

# **Subcontractor** Information Pack.

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**General Plasterboard Repairs Pty Ltd.**

Insurance Work

Email: [generalplasterboardrepairs.com.au](mailto:generalplasterboardrepairs.com.au)  
Web: <http://www.generalplasterboardrepairs>  
Tel: 0422 716 364

## Supplier/Repairer Details

Thank you for your expression of interest in providing your services to General Plasterboard Repair Pty Ltd.

Please complete this form and email it to: [info@generalplasterboardrepairs.com.au](mailto:info@generalplasterboardrepairs.com.au)

We will assess your company information against our requirements and contact you in the event that we wish to discuss your services.

(Required Field \*)

<b>Company Name</b>		
<b>Contact Name*</b>		
<b>ABN*</b>		
<b>Address*</b>		
<b>Phone*</b>		
<b>Mobile*</b>		
<b>E-mail*</b>		
<b>Website</b> (If applicable.)		
<b>White card Number*</b>		
<b>State(s) in which you operate*</b>		
<b>Coverage of service: eg, Metropolitan, Regional, National etc.*</b>		
<b>Public Liability*</b> <b>Insurance</b>	<b>Insurer</b>	
	<b>Policy No</b>	
	<b>Expiry Date</b>	

If you are a registered builder:

<b>Builders Licence Number(s)</b>	
<b>Number of tradespeople you have access to</b>	

**Capability Statement**

Please provide a brief statement regarding the capability of your organisation. If you have a pre-prepared capability statement, please attach it.

Please submit copies of the following documents via

Email: [info@generalplasterboardrepairs.com.au](mailto:info@generalplasterboardrepairs.com.au)

Mail: 5/40 Gilbert St Adelaide SA 5000

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**Sub-Contractor Application Requirements**

- Certificate of currency for Public Liability
- Builder's registration/license
- Police Clearance certificate
- White Card
- Passport size photo (head & shoulders)\*

## **CODE OF CONDUCT**

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### **Conduct and Appearance**

General Plasterboard Repairs, its employees and subcontractors must at all times:

- Address the Customer in a polite and respectful manner.
- Attend the site dressed in uniform and in a neat and tidy manner and maintain high standards of personal hygiene.
- Explain you are there on behalf of General Plasterboard Repairs, the purpose of the visit and what the next steps will be.
- Leave a business card containing General Plasterboard Repairs; your contact name and phone number.
- Don't discuss with the Customer the terms of the Customer's contract.
- Ensure your Services are performed with due skill and care and in a professional, punctual and diligent manner.
- Promptly report to General Plasterboard Repairs with any complaint made by a Customer about yourself, your conduct, or the provision of your goods or services.
- When your job is complete thank the Customer for their patience or leave a Note to that effect.
- If you are unable to make your Customer appointment time you must call the Customer as early as possible (and certainly before the expiry of the old appointment time) to make a new mutually agreeable appointment time.
- Quality control: A customer feedback form will be provided to all customers on completion of the contracted work.

### **Care of Customer's Property**

- At any time that you attend the Customer's site you must make every effort and take all reasonable precautions to ensure that no loss or damage is caused to their home, site or personal property (including property belonging to others).
- Damage can include any loss or physical damage from soiling, spillage, breakage or accidental action.
- If you cause any loss or damage to the Customer's property, you are liable for the damage or loss and must notify GPR Pty Ltd immediately and promptly repair or replace the property.

### **Cleaning Up and Safety**

- General Plasterboard Repairs expects that throughout the course of the repair work you will maintain the Customer's site in a tidy and safe condition and store all construction debris and equipment safely when not in use.
- You must remove all: construction debris from the Customer site and leave it in a pre-loss condition
- Plant and equipment and dispose of rubbish, demolished or dismantled structures and surplus materials from the Customer site and leave it in a pre-loss condition.