

Getting prequalified

We require all suppliers who wish to trade with us to undergo a prequalification process via the **Prequalification Questionnaire Section 1**. Suppliers are assessed against minimum competency and capability requirements based on the associated risk of the good or service offering.

Suppliers deemed to be onsite (Sydney Water site or RDC-managed Sydney Water site) are also required to complete the **Prequalification Questionnaire Section 2** and are required to subscribe to **Beakon**, a third-party managed service for safety prequalification and electronic permit to work (ePTW). Fees apply for Beakon subscription, and user pay model applies.

The prequalification process aims to facilitate, but not replace, the tender assessment for individual projects.



As your organisation's nominated supplier contact, follow this guide to action prequalification **via invitation email**, and to understand what we require as part of our prequalification process.

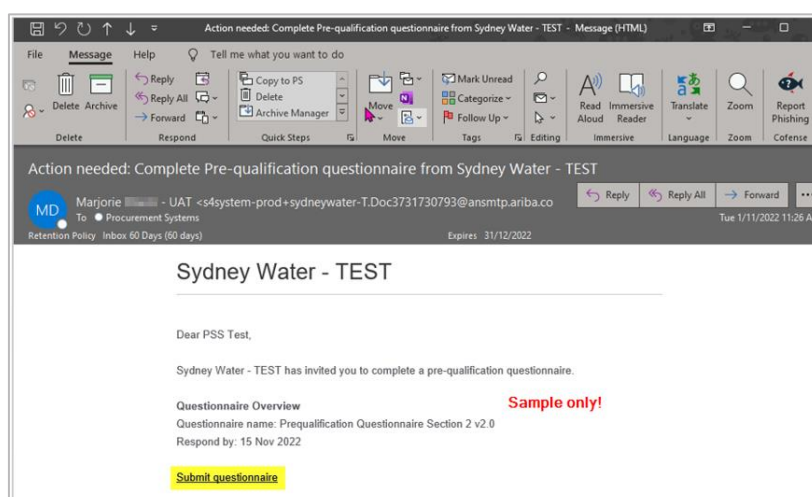
Related **Sydney Water** guides:

[Accessing supplier questionnaires and sourcing opportunities](#) - If you have submitted a response to a Sydney Water supplier questionnaire / sourcing opportunity in the past, you may follow this guide to access the prequalification questionnaire/s.

[Responding to supplier questionnaires and sourcing opportunities](#)

1. Action the prequalification questionnaire invitation email

Click the link **Submit questionnaire** and refer to [Logging in or signing up to SAP Ariba](#) on how to action the email.



The Prequalification Questionnaires are under the Questionnaires section on your **Ariba Proposals and Questionnaires** dashboard.

2. Open the prequalification questionnaire/s

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (2)				
▶ Status: Open (2)				

Registration Questionnaires

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
Onboarding Questionnaire	Doc3731730809	27/11/6105 14:43	(no value)	(no value)	Approved
Prequalification Questionnaire Section 2 v2.0	Doc3731730793	15/11/2022 11:25	(no value)	(no value)	Not Responded
Prequalification Questionnaire Section 1 v2.0	Doc3731445564	15/11/2022 11:25	(no value)	(no value)	Not Responded

3. Respond to the prequalification questionnaire/s

Important information:

The following sections provide an **overview only** of the type of questions being asked in the prequalification questionnaires.

For detailed guide on how to respond to the questionnaires, refer to [Responding to supplier questionnaires and sourcing opportunities](#). When providing attachments, be aware that only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

3.1 Prequalification Questionnaire Section 1

This prequalification questionnaire aims to understand your competency and capability around the following risk areas:

- Quality
- Environmental
- Corporate Social Responsibility
- Business Resilience
- Financial
- Industrial Relations / Human Relations

3.1.1 Declaration Content

When the declaration statement is agreed with, required sections will be visible.

