Getting Started

Introduction to Membership Levels

Information Required to Complete and Submit Your Questionnaire

Constructionline

About Constructionline

Thank you for choosing to join Constructionline. You are now amongst a community of over 45,000 suppliers and 4,000 buying organisations that have registered with Constructionline to simplify the procurement process.

Constructionline is the UK's leading provider of third-party, technology enabled qualification and accreditation services, playing a critical role in the procurement value chain. Constructionline collects, assesses and monitors over 30 million pieces of information, from more than 45,000 suppliers through a PAS 91:2013+A1 2017 aligned question set, the standardised pre-qualification questionnaire developed by BSI to reduce duplication within the construction industry.

Our aim is to provide efficiency savings and opportunities to Suppliers working with public and private sector Buyers within the construction industry. We do this by providing a single source of accreditation, streamlining procurement procedures and improving the supply chain management processes, reducing risk and helping Suppliers work more easily and efficiently with Buyers.

At Constructionline, our mission is to help our members simplify procurement tasks, reduce risk, keep pace with legislation and achieve more.

About this guide

This user guide is intended to show Suppliers, both new and existing, how to make the most of the Constructionline service.

It introduces our Membership Levels and provides you with an overview of the information required to complete and submit your questionnaire.

Please note: For the purposes of this document, the following terms will be used in relation to the different levels of Constructionline membership:

Platinum (Level 4) Membership

Gold (Level 3) Membership

Silver (Level 2) Membership

Associate (Level 1) Membership

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Introduction to the Membership Levels

Constructionline has different levels of membership to support the different needs of Buyers and projects.
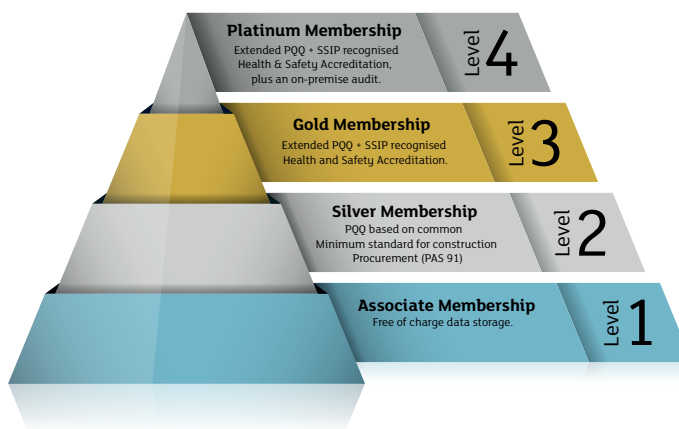
There are currently three verified membership levels for Suppliers – Silver, Gold and Platinum.

Checks are carried out on the information submitted by Suppliers within the three membership levels on behalf of Buyers, this speeds up the tender and award process.

Please note: it is important that members maintain their profile and ensure their status is verified, that way Buyers know they meet the qualifying criteria when selecting Suppliers for projects.

Associate Level Membership offers Suppliers free storage of Pre-qualification Questionnaire data, but this is not checked or verified by Constructionline. Associate members can upgrade to one of the verified membership levels at any point in the future.

Each level of membership covers a wider set of criteria and requires a higher level of pre-qualification assessment, demonstrating a higher level of competence and compliance to Buyers:

Platinum Membership
Extended PQQ + SSIP recognised Health & Safety Accreditation, plus an on-premise audit.
Level 4

Gold Membership
Extended PQQ + SSIP recognised Health and Safety Accreditation.
Level 3

Silver Membership
PQQ based on common Minimum standard for construction Procurement (PAS 91)
Level 2

Associate Membership
Free of charge data storage.
Level 1

Constructionline Membership Hierarchy

Information Required to Complete and Submit Your Questionnaire

Once registered, you will be able to log in and access the different sections of your pre-qualification profile questionnaire from your dashboard.

Having the relevant information/documentation readily available when completing each section will speed up the time taken to allow you to submit the information.

This will avoid unnecessary delays caused when Constructionline needs to request further information to allow for the successful completion of the verification process.

Please note: your answers will be verified by Constructionline following submission. This process is not immediate with over 600 data points to be checked. Do not leave submitting your profile to the last minute as it will take our team several days to complete, longer if the submission is incomplete or further information is requested. It is important to keep your profile up to date and allow adequate time for the verification process to be completed.

Submission Check List: Silver (Level 2)

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Silver Member

Silver (Level 2) Membership

The following four sections and a minimum of **One Work Category** with references and accreditations (if applicable) must be submitted and verified by Constructionline to achieve Silver (Level 2) Membership.

When you first join Constructionline you must **complete all** the following sections before you are able to submit them for verification.

