

**Business Performance International**

**Worksafe AANZ  
Subbie / Supplier / Safesite**

**For Preferred Supplier Status or Legal Compliance**



**Site specific plans with a  
range of formats for  
qualified entities**

## Summary for Consultant

1. Show Client (or prospect) a copy of the Pre-Qualified Contractor system and explain its purpose – to help contractors or suppliers become qualified and to become accepted as preferred suppliers.
2. Tell Client that the system is designed to help them become accepted / automatically qualified for a wide range of contracting work with NZ Govt Depts, Local Bodies and hundreds of corporates across NZ.
3. The primary objective is to get the Client to accept the mini system for a period of years. The initial fee is for the purpose of selling the folder and it is designed to allow a small incentive payment for principal/s.
4. There are two options and **option B is preferred** as it provides for ongoing income for the Consultant and the Company.
5. The exemplar can also be used as a format to follow for completion for other contracts time and again in succession. You can also help to keep Client supplied with sets of forms and seek relationship sales.
6. If you invite client to suggest a price at which s/he would sign up for cash today, s/he may think of \$500. Explain that with option B there is **an initial payment of \$159 plus GST followed by reasonable annual fees for 4-7 years with provision for quality service & inflation.**
7. Arrange for a cheque to be made out to BPI Summit Systems Ltd and crossed not transferable. Alternatively arrange for client to send the money direct to our bank account. Westpac 03 0830 0340303 00.
8. Make sure that you sell the other items on the signs sales form and remember to send us your invoice promptly so that we can pay you.
9. Advise Client of the name of the Consultant who will make the annual visits and the first one can be within 30-90 days.
10. Consultants must keep Head Office informed of any matters that need attention and a copy of any reports must be supplied to Head Office.

**AGENCY – Agents must be registered with SSL and have Consultancy Licence.** They must be paid their rates by the Manager of the Agents. The rates must be acceptable to BPI / SSL and be in the range \$23 to \$30 hourly plus \$29-39 for travel + GST.

Forms to be issued must be approved by BPI / SSL and will be a) the three blue forms for 20 questions (barometer, thermometer, fast review) and the audit inside the mini system or the multi audit provided by SSL. The training logs must be 10 steps for HSE or the Injury Prevention set provided by SSL to clients.

## Summary for Client

1. **Becoming a preferred supplier is very difficult today. If you work for major construction firms they may have a cartel and you will need to join it then pay annual subscription fees plus training fees. They may need about \$400.00 per site p.a. for next to nothing in terms of value.**
2. **In many cases, you may be invited to work for a Principal and to come under its umbrella. They do not tell you, but you need to remember that they will be on-charging your good work at 10-15%.**
3. **You need to get qualified so that you are not paying away much or most of your profits. You need to retain your profits and keep control of your business, your staff and your machinery.**
4. **You need to listen carefully to the Consultant as this is a valuable offer that can provide you with good quality forms for Workplace Health & Safety management.**
5. **Option A is for standard issue as on quote form \$190-490 + GST. There will be an annual system/software which inclusive of hot line service comes to \$159 +. There will be fees for Consultant visit, training plus annual review and assistance. Such fees will be approx \$199+ travel.**
6. **Alternatively Option B you can enter a 4-7 year contract with us and this will be much more economical and give long term provision / protection. There is a set up fee of \$159 plus GST for this option & local travel. Clients who wish to have set of policies/forms an extra \$100 +.**
7. **The format is copyrighted and can be photocopied for site use only. You must phone 09 438 7555 if you wish to issue the forms to other parties. The forms must be selected for actual purpose and not blanket issue.**
8. **If you wish to have certification of your staff you need to think about training sessions of TQM Quality or Contractor Safe or Injury Prevention training courses . These are available at \$49-79 + GST p.p. add travel. Certificates for individuals are \$25 + GST.**
9. **All of the material is licensed and is not being sold. You have the use of it for 4-7 years (renewable). You must not loan or hire out our materials to any other party under any circumstance.**
10. **We help you identify the range of signs required to comply with regulations. We provide fire extinguishers, safety gear / first aid kits. You can also purchase a safesite set of policies and forms for \$100 +.**

