

# Silver 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, Fillested 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

- Health and Safety Third Party/Exemption certificates;** If you answer yes to this question please upload your SSIP certificate in your full company name or OHSAS 18001 (from a UKAS awarding body only). If the expiry date on your certificate is for more than one year please only add this for 12 months. Your SSIP certificate must be showing on the SSIP portal
- 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

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## 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