? How do you reduce the likelihood of reoccurring incidents? |  |
| Provide evidence of your quality procedures for managing site installation quality and continuous improvement. |  |

## Section 8: Policy, Procedures and People Management

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| Question | Response |
| Do you have a Health & Safety policy that has been reviewed by your company and signed within the last 12 months? (Provide evidence) |  |
| Do you have an Environmental and/or Sustainability policy that has been reviewed by your company and signed within the last 12 months? (Provide evidence) |  |
| Do you have a Modern Slavery policy that has been reviewed by your company and signed within the last 12 months? (Provide evidence) |  |
| Do you have a Misuse of Substances policy that has been reviewed by your company and signed within the last 12 months? (Provide evidence) |  |
| How do you monitor employee right to work in the UK as regards immigration, asylum and nationality? |  |
| Have your staff received formal training for the tasks they are required to perform? Please provide a list of all training certification. |  |

## Section 9: Data Protection and IT Management

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| Question | Response |
| Do you have a GDPR Data Protection policy that has been reviewed by your company and signed within the last 12 months? (Provide evidence) |  |
| Has your organisation had a cyber-security breach or incident in the previous 3 years? (If yes, please provide details of measures taken to prevent recurrence) |  |

## Section 10: Delivery

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| Question | Response |
| Provide a capability statement, inclusive of case studies with regard to your relevant experience and capability (including design capability). |  |
| Provide a works methodology statement on how you will ensure works will be delivered in accordance with Saber’s requirements, health and safety requirements (including CDM 2015) and design requirements. |  |
| Please provide details of the resources you will allocate to each Saber project. |  |
| Provide Team CVs for key personnel within the business, including those directly involved in Saber projects. |  |
| Provide a list of any sub-contractors or sub-professional service consultants (e.g. design work, planning consultant) that you will utilise in delivering projects for Saber. |  |
| Do you operate nationwide (UK) or only specific geographical regions? (Please specify regions) |  |
| Please provide a client reference statement from a recently installed commercial project. |  |

# Submission Checklist

Before submitting, please ensure you have attached the following (where applicable):

* ☐ Company registration documents
* ☐ ISO certifications (e.g. ISO 9001, 14001, 27001, 45001)
* ☐ Industry accreditations (e.g. NICEIC, MCS, CHAS, SMAS, SafeContractor)
* ☐ Public & Product Liability Insurance (with confirmation of Indemnity in Principle Clause)
* ☐ Employers Liability Insurance
* ☐ Professional Indemnity Insurance
* ☐ Health & Safety Policy (signed within last 12 months)
* ☐ Environmental/Sustainability Policy (signed within last 12 months)
* ☐ Modern Slavery Policy (signed within last 12 months)
* ☐ Misuse of Substances Policy (signed within last 12 months)
* ☐ GDPR/Data Protection Policy (signed within last 12 months)
* ☐ Accident/near-miss procedure evidence
* ☐ Quality assurance procedures for installation and continuous improvement
* ☐ Case studies/examples of relevant project experience
* ☐ Team CVs for key personnel
* ☐ Training certifications (e.g. NEBOSH, SMSTS, CSCS, etc.)
* ☐ Named Principal Designer details, including qualifications and training records
* ☐ List of proposed subcontractors / consultants (if applicable)
* ☐ Client reference statement from a recently completed commercial project

# Next Steps

Once completed, please return this document along with all required supporting evidence to Saber’s Operations Team.  
  
Your submission will be reviewed, and Saber will contact you with the outcome and any follow-up discussions required.  
  
We look forward to working with you in delivering successful renewable energy projects.