

Material Suppliers *Premier* Checklist

This below checklist will help you gather the correct information needed to complete your Constructionline profile.



Constructionline
Material Suppliers *Premier*

Identity

- Head Office:** Please add your Head Office address. Please ensure your postcode is in the correct format.
- Registered Office:** Please add the address of your registered office if different from your Head Office.
- 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.
- Enquiry Contact:** Please add your enquiry contact unless the same as Primary Contact.
- 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 within this section. If you are an existing member or you are signing up, this can be added during the sign up process. Please do not add this to your company name.
If incorporated, the name of Legal Entity must be entered as shown on Companies House.
- Branch Office:** Please add the Address and Contact details of any Branch Offices.
- Director/Partner Details:** 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.*
- Related Companies:** Please add any related companies (Parent/Group).
If you are part of a Group and information has been provided of the Group, we can accept Group policies/statements providing the details are added in related companies.
- 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.
- 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.
- Trade Associations/Professional Bodies:** Please make sure that all information on your certificates is put into the fields provided, as well as the website address.

Financials

- Financials:** Limited Companies; Please upload full and final or abridged accounts to support the data you have entered that contains:
 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) to support the data you have entered.
- 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) to support the data you have entered.

Insurances

- Insurances:** 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 material suppliers must hold the following:

- Public & Product Liability:**
(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).

If your policy has an excess layer, please ensure that you include this in the total limit of indemnity and include the policy number and other relevant details if different from the primary layer.

Corporate and Professional Standing

- Corporate and Professional Standing:**

Data Protection Policy and Privacy Notice needs to be in your company name. You must upload a Data Protection Policy and Privacy Notice which must 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.
 - Enhanced Data Protection:**

If you answer yes to either of the questions in this section, please upload the relevant certificate in your full company name.

If the expiry date on your certificate is for more than one year, please only add this for 12 months.
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Health & Safety

- Health and Safety General:**

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.
- Health and Safety Policy:**

If you have over 5 employees, you must upload a Health and Safety Policy which is in the company's name that you have signed up to Constructionline with. It must also be signed by a managing director and dated within the last 12 months.

If you have fewer than 5 employees, you are requested as a minimum to complete the HSE template found here www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc in order to show the arrangements you have in place.
- Health and Safety Third Party / Exemption certificates:**

If you answer yes to this question, please upload your SSIP certificate in your full company name, OHSAS 18001, or ISO 45001:2018 (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 for us to validate it.

Health and Safety Risk Assessment:

You must provide evidence that you have carried out an assessment of the risks related to your work activities. This could include one or more of the following:

- Assessing risks in the workplace.
- Assessing risks on a client's site.
- Assessing design risk.
- Assessing job or task specific risk.

Your documents should be dated within the last 12 months and must clearly show who carried out the assessment.

Note, a manual handling risk assessment is not sufficient for this requirement.

 Enhanced Health and Safety:

Please ensure the form is completed in full.

 Manual Handling

If you answer yes to this question, please upload a manual handling assessment for an activity undertaken on a client's premises within the last 12 months. The assessment should be completed in full and dated.

Equal Opportunities and Diversity

 Equal Opportunities and Diversity: Please ensure you are answering 'Yes' to all questions within this question set if you have over 5 Employees. Excluding O1-Q3 to O1-Q8.

1. 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.
2. All supporting documents provided must contain your full company name.
3. Training Matrix; Needs to contain your full company name.
4. **Appropriate recruitment advertisements:** Please provide supporting documents to show you include equality into job advertising - This can include a job advert that refers to your company having equality in mind when taking on new staff.

This is not a mandatory requirement, however, if answered as YES, these supporting documents must be provided.

Please answer all the questions, with a YES or NO. If you say YES, upload a document. We are unable to accept N/A as an answer in the comment box.

Environmental Management

- Environmental Management:** Policy needs to be in your full company name and signed and dated by a Managing Director or equivalent in the last 12 months.
 1. ISO 14001; Providing an ISO 14001 Certificate is not mandatory however, if you hold one of these it must be UKAS Accredited and in your Company Name. We are unable to accept any Certificate that are not UKAS Registered.
 2. 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, with a YES or NO. If you say YES upload a document. We are unable to accept N/A as an answer in the comment box.

Waste Management

- Waste Management:** If you answer 'Yes' to any of the questions in this requirement you must either provide detail in the comment box provided and/or upload the relevant document. We are unable to accept N/A as an answer in the comment box.

Ensure that all documents provided are in date and in the correct company name as registered with Constructionline (or a related company name so long as this is registered with us in the Identity standard).

- Energy:** If you upload an ISO 50001 certificate, please ensure that it is in your full company name.

Please answer all the questions, with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.

- Carbon Footprint:**

Please answer all the questions, with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.

- Reducing, Re-using, Recycling:**

Please answer all the questions, with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.

