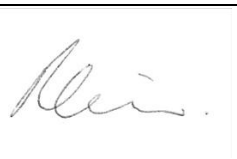
Company Name	Genius Energy Lab Limited
Policy Name:	Subcontractor Monitoring and Review
Date:	July 2026
Review Date	July 2027
Version:	1.0
This Subcontractor Monitoring and Review Policy has been approved by the undersigned and is fully supported by the Directors of Genius Energy Lab Limited.	 Company Director: Richard Davis

Purpose

The purpose of this policy is to ensure that all subcontractors and consultants engaged by the Company continue to meet the required standards of competence, quality and compliance. The review process also provides assurance that appropriate insurance and compliance documentation remains current.

Scope

This policy applies to all subcontractors and consultants undertaking work on behalf of the Company.

Procedure

Approved subcontractors will be reviewed at least annually, or more frequently where considered appropriate.

Reviews will be scheduled and tracked within ClickUp to ensure they are completed on time and any follow-up actions are monitored.

Each review will include, where applicable:

- Assessment of the quality of work completed.
- Review of performance against agreed timescales.
- Assessment of communication, professionalism and reliability.
- Verification that current insurance certificates remain valid.
- Review of relevant qualifications, memberships or competency records.
- Review of health and safety documentation where applicable.

- Consideration of any client feedback, quality issues or opportunities for improvement.
- Agreement of any actions required.

The outcome of each review will be recorded using the Company's **Subcontractor Performance Review & Quality Check** form.

Insurance and Compliance

As part of each review, the Company will verify that all relevant insurance policies remain current and appropriate for the services being provided.

Where applicable, the following documentation will also be reviewed:

- Public Liability Insurance.
- Professional Indemnity Insurance.
- Employers' Liability Insurance.
- Health & Safety documentation.
- Professional memberships or qualifications.
- Any other compliance documentation relevant to the services provided.

Updated copies of documents will be requested where required.

Approved Subcontractor Status

Following each review, the subcontractor will be assessed as one of the following:

- Approved to continue.
- Approved subject to completion of agreed actions.
- Removed from the Approved Subcontractor List where performance or compliance is considered unacceptable.

Records

Completed review forms, insurance certificates and any supporting compliance documentation will be retained electronically.

Annual review tasks, reminders and any follow-up actions will be managed within ClickUp to provide an audit trail and ensure reviews are completed within the required timescales.

Responsibilities

The General Manager is responsible for:

- Scheduling annual subcontractor reviews.
- Conducting, or arranging, the review with the subcontractor.
- Verifying that insurance certificates and compliance documentation remain current.
- Recording the outcome of the review and any actions arising.
- Ensuring review records are maintained.

Review of this Policy

This policy will be reviewed periodically to ensure it remains appropriate for the Company's activities and any applicable certification or accreditation requirements.