## Procedures for Implementation

1. Consultant or Sales Manager to demonstrate the pages in the mini system.
2. Consultant or Sales Manager to explain the two options: **Option A** is at the top of the form and will reach to a total of \$190 - \$490 plus GST with a) ongoing system software maintenance and hotline fee of \$159 plus GST plus b) fees of \$199 plus GST approx for site visits plus travel. **Option B** is a fee of \$159 plus GST for costs of setting up the client. The client will pay this fee and then will receive the folder or manual and will be required to have an on-going contract for 4-7 years. For option B the annual contract fee is to be between \$349 and \$499 plus GST depending on number of the staff. There may be a small agreed charge for travel.
3. The CD Rom of the software will not be issued until the client pays the first annual fee. Prior to issue of the CD Rom the Consultant or Sales Manager or the Client will ensure that the type of work or type of contractor trade is communicated to Head Office so that the site specific plan can be provided that is similar to or identical to the trade or type of business or activity of the Client.
4. The first annual visit will be set up for 60 - 90 days after the purchase of the folder or manual. The Sales Manager will make it clear to the client who the Consultant will be (name) and the contact details for the Consultant.
5. For the first site visit, the Consultant will provide a basic audit and report and this will take about 30 minutes but may take 60 minutes if the audit format inside the folder is included as part of the audit (as well as a 20 question one).
6. The Consultant will also arrange for basic training of the 10 steps training plan approx one hour. A site certificate may be issued by Head Office that will last for two years, provided that a) the Client has paid, b) the audit was completed to a satisfactory standard and c) the basic training was completed for the site.
7. Head Office will also issue recent newsletters to the Client and may issue Health and Safety training or guidance files that are relevant for the client. Head Office may also issue **basic policies and forms to clients for modest fee of \$100 plus GST.**
8. The Client may order signs and equipment through the Consultant or may order them direct from Head Office. In addition, the Client may order Job Task Analysis formats (about \$10 x sheet) direct from Head Office or via Consultant.
9. In the event of an accident or incident that is reportable to Worksafe, the Client is advised to inform Head Office so that the matter can be properly handled and in many cases that do not involve a formal report there is no charge for this apart from the annual helpline fee. In the event of a formal report there is a charge at the rate of \$99 per hour plus GST. For non-clients the rate is \$199 x hour.
10. Loyal Clients that continue with BPI and Summit Systems Ltd long term can expect to receive Injury Prevention training courses at no additional fee on a bi-annual basis. There will be an inflationary adjustment to fees from time to time.

# Business Performance International



## Pre-Qualified Contractor / Qualified Subbie System No \_\_\_\_\_

<b>Items for Standard Scheme</b>	<b>How</b>	<b>Who</b>	<b>Mgrs &amp; staff</b>	<b>OPTION A</b>
Pre-Qualified Contractor folder of 60-80 pages - Subbie Site Specific Safety Plans (SSSSP) and Subbie Site Safety Set up (SSSSU), with formats	Sign up, pay on delivery	Sales Mgr today or next visit	Upto 2 \$190+ Upto 6 \$290+ Upto 10 \$390+ Upto 20 \$490+	
For licence of software at \$159 + GST per annum includes SSL hot line advice	TBA	Sales Mgr supply	\$159+ GST pa	\$159 + GST annual fee
Consulting time to train staff and managers at fee for basic 10 steps training 1 to 1.5 hours	TBA	Sales Mgr	\$120+ GST	\$120 + GST per visit
Consulting to do HSE basic audit at set fee \$79 Approx .5 to .75 hours	TBA	Sales Mgr	\$79+ GST	\$79 + GST per visit
For signs and extinguishers etc refer sales form	TBA	Sales Mgr	Refer form	
Set up new client – admin fee Consultant \$19.00 _____ Site Certificate \$25.00 _____				
Travel local \$39+ _____ or long distance maximum fee of \$100+ GST. Agreed - _____ NB: Trips to clients must include several clients in the same locality.				TOTAL = \$ _____
<b>4-7 YEARS _____ ANNUAL SERVICE AGREEMENT FOR VISIT &amp; NEWS, SOFTWARE, HOTLINE, BASIC AUDIT, CERTIFICATE &amp; STAFF TRAINING</b> 4-7 years at \$349 plus GST (up to 6 including managers, staff and casuals) _____ 4-7 years at \$399 plus GST (up to 10 including managers, staff and casuals) _____ 4-7 years at \$499 plus GST (up to 20 including managers, staff and casuals) _____ There may be agreed reasonable travel fee for local Subbies/Suppliers (e.g. \$29-39). <b>Health/Safety policies / forms extra fee of \$100 + from Head Office.</b>			<b>OPTION B</b> <b>Set up \$159.00+</b> Travel \$ _____ + If Policies \$ _____  <b>Annual \$ _____ pa</b> Travel \$ _____	
<b>Client name</b> ..... <b>Address</b> ..... <b>Email / Phone</b> .....			DUE NOW	
			ADD GST	
			TOTAL	
<b>Consultant Name / Phone</b> ..... <b>Proposed time/date for further visit/s.</b> .....				
<b>ROMALPA CLAUSE</b> - Ownership of the above items selected for purchase or licence does not take place until full payment is made and banked successfully. <b>Cheques to be made payable to Summit Systems Ltd crossed "Payee Only, Not Transferable"</b> . <b>EXCLUSIVITY OF RELATIONSHIP</b> – The Client may not enter into any private arrangement with existing or former Consultant / Agent. <b>Nor may the Client give away a copy of the system information</b> to another site or person. If either happens it is agreed that a claim will be made to the Disputes Tribunal for compensation of between \$3,000 and 5,000 (8 years of fees).				
<b>LIMITATION OF LIABILITY &amp; TERMS OF TRADE</b> – The Client agrees and gives assurance to indemnify Summit Systems Ltd and Business Performance International, their owners and managers and agents <b>against all legal claims of any nature</b> whatsoever. Overdue accounts (over 7 days) will accumulate <b>interest at 2% per month cumulative</b> . The Client will also be responsible for all debt collection fees from an agency or law firm. The Owner/s / Director/s of the business or site will personally guarantee and be liable for any outstanding accounts not paid on time. Software copy is not released until first annual fee is paid for.				
<b>DISCLAIMER</b> - The above <b>system information does NOT meet all legal requirements</b> . Clients are advised to seek legal advice regarding their obligations and compliance satisfaction requirements.				
<b>INTELLECTUAL PROPERTY</b> - The Client or Purchaser agrees and gives assurance that the intellectual property is never to be copied to another person, company or entity in any manner whatsoever. The Client or Purchaser also understands and agrees that <b>the intellectual property is under licence to the business or site for 4-7 years and always belongs to BPI</b> (Summit Systems Ltd) and that it is not being sold. It is returnable. If it is not returned to supplier within 30 days of anniversary of the 4-7 year term, (OR agreed extension to the term), there will be a further fee of \$399 plus GST plus all legal costs of collection plus interest charges that may apply. An inflationary adjustment to the annual fee may be applied every two years or every year in times of high inflation.				
CLIENT ACCEPTANCE SIGNATURE ..... Date    /    /                      POSITION OR TITLE _____				
<b>INTERIM RECEIPT: SSL 62 044 879. This is not a formal tax invoice until payment is made in full.</b> <b>RECEIVED</b> the sum of \$ _____ <b>DIRECT CREDIT 03 0830 0340303 00</b> Date    /    / 20                      Signed by Consultant _____				

