

# Contractor Prequalification Management

## A pan-industry process

### PREQUALIFICATION REPORT AGAINST TOTIKA SCHEME

### SIMPLY SECURITY LIMITED

Valid from 03 Jun 2025 to 03 Jun 2026

Category 2

Number of Employees 178

Primary Work Activity - Security Services



Outcome : Performing at Tōtika standard

#### Disclaimer

*This report has been prepared by PREQUAL for the Contractor using our professional judgment based on information provided by the Contractor. PREQUAL have accepted comments and reviewed source documentation as provided by the Contractor but have not attempted to verify the accuracy of such information. PREQUAL does not accept any responsibility for the accuracy or completeness of the information supplied, or how the information is used by either the Contractor or any other organisation or individual accessing this report.*

*This report provides a view as to the likely state of defined aspects of the Contractors health and safety management systems and their application. This is done in the context of a prequalification process not an in depth audit or review.*

# SCORING AND INSURANCE

**OVERALL SCORE : 79%**

## Sections Scores

<b>Leadership</b>		75%
MB1: H&S Policy		75%
MB2: H&S Policy Communication		75%
MB3: Accountabilities		75%
MB4: Dealing with H&S Issues		75%
MB5: Demonstrating Active Commitment		75%
MB6: Considering H&S Impacts		75%
<b>Processes to support Health and Safety</b>		81%
MB7: Documented system and procedures		75%
MB8: Competent H&S Advice		75%
MB9: Resourcing H&S		75%
MB10: Site Specific Health and Safety plans		75%
MB11: Continuous Improvement		75%
MB12: Health and Safety Performance Goals		100%
MB13: Monitoring Health and Safety Performance		75%
MB14: H&S Audit		100%
<b>Skills, training, competency and supervision</b>		75%
MB15: Training and competence processes		75%
MB16: Induction		75%
MB19: Supervision of vulnerable workers		75%
<b>Event Reporting, Recording and Investigation</b>		75%
MB20: Event recording, reporting and investigation procedure		75%
MB21: Investigations		75%
MB22: WorkSafe Notification		75%

MB23: Communication and follow-up		75%
<b>Emergency Management &amp; Response</b>		75%
MB24: Emergency processes		75%
<b>Communication, Engagement and Participation</b>		75%
MB26: Open Communication		75%
MB27: Worker engagement and participation		75%
MB28: Meetings		75%
<b>Hazard/Risk Identification and Provision of Effective Controls</b>		80%
MB29: Hazard/risk identification and risk control processes.		100%
MB30: Hazard/risk control communication		75%
MB31: Hazard/risk control monitoring		75%
MB32: Safe Work Instruction		75%
MB33: PPE		75%
<b>Occupational Health and Wellness</b>		100%
MB36: Drugs and alcohol		100%
MB37: Stress, Fatigue and Mental Wellbeing		100%
<b>Health and Safety Inspections</b>		75%
MB38: Work site health and safety inspection processes		75%
MB39: Frequency of inspections		75%
<b>Sub-Contractors and PCBU's</b>		80%
MB40: Contractor management process		75%
MB41: Sub-contractor engagement		75%
MB42: Cooperation, communication, and consultation with sub-contractors		75%
MB43: Performance monitoring		100%
MB44: Cooperation, communication, and consultation with other PCBU's		75%
<b>Plant &amp; Equipment</b>		75%
MB45: Maintenance		75%
MB46: Operation		75%

## Insurances

Insurance Type	Cover Amount	Expiry Date
Motor Vehicle 3rd Party Liability	NZ\$10,000,000.00	11/10/2025
Public Liability	NZ\$10,000,000.00	11/10/2025
Professional Indemnity	NZ\$1,000,000.00	11/10/2025

## Work Activities carried out by the Contractor

Providing Security  
Security Services

# QUESTION - SCORES & COMMENTS

## Question Scoring Key

4	Evidence provided exceeds minimum Totika Performing Standard
3	Evidence provided meets Totika Performing standard
2	Evidence provided relates to question but does not meet Totika Performing standard
1	Evidence provided not adequately related to or answering question
0	No evidence provided

### Principal Contractor (This section is for construction sector only)

#### PC01: Cooperation, communication, and consultation with other PCBU's

ANSWER THIS QUESTION "NO" IF YOU ARE NOT A [PRINCIPAL CONTRACTOR](#)

Do you have processes for you to take the lead in establishing mechanisms that ensure all PCBU's are able to effectively consult, cooperate, and coordinate (CCC) activities to manage H&S with other organisations (PCBU's) on site?

This question was marked N/A as the organisation indicated that they are not a principal contractor.

