

# Gold Membership Checklist

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## C1 Company Details

- Areas of Operation;** Please ensure that you input all areas/ regions of the UK in which your company operates within. Add a realistic minimum contract value that you would be happy to work for/ supply
- Branch Office;** Please add the Address and Contact details of any Branch Offices
- Company Details;** Please complete all information, including Company type, Incorporation date, Companies House number, VAT number. If you have a different trade name to your legal name please update this in C1 after you sign up, please do not add this to your company name.

*If incorporated, the name of Legal Entity must be entered as shown on Companies House*

- Director/ Partner** Please make sure that all fields are completed as they are all required \*For Ltd Companies, everyone listed on Companies House must be listed with Constructionline, including Secretaries
- Enquiry Contact;** Please add your enquiry contact unless the same as Primary Contact
- Head Office;** Please add your Head Office address. Please ensure your postcode is in the correct format
- Trade Association/ Professional Bodies;** Please make sure that all information on your certificates is put into the fields provided
- Primary Contact;** Please add the details of the person you would like us to contact. Please note all system emails will be sent the Primary Contact
- Registered Office;** Please add the address of your registered office if different from your Head Office
- Related Companies;** Please add any related companies (Parent / Group)
- Staffing;** Please select the total number of staff including: directly employed management and clerical; directly employed off site; directly employed site and self-employed site

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## C2 Financial & Insurance Information

- Limited Companies;** Please upload full and final or abridged accounts as long as they contain;
  1. Turnover
  2. Profit / loss before tax
  3. Issued and paid up capital (If Applicable)
  4. Reserves
  5. Current assets
  6. Current liabilities
  7. Long term debt (If Applicable)

*We cannot accept Abbreviated, Draft, Partial, Filleted or Management Accounts*

- New Companies;** Please provide an opening balance sheet as at the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships), and either a 12-month cash flow forecast or a 12-month forecast profit and loss account from the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships)
- Sole Trader;** Please upload either a profit and loss account or your self-assessment tax return, showing your details, the turnover and net profit. We will be pleased to accept your balance sheet, if available
- Partnerships;** Please upload your full accounts or partnership tax return (profit and loss account, balance sheet and reconciled capital account are required)
- Insurance;** Please make sure each insurance type is added and that the corresponding document is uploaded. Complete the information making sure it matches the document. We cannot accept 'TBC' or 'awaiting policy number', you *must* provide a full policy number. All Supplier types must hold Employers Liability insurance if they have any staff and you must hold the following if you are a:

Contractor – Public Liability

Consultant – Professional Indemnity

Material Supplier – Public & Product Liability

Contractor who holds a design work category – Professional Indemnity insurance

*(Please note, if this section does not allow you to submit, please check that you have not entered any symbol/ punctuation e.g. '£,.' And that only numerical figures are entered).*

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### C3 Business and Professional Standing

- Anti-bribery policy;** needs to be in your company name and signed and dated by a Managing Director or equivalent in the last 3 years
- Data Protection Policy and Privacy Notice;** needs to be in your company name. You must upload a Data Protection Policy and Privacy Notice which has to be signed by a Managing Director or equivalent

*Please answer all the questions, please either upload a document or add a comment in the comment box provided.*

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### C4 Health and Safety

- Third Party Exemption Certificate;** if you have purchased Gold membership with DTS you must answer 'yes' to this question and you must upload an SSIP certificate in your full company name. This needs to be showing on the SSIP Portal

*Please note we cannot accept another H&S certificate apart an SSIP when you have gone for our Gold level membership*

- General;** If applicable please upload your Fleet Management System certificate here in your full company name

- Your Drug and Alcohol policy** needs to contain your full company name and must include as a minimum:
  - What preventative measures your company takes to ensure employees do not attend site under the influence of alcohol and/or drugs
  - Addresses items such as testing requirement, frequency, substances tested for and management of test results
  - Whether the policy addresses post-incident and/or reasonable cause drug and alcohol testing
  - Whether the policy addresses a return-to-duty testing process and unannounced testing programmes for employees following a policy violation and/or substance abuse treatment.
- Health and safety/ Acclaim assessment (Non Acclaim)** – Health and Safety Policy needs to be in company name and signed and dated by a Managing Director or equivalent in the last 12 months
- Acclaim;** If you have purchased Acclaim please ensure you have selected the correct staffing level and this matches what you have said in C1. As you have chosen to be assessed you must answer ‘yes’ to these questions and provide documents and comments to support these. Please go to the Acclaim Check list for more information

