

# Your Application Checklist

➤ **Please complete the checklist below to ensure you have included all the relevant information.**

- All forms fully completed and signed.
    - General Information
    - Other Offices (if applicable)
    - Work Categories
    - Areas of Operation
    - Health & Safety Questionnaire/SSIP\* accreditation or third party accreditation (NI only)
    - Equal Opportunities Questionnaire
    - Environmental Questionnaire
  - A copy of your latest full accounts (not abbreviated or draft). See guidance notes for new firms trading less than 2 years.
  - A copy of your current insurance certificate and schedule that are relevant to your firm i.e. Public Liability, Employers Liability or Professional Indemnity.
  - Proof of any trade association or professional qualifications / licences / accreditations / memberships.
  - SSIP\* member certificate (visit [www.ssip.org.uk](http://www.ssip.org.uk) for full list) or a completed Health & Safety Questionnaire.
  - Each of the work categories you select will need to be supported by two references. These must be completed on the reference forms provided, and for contracts that have been completed within the last three years. Please note: more than 1 work category can be added to a reference.
  - Policy Statements to support your Health & Safety, Equal Opportunities, Environmental Questionnaires.
  - Waste Carrier licence, Gas Safe and NICEIC if applicable.
- \*SSIP are an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes. For more information visit [www.ssip.org.uk](http://www.ssip.org.uk)

➤ **If we do not receive all the necessary information to process your application then you will not appear on buyer searches and you could miss out on potential work opportunities.**

➤ **Don't delay, buyers are searching Constructionline right now for suppliers just like you! Take a look at all our benefits:**

### Access more buyers -

Over 8,000 buyers use Constructionline to find new suppliers.

### Get 'Fit to Supply' -

Our buyers will recognise that your company meets industry and Government standards.

### FREE Opportunities

**Notice Board** - Get FREE alerts on construction projects relevant to you - worth over £1000 per year.

### Boost your profile -

Use our respected logo on your stationery and company vehicles.

### Save time and money -

Reduce time and money on paperwork - fill out just one PQQ form.

### FREE local Meet the

**Buyer Events** - Make personal contacts and meet key decision makers face to face.

Getting  
in touch

**Call** 0844 892 0313  
**Email** [constructionline@capita.co.uk](mailto:constructionline@capita.co.uk)  
**Visit** [www.constructionline.co.uk](http://www.constructionline.co.uk)  
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