#### PC02: On site welfare

ANSWER THIS QUESTION "NO" IF YOU ARE NOT A [PRINCIPAL CONTRACTOR](#)

Do you have documented processes that ensure the establishment of appropriate on-site welfare facilities for workers?

This question was marked N/A as the organisation indicated that they are not a principal contractor.

#### PC03: Project Planning and Design

ANSWER THIS QUESTION "NO" IF YOU ARE NOT A [PRINCIPAL CONTRACTOR](#)

Do you have documented processes for the planning of project H&S approaches structures and activities and ensuring they are adequately designed into the overall project plans

This question was marked N/A as the organisation indicated that they are not a principal contractor.

#### PC04: Making the client aware

ANSWER THIS QUESTION "NO" IF YOU ARE NOT A [PRINCIPAL CONTRACTOR](#)

Do you ensure the client is aware of their H&S duties and meets them?

This question was marked N/A as the organisation indicated that they are not a principal contractor.

#### PC05: H&S Management Capability

<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL CONTRACTOR</a></p> <p>Does your organisation ensure it has the necessary skills, knowledge and experience required to manage H&amp;S for the projects it undertakes?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal contractor.</p>
<p><b>PC06: Managing Change</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL CONTRACTOR</a></p> <p>Does the organisation have processes to manage changes to project plans and/or designs?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal contractor.</p>
<p><b>PC07: Safety in Design</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL CONTRACTOR</a></p> <p>Does the organisation have processes to apply safety in design processes?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal contractor.</p>
<p><b>Principal Designer (This section is for construction sector only)</b></p>		
<p><b>PD01: Safety in design programme</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL DESIGNER</a></p> <p>Does the organisation have a documented safety in design programme that allows you to take the lead in bringing together key stakeholders (client, consultants, engineers, constructors etc) at preconstruction and/or installation project phases to identify and then eliminate or otherwise manage hazards/risks across the life of the project?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal designer.</p>
<p><b>PD02: Record Keeping</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL DESIGNER</a></p> <p>Does the organisation have formal processes for the management of safety in design programme information and records?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal designer.</p>
<p><b>PD03: Safety in Design Capability</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL DESIGNER</a></p> <p>Do you ensure you have the required capability in your team to lead safety in design programmes?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal designer.</p>
<p><b>PD04: Continuous improvement in safety in design</b></p>		
<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL DESIGNER</a></p> <p>Do you have process in place to continuously improve the safety in design programme?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal designer.</p>
<p><b>PD05: Making the client aware</b></p>		

<p>ANSWER THIS QUESTION "NO" IF YOU ARE NOT A <a href="#">PRINCIPAL DESIGNER</a></p> <p>Do you ensure the client is aware of their H&amp;S duties relating to safety in design and that they meet them?</p>		<p>This question was marked N/A as the organisation indicated that they are not a principal designer.</p>
<b>Leadership</b>		
<b>MB1: H&amp;S Policy</b>		
<p>Do you have a health and safety policy that sets out leadership and commitment requirements for good health and safety practice?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that an appropriate health and safety policy statement was provided.</p>
<b>MB2: H&amp;S Policy Communication</b>		
<p>Do you communicate the health and safety policy to workers and confirm they understand it?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence that the health and safety policy statement was read and understood by workers was provided.</p>
<b>MB3: Accountabilities</b>		
<p>Are H&amp;S accountabilities/responsibilities allocated to management roles within your organisation?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that descriptions of management health and safety accountabilities/responsibilities were provided.</p>
<b>MB4: Dealing with H&amp;S Issues</b>		
<p>Does your business have processes to deal with work-related H&amp;S issues including tracking agreed actions to completion?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence of a process to deal with work related health and safety issues was provided.</p>
<b>MB5: Demonstrating Active Commitment</b>		
<p>Do the senior leaders of your organisation actively and positively demonstrate their commitment to the health and safety of workers?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence of the active role senior managers play in health and safety was provided.</p>
<b>MB6: Considering H&amp;S Impacts</b>		
<p>Do the senior leaders of your organisation actively consider the impacts on health and safety when making business decisions?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence of business leaders actively considering the impacts on health and safety when making business decisions was provided.</p>
<b>Processes to support Health and Safety</b>		
<b>MB7: Documented system and procedures</b>		
<p>Do you have documented health and safety management system (HSMS) and procedures/processes covering core health and safety elements?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence that the organisation does have a documented health and safety management system (HSMS) with procedures/processes covering relevant core health and safety elements was provided.</p>
<b>MB8: Competent H&amp;S Advice</b>		
<p>Do you and your workers have access to competent H&amp;S advice?</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that the organisation does have access to competent H&amp;S advice.</p>
<b>MB9: Resourcing H&amp;S</b>		
<p>Does your organisation plan and budget for H&amp;S</p>	3	<p>The evidence provided for this question has met Tōtika criteria in that evidence of planning and budgeting for H&amp;S was provided.</p>
<b>MB10: Site Specific Health and Safety plans</b>		

