# APPENDIX 3 – COMPANY ORGANOGRAM & STATEMENT OF AVERAGE ANNUAL NO’S OF PERSONS EMPLOYED

**Please complete this declaration in full and return it as Applicants response to QW2 item 3.4e**

**COMPANY NAME**

To: Health Service Executive, Oak House, Millennium Park, Naas, Co Kildare.

**Regarding: Application for appointment to the HSE Framework for Asbestos Removal and Disposal Contractors.**

**Section A - Company Organogram**

A Dhaoine Uaisle,

With specific reference to section 3.4a of the Suitability Assessment Questionnaire (QW2) and section 3.4.1a of Supplement 3.4.1 and section 3.4.2a of Supplement 3.4.2, we confirm that the following organogram illustrates the management structure within our organization.

**APPLICANT ENTRY**

For clarity, it is accepted that one individual may hold a number of these roles in smaller organizations.

For information regarding qualification levels please reference the National Framework of Qualification (NFQ) website at - <http://www.nfq-qqi.com/index.html>

Management positions include all relevant positions in the organization other than Works Supervisors and Operatives/Installation Technicians.

**Section B - Statement of Average Annual No’s of Persons Employed**

With specific reference to section 3.4e of the Suitability Assessment Questionnaire (QW2) and section 3.4.1e of Supplement 3.4.1 and section 3.4.2e of Supplement 3.4.2, we confirm that the following represents a statement of the average annual numbers of persons employed in the positions referenced over the past 3 years.

**APPLICANT ENTRY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Average Annual No of Management Staff** | **Average Annual No of Employees** | **Average Annual No of Managerial Staff involved in Health & Safety** | **Average Annual No of Persons Employed to provide PSCS Services** |
|  | | | | |
| 2015 | Applicant Entry | Applicant Entry | Applicant Entry | Applicant Entry |
|  | | | | |
| 2014 | Applicant Entry | Applicant Entry | Applicant Entry | Applicant Entry |
|  | | | | |
| 2013 | Applicant Entry | Applicant Entry | Applicant Entry | Applicant Entry |
|  | | | | |
| **Total** | Applicant Entry | Applicant Entry | Applicant Entry | Applicant Entry |

For clarity, it is accepted that persons employed in management positions within an organization may fulfill some or all of the roles described above.

In instances where it becomes necessary to employ additional management and or personnel to complete a specific project we confirm that these additional staff shall have a level of training equivalent to that of staff on permanent contracts.

Furthermore, we confirm that where third parties are appointed to act as Project Supervisor for the Construction Stage (PSCS) on behalf of our organization, both at present and as the need may arise into the future, the third party resource shall be appointed in accordance with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013). This third party will be available for the purposes of meeting this requirement for the duration of the Framework Agreement including active site involvement and not just in preparation of Health & Safety documentation.

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Signed: Date:

On behalf of [Name of Applicant]