The screenshot shows the 'Ariba Sourcing' interface for a prequalification questionnaire. The left sidebar lists various sections, with 'Declaration' selected. The main content area shows a table of questions. Question 2.1 is highlighted, and a red box highlights the 'Yes' dropdown menu. Below the table are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

3.1.2 Supplier Info

This screenshot provides a detailed view of the '2.2 Supplier Info' section. It includes questions 2.2.1 through 2.2.18. Question 2.2.1 asks for the supplier type. Question 2.2.2 asks if the supplier is onsite. Question 2.2.3 asks for the legal entity status. Question 2.2.4 asks for a brief description of the company. Question 2.2.5 asks for corporate structure. Question 2.2.6 asks if there is a formal recruitment process. Question 2.2.7 asks if there is an induction program. Question 2.2.8 asks for a training plan. Question 2.2.9 asks if employees work under a certified agreement. Question 2.2.10 asks for compliance program details. Question 2.2.11 asks for compliance program details. Question 2.2.12 asks for compliance program details. Question 2.2.13 asks for compliance program details. Question 2.2.14 asks for compliance program details. Question 2.2.15 asks for compliance program details. Question 2.2.16 asks for compliance program details. Question 2.2.17 asks for annual turnover. Question 2.2.18 asks for supporting documentation. A blue callout box highlights a note: 'If you answer 'Yes' to this question, you will be required to complete Prequalification Questionnaire Section 2 and subscribe to Beakon, a third-party managed service for Safety prequalification and electronic permit to work (ePTW).' Another blue callout box highlights a note: 'Skipped numbers indicate conditional questions, i.e., questions that become visible based on the response to the previous question.'

3.1.3 Quality

We would like to ensure our suppliers provide quality goods / services as this has direct impact to our customers. These questions will give us an idea of your quality assurance process.

<p>▼ 3 Quality</p>	
<p>3.1 Does your company have a Quality Management System certified to the latest version of AS/NZS ISO 9001, relevant to the goods or services being provided to Sydney Water?</p>	<p>* Unspecified ▼</p>
<p>3.17 Please confirm whether any of your services will be outsourced, explain the reason for doing so and attach the certifications/licenses that the outsourced contractor(s) possess. For the avoidance of doubt further subcontracting of services will only be accepted in exceptional circumstances.</p>	<p>* Unspecified ▼</p>

3.1.4 Environmental

We aim to provide services to our customers with minimal environmental impact and as such, we need to ensure that we are sourcing from suppliers who share our vision.

<p>▼ 4 Environmental</p>	
<p>4.1 Do you have an Environmental Management System externally certified to ISO 14001?</p>	<p>* Unspecified ▼</p>
<p>4.3 Does your company have an Environmental Policy or plan in place?</p>	<p><input type="checkbox"/> Environmental Policy or similar outlining environmental commitment <input type="checkbox"/> Environmental risk management <input type="checkbox"/> Environmental objectives, targets and programs <input type="checkbox"/> Internal and external communication on environmental issues <input type="checkbox"/> Environmental training of all personnel <input type="checkbox"/> Subcontractor and supplier management regarding abilities to comply with the specified environmental requirements and monitoring their performance <input type="checkbox"/> Management of non-conformances, corrective and preventative actions <input type="checkbox"/> Potential emergency situations and managing and responding to environmental incidents, including pollution incident notifications <input type="checkbox"/> Monitoring and measurement of key characteristics of those activities that have or can have a significant impact on the environment <input type="checkbox"/> Evaluation of environmental compliance obligations for products and services <input type="checkbox"/> Environmental audits and inspections process</p>
<p>4.5 Does your company have an Environmental Management Plan relevant to the goods and services being provided?</p>	<p>* Unspecified ▼</p>
<p>4.7 Has your company / related business entity been fined or prosecuted for a breach of environmental legislation (state or commonwealth) within the last 7 years, have legal action pending, received regulatory orders (EPA, VWIA, MIE, MBIE, etc.), notices or fines?</p>	<p>* Unspecified ▼</p>
<p>4.9 Has your company been involved in any environmental notifiable incidents within the last 3 years?</p>	<p>* Unspecified ▼</p>
<p>4.11 Does your company hold all required licences and specific certification relevant to your industry or services performed (eg. Asbestos removal, high voltage, hazardous material transport permits, special or regulated waste disposal, etc)?</p>	<p>* Unspecified ▼</p>
<p>4.13 A. Do you agree to complete a monthly waste management and National Greenhouse Energy Report (NGER)? B. Does the company have a system in place for collecting and recording the relevant data required for NGER Reporting?</p>	<p>* Unspecified ▼</p>
<p>4.14 Has your company set up a programme for training staff on environmental issues? If yes, does this include: 1) An employee induction programme that includes protecting and managing risks to the environment? 2) Keeping a record of all employees who receive training? 3) Regular updates on environmental issues?</p>	<p>* Unspecified ▼</p>
<p>▶ 4.16 Environmental Sustainability</p>	