When working on a Client's site do you develop site (or service) specific health and safety plans (SSSPs)?	3	The evidence provided for this question has met Tōtika criteria in that an appropriate SSSP was provided.
<b>MB11: Continuous Improvement</b>		
Do you ensure H&S is continually improved within your organisation?	3	The evidence provided for this question has met Tōtika criteria in that evidence of continuous improvement was provided.
<b>MB12: Health and Safety Performance Goals</b>		
Does your organisation set health and safety goals/objectives?	4	The evidence provided for this question has met Tōtika criteria in that evidence of the organisation setting H&S goals and objectives was provided.
<b>MB13: Monitoring Health and Safety Performance</b>		
Does your organisation monitor its H&S performance?	3	The evidence provided for this question has met Tōtika criteria in that evidence of monitoring H&S performance was provided.
<b>MB14: H&amp;S Audit</b>		
Does your organisation have a procedure/process in place for conducting audits of its HSMS on a regular basis?	4	The evidence provided for this question has met Tōtika criteria in that evidence of a HSMS audit process, in which management were involved, was provided.
<b>Skills, training, competency and supervision</b>		
<b>MB15: Training and competence processes</b>		
Do you have a documented process for the training and competency of your workers to ensure they can complete their work safely? This may include: <ul style="list-style-type: none"> <li>• On job training</li> <li>• Trade certification e.g. electrical, plumbing, carpentry, mechanics, boilers, rigging, welding etc</li> <li>• Licenses e.g. forklift, HT Specialist</li> <li>• Training e.g. hazardous substances, work at heights, permit receiver, isolations</li> <li>• Management of refresher training</li> </ul>	3	The evidence provided for this question has met Tōtika criteria in that evidence of a training and competency process was provided.
<b>MB16: Induction</b>		
Do you have a worker induction program in place that covers off employees and contractors and inducts them into the workplace and/or worksites? <p>The induction should cover off key health and safety elements such as policy, responsibilities, hazard/risk management, emergencies, training, and incident reporting, and worker participation</p>	3	The evidence provided for this question has met Tōtika criteria in that evidence of a worker induction programme was provided.
<b>MB17: Foundation training and assessment</b>		
Have your workers completed foundation health and safety training (e.g. Hazardco H&S Fundamentals, Impac H&S Foundations; Site Safe Passport). <p>If working in the construction sector, have workers completed a independent foundation knowledge assessment?</p>		An answer of N/A was accepted for this question as the organisation indicates that it does not undertake construction activities.
<b>MB18: Hazardous Work Training, Licenses and Certifications</b>		
Have workers required to carry out hazardous work been provided with the appropriate training and/or hold the required licenses or certifications? <p>Hazardous work includes but is not limited to: work from height, work with asbestos, underground work, confined space entry, work around mobile plant or vehicles, buried services, electricity, hazardous substances, radiation etc.</p>		An answer of N/A was accepted for this question as the organisation indicates that it does not undertake hazardous work activities.