## Work Categories

- References must be completed on the Constructionline reference form
- Each work category should contain 2 references
- The reference must contain the work category name, contract value, date the work was completed
- Please ensure you complete all supplier questions in the reference form
- It must be signed and dated by your referee including their contact details
- If your work category requires a License to allow you to complete this work, please upload

## 01 Equal Opportunities and Diversity

- Please ensure you are answering ‘Yes’ to all questions within this question set if you have over 5 Employees.** Excluding 01-Q3 to 01-Q8
- Equal Opportunities policy;** needs to be in your full company name and signed and dated by a Managing Director or equivalent in the last 12 months. All supporting documents provided must contain your full company name
- Training Matrix;** Needs to contain your full company name
- Appropriate recruitment advertisements;** Please provide supporting documents to show you include equality into their job advertising - This can include a Job Advert that refers to your company having equality in mind when taking on new staff

*Please answer all the questions, please either upload a document or add a comment in the comment box provided. We are unable to accept N/A as an answer. If you say yes upload a document. If you say no, explain why you have said no in the comment box.*

## 02 Environmental Management

- Environmental Policy;** needs to be in your full company name and signed and dated by a Managing Director or equivalent in the last 12 months
- ISO 14001;** must be UKAS registered and in your company name. We are unable to accept non UKAS certificates
- Do you have access to competent environmental advice on environmental issues?** If 'Yes', please provide details of source of advice (e.g. contact details, company name if applicable). The advice could be from an internal source, a trade association or external company

*Please answer all the questions, please either upload a document or add a comment in the comment box provided. We are unable to accept N/A as an answer. Please ensure you are answering all Questions as YES within this question set if you have over 5 Employees. If you say yes upload a document. If you say no, explain why you have said no in the comment box.*

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## 03 Quality Management

- Quality Policy;** Needs to be in your company name and signed and dated by a Managing Director or equivalent in the last 12 months
- ISO 9001;** must be UKAS registered and in your company name. We are unable to accept non UKAS certificates
- Who is ultimately responsible for quality within your company?** Please provide details of the quality contact, who should be a director of the company or equivalent
- Can you demonstrate organisational compliance with the Construction Products Regulations (CE Marking)?** Please provide information on how you comply with the Construction Products Regulations (CE Marking). You should explain how the company checks the presence of CE Marking and other necessary documents for suppliers inside and outside the EU, and that only products with appropriate CE Marking are used. If you have a written policy or procedure, please upload a copy of this. If you CE Mark your own products, then please upload a copy of your Factory Production Control (FPC) Certificate. We are looking for evidence which shows you check the products you produce, or the products you use, are CE marked. This could be a statement but it must be in your company name.

*Please answer all the questions, please either upload a document or add a comment in the comment box provided. We are unable to accept N/A as an answer. Please ensure you are answering all Questions as YES and provide a supporting document/ explanation if you have over 5 Employees.*

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## 04 BIM

- PAS 11922;** Needs to be in the full company name

*Please answer all the questions, please either upload a document or add a comment in the comment box provided. We are unable to accept N/A as an answer. If you say yes upload a document. If you say no, explain why you have said no in the comment box.*



## L3 Supplementary Questions

- All documents** need to contain your full company name
- Do you have an anti-slavery and human trafficking statement?** If your turnover is £36M or more then you must upload a policy, this is a legal requirement. The policy must have been reviewed in the past 18 months and have your company name on it which is signed and dated by a Managing Director or equivalent
- Does your organization have adequate procedures in place in respect of the Corporate Criminal Offenses of failing to prevent those acting on its behalf from the criminal facilitation of tax evasion under the Criminal Finance Act 2017?** Please ensure you are answering this question as YES and provide an explanation or supporting document to cover the procedures you have in place to prevent Tax Evasion
- Do you have a Whistle Blowing Policy?** If you answer YES to this question, please upload your Whistle Blowing Policy which is signed and dated by a Managing Director or equivalent