3.1.4 Corporate Social Responsibility

We highly value our social responsibilities and would like to know if our suppliers are aligned with us.

<p>▼ 5 Corporate Social Responsibility</p>	
<p>5.1 Does your company have a plan, policy and/or strategy to respond to media and public inquiries for crisis and significant events that may impact reputation (issues and crisis management)?</p>	<p>* Unspecified ▼</p>
<p>5.3 Indigenous participation Does your company have a plan, policy, or strategy pertaining to the employment and inclusion of Aboriginal & Torres Strait Islander (ATSI) people in your workplace?</p>	<p>* Yes ▼</p>
<p>5.4 Please provide supporting documentation / evidence</p>	<p>* Attach a file</p>
<p>5.5 Do you purchase from indigenous suppliers?</p>	<p>* Unspecified ▼</p>
<p>5.6 Diversity and Inclusion Does your company have a policy to promote diversity within your own workforce as well as that of your subcontractors? (Please tick all the options that apply)</p>	<p><input type="checkbox"/> Disability/Social Enterprise <input type="checkbox"/> Gender Equality <input type="checkbox"/> Women in Construction <input type="checkbox"/> Other</p>
<p>5.8 Do you have any ongoing programs or initiatives to engage trainees, apprentices and graduates in your business, and transition them into long-term employment?</p>	<p>* Yes ▼</p>
<p>5.9 Please provide supporting documentation / evidence</p>	<p>* Attach a file</p>
<p>5.13 Do you have a dedicated resource for community and stakeholder relations?</p>	<p>* Unspecified ▼</p>
<p>5.15 Does your company have approved policies, procedures and relevant local and international laws that outline your approach to mitigate and report on Modern Slavery in your operations and your supply chain?</p>	<p>* Unspecified ▼</p>
<p>5.17 Have you adopted the ISO 20400 Social Procurement Standard and/or do you have a Social Procurement or Supplier Diversity Policy or equivalent or are you ISO 26000 Certified (Social Responsibility)?</p>	<p>* Unspecified ▼</p>

3.1.5 Business Resilience

We are looking to partner with suppliers who remain resilient to global and local issues and problems.

6 Business Resilience	
6.1 Does your company have an Incident Response Plan, including but not limited to roles and responsibilities for incident declaration and management; escalation protocol/triggers; communication protocols with Sydney Water, Emergency Service Organisations, and other Stakeholders; and notification to Regulators?	* Unspecified
6.3 Does your company have sufficient trained and capable resources to manage all reasonably foreseeable incidents?	* Unspecified
6.4 Does your company have a documented Business Continuity Plan to ensure goods and/or services can continue to be supplied despite service interruption/disruption?	* Unspecified
6.6 Does your company do security screening (police checks) of your staff? (Anyone working on Sydney Water assets/facilities or assigned to work on Sydney Water projects &/or has access to Sydney Water's critical information must have a police check completed. If this applies to your organisation, police checks must be done & the approach documented in your recruitment/personnel procedure. Please attach a copy of your recruitment procedure which outlines this)	* Unspecified
6.8 Does your company have a security management plan/framework in place that covers physical security, information & cyber security? This is particularly relevant if you have access to Sydney Water sites or critical information, use Sydney Water's Digital systems or provide electronic equipment.	* Unspecified
6.10 Is your company owned or substantially owned by a foreign entity or foreign government?	* Unspecified
6.12 Does your company have an incident response and business continuity training, testing, and exercise program in place?	* Unspecified
6.13 Does your company assess risks associated with your supply chain and identify and implement suitable controls to mitigate those risks? Examples of controls may include alternate sourcing strategy, alternate materials, alternate transport routes etc. Where there is a significant disruption risk workarounds should be documented in your BCP.	* Unspecified