Please have the following information to hand to help with completing these sections.

PAS C1 - Company Details	• Head Office/Registered Office Address • Details of Primary Contact • VAT Number/set-up date/Companies House Number • Branch office and contact details (if applicable) • Details of Directors/Partners • Locations where you can carry out work • Licences & accreditations • Number of staff
PAS C2 - Financial & Insurance information	• Latest accounts or financial information (start-up business) • Insurance details and policy documents (in PDF to Upload)
PAS C3 - Business & Professional Standing	• Information relating to any criminal or civil court actions or convictions (including: bankruptcy or insolvency; conspiracy; corruption or bribery; fraud; and money laundering) • Details of unresolved Environmental Enforcement/Remedial orders • Your data protection policy (for GDPR compliance)
PAS C4 - Health & Safety	• Third-party Health & Safety Certificates (SSIP, ISO 18001) if available • Details of Health & Safety measures if no third-party exemption certificate is available
Work Categories	• Select Work Categories to inform Buyers about the services your business delivers (a minimum of one is required) • Download the reference template and forward to your clients for completion – remember it may take time for references to be returned. • Provide copies of any mandatory licences or accreditations for the work categories selected (as applicable) e.g. Gas Safe Certificates

Submission Check List: Gold (Level 3)

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Gold Member

Gold (Level 3) Membership enables you to demonstrate a higher level of competence and compliance to potential Buyers.

Gold (Level 3) Membership

You will need to complete and submit all Silver (Level 2) sections before completing and submitting the Gold (Level 3) sections.

Gold (Level 3) Membership can only be fully achieved if Silver (level 2) has been verified and has a valid payment.

In addition to submitting all the Silver Sections and a minimum of one Work Category, you will need to complete and submit the following additional sections for verification to complete Gold accreditation.

Please have the following information to hand to help with completing these sections.

01 - Equal opportunity and Diversity	• Declaration that your organisation complies with equality and anti-discrimination legislation • Information about any compliance action if appropriate. Any equal opportunities and diversity policies.
02 - Environmental Management	• You will be exempt from some questions in this module if your organisation holds a certificate of compliance with UKAS BS EN ISO 14001 (or UKAS equivalent) • Details of any Environment Agency Enforcement actions • Plans to develop sustainability (if appropriate) • Details of Carbon/Fuel reduction programme (if appropriate) • Procedures to reduce environmental impact (if appropriate)
03 - Quality Management	• If you hold a UKAS or equivalent BS EN ISO 9001, upload the certificate to be exempt from further questions in this section. • Otherwise provide details of the arrangements you have in place to ensure the quality of the services provided
04 - Business Information Modelling	• Please note this section provides Buyers with information relating to the extent to which your organisation can work with Business Information Modelling (BIM) and does not exclude you from Gold Level Accreditation • If you hold a PAS 11922 compliant UKAS accredited certificate, please upload to be exempt from further questions in this section. • Otherwise answer yes or no to the questions to provide details relating to the extent to which your organisation can work with Business Information Modelling (BIM)

Submission Check List: Gold (Level 3)

L3 - Supplementary Questions

- Enhanced Health & Safety questions
  - Occupational health arrangements/ procedures for staff health & wellbeing
  - Procedures for measures to protect the public and restrict unauthorised access
  - Procedures to reduce the risk of fatigue
  - Procedures to protect against workforce assaults and trauma
- Equalities and Modern Slavery questions relating to:
  - Recruitment policies
  - Right to work checks and procedures
  - Compliance with the Modern Slavery Act with an organisation turnover of more than £36 million
- Enhanced quality management questions
  - Arrangements for ensuring projects are delivered to timescales and cost
  - Arrangements to ensure compliance with requirements
  - Supply chain management
  - Arrangements for sourcing

Platinum (Level 4)

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Platinum Member

Platinum (Level 4) Membership

This is the top level of membership, in addition to submitting the information required for Gold (Level 3), the business will be required to participate in a 1-day audit of all the relevant management systems and processes. This audit will be conducted with your Health & Safety Officer at your Head Office.

The audit will allow your organisation to demonstrate that procedures are being followed and that there are adequate controls in place.

A further half-day audit will be conducted on site, to confirm and report on how procedures are being implemented in practice.

Associate (Level 1)

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Associate Member

Associate (Level 1) Membership

Suppliers can register with Constructionline and store company data ready to upgrade to one of the verified membership levels at a later point. As your data will not have been verified by Constructionline, your profile and any data will not be eligible to be included in any searches.

Suppliers who are not members of Constructionline, but are registering to join a **DPS** managed by Constructionline may also register as an Associate Member. Data submitted as part of a DPS will be verified against the published DPS criteria.