<b>MB19: Supervision of vulnerable workers</b>		
Do you have young, new, and other vulnerable workers who are appropriately supervised and coached/trained on the job?	3	The evidence provided for this question has met Tōtika criteria in that a description of supervision of vulnerable workers was provided.
<b>Event Reporting, Recording and Investigation</b>		
<b>MB20: Event recording, reporting and investigation procedure</b>		
Do you have a documented procedure for event recording, reporting and investigation?	3	The evidence provided for this question has met Tōtika criteria in that evidence of an event recording, and reporting procedure was provided.
<b>MB21: Investigations</b>		
Do you investigate all significant H&S events including high potential near misses?	3	The evidence provided for this question has met Tōtika criteria in that evidence of event investigation was provided.
<b>MB22: WorkSafe Notification</b>		
When are you required to notify Worksafe NZ of any Notifiable Work or Event?	3	The evidence provided for this question has met Tōtika criteria in that a description of notifiable events was provided.
<b>MB23: Communication and follow-up</b>		
Do you ensure the learning from investigations (formal or informal) are translated to improved work processes via corrective actions, follow up and communication with workers?	3	The evidence provided for this question has met Tōtika criteria in that evidence of event corrective actions communication was provided.
<b>Emergency Management &amp; Response</b>		
<b>MB24: Emergency processes</b>		
Do you have documented emergency procedures that cover general emergencies your workers may be exposed to when on your site/s?	3	The evidence provided for this question has met Tōtika criteria in that an emergency response plan covering relevant scenarios was provided.
<b>MB25: Specialist Emergency Response</b>		
Does your business develop emergency plans for client sites/projects as well as for specialist higher risk work activities e.g. work at height, confined space entry?		The organisation indicates that it does not undertake specialist high risk work so an answer of N/A has been accepted for this question.
<b>Communication, Engagement and Participation</b>		
<b>MB26: Open Communication</b>		
Does your organisation create an environment to support open communication with workers?	3	The evidence provided for this question has met Tōtika criteria in that evidence of a process to create an environment to support open communication was provided.
<b>MB27: Worker engagement and participation</b>		
Do you have a documented procedure or process that encourages and allows for workers to engage and participate in H&S matters?	3	The evidence provided for this question has met Tōtika criteria in that a procedure for worker engagement and participation was provided.
<b>MB28: Meetings</b>		
Do you have regular meetings with workers where health and safety matters are discussed, and workers have the opportunity to raise any issues?	3	The evidence provided for this question has met the Tōtika criteria in that a description of the type, nature, and frequency of regular/structured meetings with workers where H&S matters are discussed was provided.
<b>Hazard/Risk Identification and Provision of Effective Controls</b>		
<b>MB29: Hazard/risk identification and risk control processes.</b>		
Do you have a documented procedure for the identification of hazards and management of their risk/s? This includes both hazards and risks associated with a physical environment and those associated with work activities	4	The evidence provided for this question has met Tōtika criteria in that a hazard management procedure, examples of that procedure in action and a hazard/risk register were all provided.
<b>MB30: Hazard/risk control communication</b>		

Do you communicate these hazards and risks and their required controls to you workers, and confirm they understand it?	3	The evidence provided for this question has met Tōtika criteria in that a hazard/risk communication procedure, and evidence of that procedure in use were provided.
<b>MB31: Hazard/risk control monitoring</b>		
How do you monitor/review the controls for your hazards/risks to ensure they are still effective?	3	The evidence provided for this question has met Tōtika criteria in that a description of the hazard/risk review process was provided.
<b>MB32: Safe Work Instruction</b>		
Do you produce written work instructions, JSA's, Task Analysis, SWMS, and/or standard operating procedures, and/or other specific safety instructions for the work you do?	3	The evidence provided for this question has met Tōtika criteria in that examples of written work instructions were provided.
<b>MB33: PPE</b>		
Are all workers provided with appropriate PPE for the work being undertaken, is it regularly checked and maintained and are workers trained and competent in its correct use?	3	The evidence provided for this question has met Tōtika criteria in that evidence of an appropriate PPE management process was provided.
<b>Occupational Health and Wellness</b>		
<b>MB35: Process for monitoring of health risk</b>		
Have you identified any occupational health hazards/risks that require health monitoring/surveillance, and do you carry this out?		The organisation has indicated that they undertake no work that would require health monitoring, therefore an answer of "N/A" has been accepted.
<b>MB36: Drugs and alcohol</b>		
Does your organisation have a workplace drug and alcohol policy?	4	The evidence provided for this question has met Tōtika criteria in that a drug and alcohol policy, including an opportunity for rehab, was provided.
<b>MB37: Stress, Fatigue and Mental Wellbeing</b>		
How does your organisation manage work related stress, fatigue and mental wellbeing?	4	The evidence provided for this question has met Tōtika criteria in that the evidence provided indicates that a proactive approach to stress, fatigue and mental wellbeing is taken.
<b>Health and Safety Inspections</b>		
<b>MB38: Work site health and safety inspection processes</b>		
Do you have a documented procedure for the physical inspection of worksites other than offices?	3	The evidence provided for this question has met Tōtika criteria in that a description of the process to undertake work site health and safety inspections, and examples of inspections, were provided.
<b>MB39: Frequency of inspections</b>		
How often do you carry out these inspections and why is this viewed as an appropriate frequency?	3	The evidence provided for this question has met Tōtika criteria in that the frequency of inspections was described.
<b>Sub-Contractors and PCBU's</b>		
<b>MB40: Contractor management process</b>		
Do you have a documented procedure for the management of sub-contractors?	3	The evidence provided for this question has met Tōtika criteria in that contractor management procedures were provided.
<b>MB41: Sub-contractor engagement</b>		
Do you prequalify (H&S) each subcontractor (PCBU) prior to engagement to confirm they have an appropriate health and safety management system?	3	The evidence provided for this question has met Tōtika criteria in that two examples of contractors having completed the prequalification process were provided.
<b>MB42: Cooperation, communication, and consultation with sub-contractors</b>		