3.1.6 Financial

As a company, we are looking to partner with suppliers with good financial records.

7 Financial	
7.1 If your company is awarded business, can you provide the following documents: 1) Financial Statements are required for the last two financial years (audited if available) 2) Statement of Profit or Loss 3) Statement of Financial Position (Balance Sheet) 4) Statement of Changes in Equity 5) Statement of Cash Flows and Notes to and forming part of the financial statements (together the "Financial Statements")	* Unspecified
7.2 Sydney Water usually requires Public Liability insurance of \$20M. Do you have, or plan to have, this level of cover if you are successfully awarded work with Sydney Water?	* Unspecified
7.4 Total current amount of Public Liability insurance in AUD?	* [] AUD
7.5 Sydney Water usually requires Product Liability insurance of \$20M. Do you have, or plan to have, this level of cover if you are successfully awarded work with Sydney Water?	* Unspecified
7.7 Total current amount of Product Liability insurance in AUD?	* [] AUD
7.8 Does your organisation have Workers Compensation insurance?	* Unspecified
7.15 Sydney Water usually requires Motor Third Party Liability insurance of \$30M. Do you have, or plan to have, this level of cover if you are successfully awarded work with Sydney Water?	* Unspecified
7.21 Has your company traded under any other business or trading names?	* Unspecified
7.23 Have any of the proprietors, principals, directors, managers or secretaries of your company, or any former business or their spouses ever been bankrupt or ever had any ICAC convictions recorded? If yes, please provide details.	* Unspecified
7.25 Is your company, its Directors or Key Management Personnel the subject of regulatory action or legal proceedings as a result of litigation, criminal enforcement actions or civil actions for acts suggesting illegal, improper or unethical conduct?	* Unspecified
7.27 Has your company ever had any ICAC convictions recorded against it?	* Unspecified

3.1.7 Additional Supplier Attributes

We need to know if you are a small-medium enterprise / Aboriginal-owned business to enable our procurement initiatives.

9 Additional Supplier Attributes	
9.1 What's the size of your company: Small / Medium / Large? Refer to NSW Small and Medium Enterprises and Regional Procurement Policy for size classification: Small business: business with 1-19 FTEs including sole traders and start-ups Medium business: business with 20-199 FTEs Large business: business with 200 or more FTEs	* Large
9.2 Please attach Business Registration Certificate (Certificates are mandatory for Small or Medium suppliers)	* Unspecified
9.4 Is your company considered to be an Aboriginal – owned business, as defined by the NSW Buy Aboriginal Procurement Policy? Please indicate certification / registration for Supply Nation, Indigenous Chamber of Commerce or Indigenous Business Council. Note: An Aboriginal-owned business is defined by the 2018 APP and APIC policy as a business that is at least 50 per cent Aboriginal-owned and is registered with NSW Indigenous Chamber of Commerce (NSWICC), Supply Nation or the First Australians Chamber of Commerce and Industry (FACCI).	* Unspecified
9.6 Australian Disability Enterprise Is your company considered to be an Australian Disability Enterprise, as defined by NSW Buy Australian Disability Enterprises guidelines? Note: An Australian Disability Enterprise (ADE) is a not-for-profit organisation that employs people with disabilities.	* Unspecified

3.1.8 IR or HR (Industrial / Human Relations)

These questions ensure that all our suppliers comply with government regulations in terms of handling their workforce.

