

# Your application checklist

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

**Please note:** All policy statements must be signed and dated within the last year.



## **Main details:**

1. Head office details
2. Contact details
3. Company details - should your company be Limited, please remember to upload a copy of your Certificate of Incorporation.



## **Other offices (if applicable):**

1. Address details
2. Contact details



## **Director/Partner:**

Any evidence which supports the Director's qualifications has been uploaded.



## **Business & Professional Standing:**

Any evidence which supports the questions to which you have answered 'Yes' has been uploaded.



## **Financial:**

A copy of your latest full accounts (not abbreviated or draft) has been uploaded, these must be signed, dated and include your profit & loss, balance sheet, directors report as well as the notes.

For companies who have been trading for less than 2 years, please ensure the following information is uploaded:

1. Turnover forecast
2. Opening balance sheet which includes:
  - Initial loan from Directors / owners to start the business
  - Fixed assets - i.e. motor vehicles, specialised tools, specialised computer programmes and computer equipment used.



## **Insurance:**

A copy of your current insurance certificate and schedule that is relevant to your business has been uploaded - i.e. Public Liability, Employers Liability or Professional Indemnity.

**Licence & Accreditation:**

Evidence of any Licences & Accreditations have been uploaded - i.e. Waste Carriers licence, Gas Safe Certificate, ISO and NICEIC if applicable.

Please note: We will only accept uploaded accreditations that are mandatory. Any other accreditations should be uploaded to your company profile.

**Trade Federations & Professional Bodies:**

Evidence of any Trade Association or Professional Qualifications have been uploaded.

**Categories, References & Staffing:**

Each of the work categories you select will need to be supported by two references. These must be completed on the reference form which can be downloaded from this section of your application. All references must be for contracts that have been completed within the last three years - more than 1 work category can be added to a reference.

Please remember to complete the minimum & maximum contract values, and state any sub-contracted categories/trades you may have.

A breakdown of the staffing (PAYE or sub-contracted) for the business has been supplied.

**Areas of Operation:**

All areas/regions of the UK that the company operates in have been added, along with the minimum contract value for each area/region.

**Health & Safety:**

a. A certificate with an SSIP member assessment scheme has been uploaded. Visit [www.ssip.org.uk](http://www.ssip.org.uk) for the full list of the member schemes.

**OR**

b. The Health & Safety questionnaire has been completed and a supporting health & safety policy statement has been uploaded (for companies with over 5 employees).

**Equal Opportunity & Diversity:**

If you answer Q1-Q1 as 'Yes', please upload a copy of your Equal Opportunity Policy statement to support your Equal Opportunity & Diversity submission. The policy statement must be signed and dated within the last year.

**Environmental Management:**

If you answer questions O1-Q1 as 'Yes', please upload a copy of either your UKAS Accredited certificate, BS EN ISO 14001 or EMAS certificate.

If you answer O2-Q2 as 'Yes', please upload a copy of your Environmental Policy statement to support your Equal Opportunity & Diversity submission. The policy statement must be signed and dated within the last year.

Please remember to upload your Waste Carrier Licence if applicable.



**Building Information Modelling:**

Any evidence which supports the questions which have been answered 'Yes' has been uploaded.



**Quality:**

Any evidence which supports the questions which have been answered 'Yes' has been uploaded.

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 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.

**Opportunities Notice Board:** Get alerts on construction projects relevant to you.

**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.

**Meet the Buyer events:** Meet key decision makers face-to-face at our regional networking events.