



# SDC Consultant Evaluation

Form 207

Version  
Template

<b>Consultants Name:</b>		<b>Contact Person:</b>	
<b>Address:</b>			
		<b>Telephone:</b>	
		<b>Fax:</b>	
		<b>Email:</b>	
<b>Consultancy Services Required:</b>			
<b>Consultancy Services Offered:</b>			

<b>1</b>	<b>Specify number and qualification/industry recognition of Technical Staff in your organisation</b>
<b>2</b>	<b>Specify number and qualification/industry recognition of Support Staff in your organisation</b>

<b>3</b>	<b>Does your organisation operate a Quality Assurance programme</b>
<b>4</b>	<b>If so is your organisation accredited or required to satisfy an industry standard</b>
<b>5</b>	<b>If so specify approving accreditation body or industry standard assessors</b>
<b>6</b>	<b>Does your organisation operate process quality control within the its relevant activities</b>
<b>7</b>	<b>If so specify process quality control measures relevant to consultancy services sought</b>
<b>8</b>	<b>Does your organisation issued PS1 Design and PS4 Construction Review statements</b>
<b>9</b>	<b>If so what guidelines or industry standard has been used in formatting/compiling those documents ie. IPENZ or DBH guidance document</b>

<b>10</b>	<b>Does your organisation undertake internal technical and quality control audits. If so specify frequency of internal audit process.</b>
<b>11</b>	<b>If so are internal audits documented and recorded on a formal basis. Specify process for documenting of internal audits.</b>
<b>12</b>	<b>Does your organisation control and record non-conformance within an activity</b>
<b>13</b>	<b>Does your organisation record corrective action on a formal basis. If so specify process for documenting corrective action undertaken.</b>
<b>14</b>	<b>Does your organisation have a self evaluation process</b>
<b>15</b>	<b>If so is self evaluation documented and recorded on a formal basis. Specify process for documenting self evaluation.</b>

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<b>16</b>	<b>Is your organisation externally audited on an annual basis. If so by what organisation</b>
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<b>17</b>	<b>Does your organisation have a Quality Manager (or however named). If so specify any qualification/industry recognition gained by the Quality Manager.</b>
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<b>18</b>	<b>Does your organisation have a Technical Manager (or however named). If so specify any qualification/industry recognition gained by the Technical Manager.</b>
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<b>19</b>	<b>Does your organisation undertake design or peer review work for other organisations having similar Building Control function to the SDC. If so specify the organisations.</b>
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<b>20</b>	<b>Please specify 3 referees your organisation provides professional services for and who are agreeable to being contacted by the Southland District Council.</b>
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<b>i</b>	<b>Name:</b>
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	<b>Phone:</b>	<b>Fax:</b>
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	<b>Email:</b>
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<b>ii</b>	<b>Name:</b>
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	<b>Phone:</b>	<b>Fax:</b>
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	<b>Email:</b>
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<b>iii</b>	<b>Name:</b>
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	<b>Phone:</b>	<b>Fax:</b>
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