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▼ 10 IR or HR	
10.1 Has your business been impacted by industrial action in the last 5 years?	* Unspecified ▼
10.3 In the last 5 years, has your Company received any breach notices from the Fair Work Ombudsman, or other Statutory Inspectorate?	* Unspecified ▼
10.5 Do you obtain evidence from your employees, confirming their rights to work?	* Unspecified ▼
10.6 Are any of your employees working under this subcontract agreement engaged on a work visa?	* Unspecified ▼
10.9 Are your employees covered by a Modern Award and/or an Enterprise Bargaining Agreement approved by the Fair Work Commission?	* Yes ▼
10.10 Please provide the full title of all Modern Awards or Enterprise Bargaining Agreements which your employees are covered by?	*
10.11 Do you comply with all relevant legislation relating to the payment of employees and keeping of employment records?	* Unspecified ▼

3.2 Prequalification Questionnaire Section 2

This prequalification questionnaire is specific to and only required to be completed by our onsite suppliers. Onsite is defined by Sydney Water as **suppliers performing tasks at a Sydney Water site or on a Sydney Water asset; pickup/delivery of high-risk items such as chemicals and biosolids; includes any works requiring a license such as forklift or crane.**

3.2.1 Declaration

When the declaration statement is agreed with, required sections will be visible.

The screenshot shows the Ariba Sourcing interface for 'Doc3731730793 - Prequalification Questionnaire Section 2 v2.0'. The 'Declaration' section is active, showing question 2.1 with a 'Yes' response. The interface also includes a sidebar with navigation options and a bottom bar with buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

3.2.2 Supplier Info

▼ 2.2 Supplier Info	
2.2.7 What type of supplier are you?	* <input type="checkbox"/> Subcontractor (Supplier engaged to carry out work or services on site under a subcontract agreement with Sydney Water or one of the RDCs) <input type="checkbox"/> Goods Supply Only (Supplier that provides tangible goods or materials for use in delivering the work for the Principal or directly for use by Sydney Water or one of the RDCs) <input type="checkbox"/> Goods & Services Supply (Supplier that provides goods and services) <input type="checkbox"/> Service only / Professional Consultant Services (Supplier that offers professional / expert advice (e.g. solicitors, legal services, marketing, education and training and entertainment), design services or design and construct services)
2.2.8 Are you an 'onsite' supplier? Defined by Sydney Water as "Suppliers performing tasks at a Sydney Water Site or on a Sydney Water asset: pickup/delivery of high-risk items such as Chemicals or Biosolids. Includes any works requiring a license such as forklift or crane." If your company only undertakes work onsite that is office or administratively based such as professional consultant (design, engineering or similar), then answer No to this question.	* Unspecified ▼