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<b>Client name</b> ..... <b>Address</b> ..... <b>Email / Phone</b> .....			DUE NOW	
			ADD GST	
			TOTAL	
<b>Consultant Name / Phone</b> ..... <b>Proposed time/date for further visit/s.</b> .....				
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# SAFESITE SUBBIE SYSTEM

**BUY YOUR FOLDER THAT CONTAINS**

1. Site specific plans and training meetings for hazardous sites
2. Site safety - range of forms to meet requirements of principals and officials
3. Specification as to what is expected for pre-qualification
4. Safety test for workers – basic levels

**FOLDER for SUBBIE**

Issued at beginning of the relationship **without**  
 a) CD Rom, (b) policies,  
 (c) training booklet, (d)  
 audit log/s

**ANNUAL VISIT BY CONSULTANT**

- a) “Ten steps for Safety” training booklet for annual training session
- b) Multimeter audit log for new laws to be completed at annual review
- c) Review need for Job Task Analysis
- d) Review need for equipment and signs

**ANNUAL FEE TO HEAD OFFICE**

- a) CD Rom issued – periodic review
- b) Hotline expert service available for any accidents or incidents free service unless formal report required by Worksafe
- a) Audit log is processed and issued to client with an annual certificate as proof
- b) CD Rom with helpful files also issued

**ALSO AVAILABLE FROM HEAD OFFICE**

- a) Safety Policies / forms file approx \$100 plus GST
- b) Order form for safety equipment and regulatory signs
- c) Order from Hazards Library of 3 million pages
- d) Newsletters on line [www.summitsystems.co.nz](http://www.summitsystems.co.nz)
- e) Software cloud services available at little cost
- f) International Certification available ASCB & IRQAO



# FIVE REASONS FOR SUBBIES AND SUPPLIERS TO BE QUALIFIED

1. Every medium sized business has several suppliers of services plus a number of contractors and or sub contractors that now present a serious legal liability. They can include any or all of the following:
  - a) plumber
  - b) electrician
  - c) maintenance
  - d) painting etc
  - e) lawn mowing
  - f) tree trimming
  - g) courier or delivery
  - h) refuse removal
  - i) transporting
  - j) fencing / security
  - k) machinery repair
  - l) supply of materials
  - m) cleaning work
  - n) gardening
  
2. Companies / businesses want to be sure that they do not get legally implicated by having unqualified contractors and or suppliers on their site.
  
3. Contractors or Subbies / Suppliers themselves, that are reputable, do not wish to be in defiance of the law if they can avoid this at minimal cost.
  
4. Contractors or Subbies / Suppliers, that are clever, wish to have a good name for quality assurance and safety of their operations.
  
5. Both the Principal and the Contractor (or Subbie) would like to enjoy experience rating bonus from ACC - to reduce their taxation costs.