- Sustainability / Renewable Sourcing:** If you upload a BES 6001 certificate, please ensure that it is in your full company name.

If the expiry date on your certificate is for more than one year, please only add this for 12 months.

Please answer all the questions with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.

Quality Management

- Quality Management:** Policy; Needs to be in your company name and signed and dated by a Managing Director or equivalent in the last 12 months.

1. ISO 9001; Providing an ISO 9001 is not a requirement. If however, you wish to provide this, please ensure it is UKAS Accredited and in your full company's name.
2. 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.

Please answer all the questions, with a YES or NO. If you say YES, upload a document. We are unable to accept N/A as an answer in the comment box.

Transport and Delivery

- Transport and Delivery:** If you answer 'Yes' to any of the questions in this requirement, you must either provide detail in the comment box provided and/or upload the relevant document. We are unable to accept N/A as an answer in the comment box.

Ensure that all documents provided are in date and in the correct company name as registered with Constructionline (or a related company name so long as this is registered with us in the Identity standard).

1. If your delivery fleet is outsourced, you must provide details of the company that you outsource to.
2. If you own your own vehicles you must provide evidence of a valid MOT and LOLER certification if applicable. If your MOT is displayed online, you may provide a screenshot here instead of a document.
3. If you are a member of a fleet operations scheme, your certificate must be in your full company's name as registered with Constructionline. Please ensure that you select the correct scheme for the certificate you hold.
4. Your risk assessment must be dated within the last 12 months and should clearly show who carried out the assessment. It must also be in relation to the collection/delivery of products/materials. We are unable to accept risk assessment for other areas for this requirement.
5. Your method statement must be dated within the last 12 months and must outline your procedures for preventing risk.

- On-Time Delivery Performance:** Please answer all three questions stating your company's on-time delivery performance as a percentage.



Ethical Sourcing

- Ethical Sourcing:** If you answer 'Yes' to any of the questions in this requirement, you must either provide detail in the comment box provided and/or upload the relevant document. We are unable to accept N/A as an answer in the comment box.

Ensure that all documents provided are in date and in the correct company name as registered with Constructionline (or a related company name so long as this is registered with us in the Identity standard).

The documents provided should demonstrate how you assess the social, environmental, and human rights impact of your supply chain.

Corporate and Social Responsibility

- Do you have a Corporate Social Responsibility Policy?**
If 'Yes', please upload copies of relevant documents - this could be either a single corporate social responsibility policy or multiple codes of practice. The documents could include examples of your company's approach to: compliance; protecting people and the environment; volunteering; learning; supporting the community; business ethics; treatment of workers etc.
- If uploading a Corporate Social Responsibility policy, please ensure that it has:**
 1. Been signed off by a senior manager.
 2. Contains details of regular reviewing period and processes.
 3. Sets out the responsibilities for corporate social responsibility throughout the organisation.
- 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.

Supply of Work Equipment

Supply of Work Equipment:

Declaration of Conformity: If you upload a declaration of conformity it must include:

- The name and address of the organisation taking responsibility for the product.
- A description of the product.
- A list of the product safety directives the product complies with.

It must also be dated and signed by a representative of the organisation which placed it on the EU/EEA market.

Can you demonstrate organisational compliance with the Construction Products Regulations (CE/UKCA Marking)?

Please provide information on how you comply with the Construction Products Regulations (CE/UKCA Marking). You should explain how the company checks the presence of CE/UKCA Marking and other necessary documents for suppliers inside and outside the EU, and that only products with appropriate CE/UKCA Marking are used. If you have a written policy or procedure, please upload a copy of this. If you CE/UKCA 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/UKCA marked. This could be a statement, but it must be in your company name.

Do you ensure your products are thoroughly examined before they are made available for use? Please upload a valid certificate of examination such as might comply with LOLER or PUWER legislation or other suitable certificate of examination.

Importing and Customs

Importing and Customs:

If you export or import from abroad, you need to disclose information such as what products you are importing/exporting and how you intend to handle customs.

You must also disclose your UK EORI number.

Please answer all the questions with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.



Chain of Custody

- Chain of Custody:**
You should have a documented process in place to manage the chain of custody in relation to the materials you supply.
Please answer all the questions with a YES or NO. If you say YES, upload a document or leave a comment in the comment box. We are unable to accept N/A as an answer in the comment box.
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Work Categories

- Work Category:** Enter a maximum contract value for which you have undertaken work for the above category, in the past 2 years. Material Suppliers categories the value entered should be the fee paid for the selected category, this value cannot exceed 75% of your current turnover.
NB: Please be aware that you may need to provide a reference to support the value entered here.
- Subcontract Work:** Please specify, to what extent you would sub-contract the category of work chosen.
- License:** If your work category requires a License to allow you to complete this work, please upload.