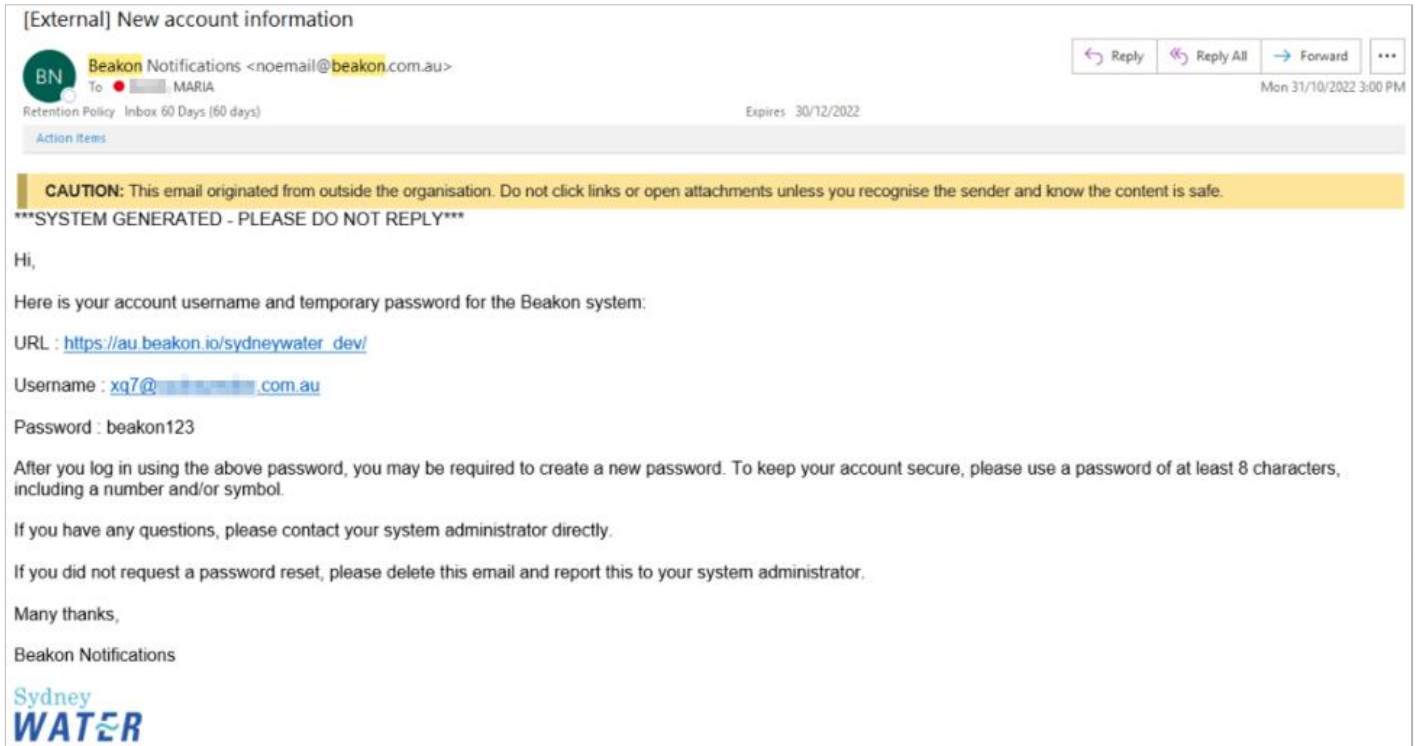
3.2.3 Safety

We aim to ensure that our suppliers are following safety standards to ensure safety of our workforce, customers, and the community more broadly.