Do you have processes to ensure you communicate and work with subcontractors on matter of health and safety to ensure work is coordinated to manage risks to H&S.	3	The evidence provided for this question has met Tōtika criteria in that evidence of the co-operation, communication and consultation process with subcontractors was provided.
<b>MB43: Performance monitoring</b>		
Do you regularly monitor your contractors H&S performance and provide feedback on this to them?	4	The evidence provided for this question has met Tōtika criteria in that a documented procedure/detailed description of the process for sub-contractor performance monitoring was provided.
<b>MB44: Cooperation, communication, and consultation with other PCBU's</b>		
Do you have processes to consult, communicate, and coordinate activities with other organisations you might work with or in the vicinity of?	3	The evidence provided for this question has met Tōtika criteria in that a documented procedure/detailed description of the process for cooperation, communication and consultation with other PCBUs was provided.
<b>Plant &amp; Equipment</b>		
<b>MB45: Maintenance</b>		
Do you have a procedure or documented process for the appropriate maintenance of any Plant and/or equipment you use as part of your work?	3	The evidence provided for this question has met Tōtika criteria in that evidence that a plant/equipment maintenance procedure is in place was provided.
Plant and equipment refers to industrial plant and equipment including mobile P&E, , lifting equipment (slings, strops, chains), and safety equipment (harnesses, lanyards, gas testers etc)		
<b>MB46: Operation</b>		
Do you have processes and systems for managing and monitoring plant and equipment operations?	3	The evidence provided for this question has met Tōtika criteria in that a description of the plant/equipment operation process was provided.
<b>Hazardous Substances</b>		
<b>MB47: Management</b>		
Do you have a procedure or documented process for the storage, transportation, and use of hazardous substances?		The organisation has indicated that they do not hold or use hazardous substances and as a result this question has been marked N/A.
<b>MB48: Inventory</b>		
Do you maintain a hazardous substances inventory? (as per the requirements of the Haz Sub Regs)		The organisation has indicated that they do not hold or use hazardous substances and as a result this question has been marked N/A.
<b>MB49: Safety Data Sheets and labelling</b>		
Do you get safety data sheets (SDS) for your hazardous substances and how these are communicated/provided to your workers. Describe how you ensure all hazardous substances are appropriately labelled and marked.		The organisation has indicated that they do not hold or use hazardous substances and as a result this question has been marked N/A.
<b>MB50: Hazardous Substance Training</b>		
Have workers been trained in the safe use and handling of the hazardous substances they use or are exposed to?		The organisation has indicated that they do not hold or use hazardous substances and as a result this question has been marked N/A.
<b>H&amp;S Performance History</b>		
<b>MB51: Prosecution or convictions</b>		
Have you been convicted of a Health & Safety offence within the last 5 years?		The organisation has indicated that it has not been prosecuted for any offence under the Health and Safety at Work Act 2015, within the last 5 years.
<b>MB52: Enforcement action</b>		

<p>Have you had any enforcement action taken against you by an H&amp;S Regulator in the last 5 years? This includes prohibition or improvement notices, or formal warnings?</p>	<p>The organisation has indicated that it has not received a Prohibition, Infringement or Improvement Notice under the Health and Safety at Work Act 2015, in the last 5 years.</p>
<p><b>MB53: Investigations</b></p>	
<p>Have you ever been investigated by an H&amp;S Regulator in the last 5 years?</p>	<p>The organisation has indicated that it has not been investigated by a health and safety enforcement agency regarding any accident within the last 5 years.</p>
<p><b>MB54: Environmental offences</b></p>	
<p>Have you been convicted of an Environmental offence within the last 5 years?</p>	<p>The organisation has indicated that it has not been prosecuted for any offence under the Resource Management Act or any other environmental regulation or bylaw in the last 5 years.</p>
<p><b>MB55: Awards and recognitions</b></p>	
<p>Have you been recognised by clients or other external bodies for H&amp;S excellence, innovation or problem solving in the last 5 years?</p>	<p>The organisation has indicated that they have not received any health and safety award of recognition within the last 5 years.</p>

# CERTIFICATE

THIS IS TO CERTIFY THAT  
**SIMPLY SECURITY LIMITED**

is performing at the Tōtika scheme standard

Valid until: 03 Jun 2025 - 03 Jun 2026



**+IMPAC**  
**PREQUAL**  
Identifying safe Contractors