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<p>▼ 3 Safety</p>	
<p>3.1 Does your company have a safety management system that is certified to AS4801/AS/NZS/ISO45001 or NSW Government WHS management system and auditing policies – 6th edition or accredited to the Office of Federal Safety Commission (OFS/C accreditation)?</p>	<p>* Unspecified ▼</p>
<p>3.5 Does your company have leading and lagging safety and wellbeing KPIs that are visible at all levels of the organisation and reported to Executive Management and the Board, including 12 months safety reporting (TRIFR/HIPO); Key lead indicator trends from previous 12 months (3 indicators minimum), KPI matrix and the involvement of Senior Leaders in KPIs; Communication of safety reporting / KPIs?</p>	<p>* Unspecified ▼</p>
<p>3.6 Please specify the following for each of the last five financial years (FY) for your organisation or any subcontractors working for your organisation. For each FY: - Safety related convictions, prosecutions or safety infringement/improvement notice(s) - Number of LTIs (Lost Time Injury) - Number of MTT's (Medical Treatment Injury) - Number of Near Misses - Work hours - LTI Frequency - TRIFR (Lost time injury frequency rates) - Severity of injuries - Number of work-related fatalities (for last 10 financial years)</p>	<p>* <input type="text"/></p>
<p>3.7 Please provide supporting documentation / evidence</p>	<p>Attach a file</p> <p>* <input type="checkbox"/> Work that involves a risk of a person falling more than two metres <input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure <input type="checkbox"/> Work that involves, or is likely to involve, the disturbance of asbestos <input type="checkbox"/> Structural alterations or repairs that require temporary support to prevent collapse <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in or near a shaft or trench with an excavated depth greater than 1.5 metres <input type="checkbox"/> Work in or near a tunnel <input type="checkbox"/> Use of explosives <input type="checkbox"/> Work on or near pressurised gas distribution mains or piping <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere</p>
<p>3.12 Please indicate if you are performing Construction Works that involve:</p>	<p><input type="checkbox"/> Work that involves a risk of a person falling more than two metres <input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure <input type="checkbox"/> Work that involves, or is likely to involve, the disturbance of asbestos <input type="checkbox"/> Structural alterations or repairs that require temporary support to prevent collapse <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in or near a shaft or trench with an excavated depth greater than 1.5 metres <input type="checkbox"/> Work in or near a tunnel <input type="checkbox"/> Use of explosives <input type="checkbox"/> Work on or near pressurised gas distribution mains or piping <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere</p>
<p>3.15 Does your company complete regular people surveys or equivalent that assess the climate of the organisation and associated actions to remedy any adverse trends?</p>	<p>* Unspecified ▼</p>
<p>3.17 Does your company have a wellbeing strategy with KPIs that demonstrate its effectiveness (such as Health & Wellbeing plan / strategy; Diversity and inclusion policy)?</p>	<p>* Unspecified ▼</p>
<p>3.25 Does your company have a reward and recognition program which includes a safety category; evidence of your company / or workers intellectual work under companies instruction received any industry awards (from professional bodies, client recommendation etc)?</p>	<p>* Unspecified ▼</p>
<p>3.27 Does your company have a policy or procedures in place that relate to Fair and Just management (including disciplinary, grievance and/or performance management) of workers?</p>	<p>* Unspecified ▼</p>
<p>3.31 Does your company manage its National Heavy Vehicle Legislative (also known as Chain of Responsibility) obligations (this is for all vehicles over 4.5T GVM)?</p> <p>Heavy Vehicle law covers: - Load Restraint - Mass & Dimension - Speeding - Fatigue (for >12T GVM) - Vehicle standards & maintenance</p>	<p>* Unspecified ▼</p>
<p>3.37 Does your company have a written drug and alcohol policy and/or program, where staff are regularly tested?</p> <p>A. Does the policy include post incident testing? B. Does the policy allow for testing of employees upon suspicion of use? C. Does the policy allow for random testing of employees in roles that would greatly impact HS&E?</p> <p>If yes to any, please provide evidence.</p>	<p>* Unspecified ▼</p>
<p>3.47 Does your company have a current Safety Strategy/Safety improvement plan (however referred to) with clear deliverables and benefits? Is this reported to Executive Management and the Board?</p>	<p>* Unspecified ▼</p>
<p>3.56 Induction and Training, including Competence management A.Does your company have training and competency program that ensures that all mandatory training (technical and safety related) is completed and proactively managed? If yes, please provide the training plan; a system for ensuring the currency of workers qualifications (i.e. when HRWL expire). B.Does your organisation have specific health and safety rules which is communicated to all employees? If yes, please provide supporting documentation / evidence. C.Does the Company maintain employee training records including verification of competency? If yes, please provide evidence. D.Does your Organisation hold regular safety (toolbox / tailgate) meetings? If yes, please provide evidence.</p>	<p>* Unspecified ▼</p>




When Prequalification Questionnaire Section 2 has been approved, you will receive a Beakon-generated email notifying you that a profile has been created for your organisation in Beakon. You are required to action this email and subscribe to Beakon in a user pay model. Beakon will contact you if they require further information as part of safety prequalification and electronic permit to work (ePTW).



4. Provide access to prequalification questionnaires

As access to proposals / questionnaires is provided at the supplier contact level, not organisation level, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team** to provide eligible colleagues access to the prequalification questionnaires.

5. Support

	<p>Did not find what you're looking for? Access all Sydney Water supplier support resources here.</p>
	<p>To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au.</p>
	<p>For SAP product documentation and supplier support, visit the SAP Help Centre.</p>