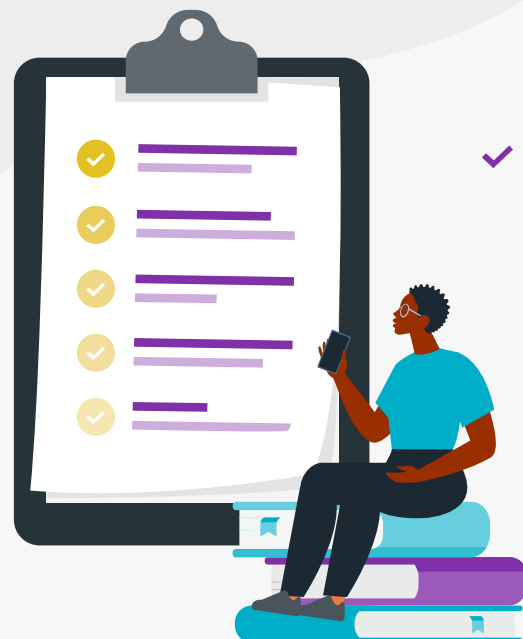


Membership Checklist

Gold





Purpose of this document

We have created a checklist to provide guidance and information for a smoother verification journey.

By following this checklist, we can help you get Verified quickly, ensuring you meet the requirements our buyers are looking for.



An Introduction to Compliance

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Gold Verification Checklist

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An Introduction to Compliance

The 'Compliance' app is the home of your company's compliance information. Within the app, you will complete and keep sections up-to-date to ensure you maintain a Verified profile.

1

What is the Issues Tab?

If you want to see what items of your profile require your attention, the '**Issues tab**' is the place to go. Here, we collate all expired, missing, or incorrect information to advise that it needs your attention.

The '**Issues**' tab menu will display a small  if there is an action you need to take.

2

What is the Company Profile Tab?

The '**Company Profile**' tab allows you to provide buyers with more information about your company.

To help you market yourself to potential new buyers, you can add a company description, add a company logo and go into more detail on the areas that set you apart from the competition.

3

What is the Status Tab?

The '**Status**' tab is where you will input all your company information and complete the required sections of your membership question sets.

We have broken the question set into different requirements to make it easier for you to complete, such as Identity, Financials, Insurance, Health and Safety, etc.

The '**Status**' tab also details the Buyers you have connections with. If you have specific requirements that you need to submit for a specific buyer or a Dynamic Purchasing system, this is where you will find them.

4

What is the Work Categories Tab?

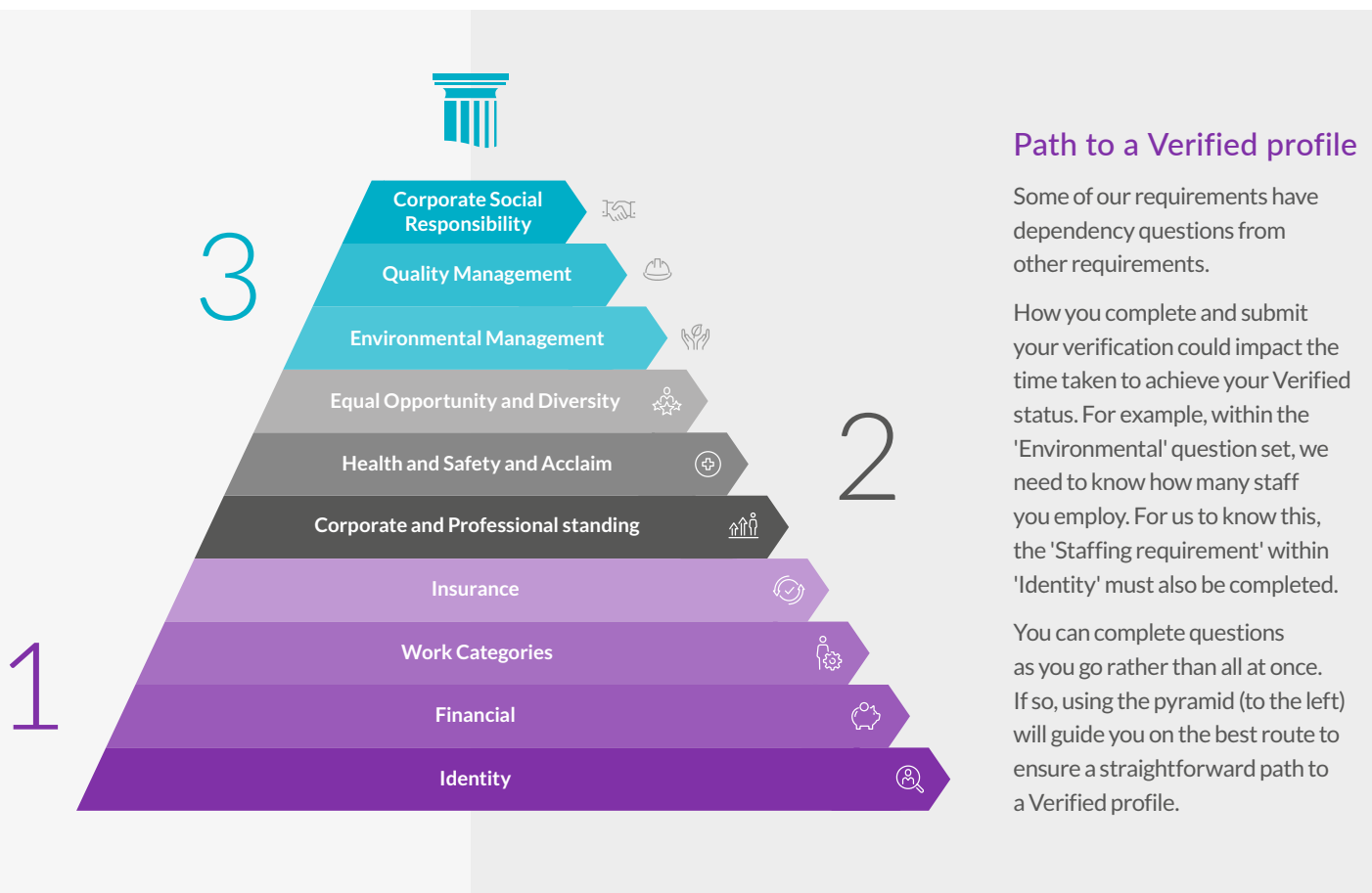
Your businesses will provide various services that buyers within the system will seek to source as part of their projects. '**Work categories**' allows you to provide details of all the services your businesses offer, helping you appear in more searches and receive more expressions of interest.

Please note: All companies must have at least one work category, and some work categories may require a licence or specific insurance, such as a Gas Safe Register certificate.



Gaining and Maintaining a Verified Status

Maximise the benefits of your membership by familiarising yourself with our platform. Understand the documents required and provide our verification team with accurate information. **This guide offers valuable tips and advice to help you navigate the verification process successfully and make the most of your Constructionline membership.**



How do I get started?

Once you are ready to begin providing your answers, you must follow the following steps:

- ✓ Within the 'Compliance' app, navigate to 'Status' and select 'Show details'.
- ✓ Proceed to work your way through the requirements on your profile.

Refer to this document or the help buttons for support. Our support team can also help via 'Live Chat', or on **0333 300 3066**.

How do I submit?

- ✓ **Submit:** As soon as you have completed a section you are working on, click the submit button. You can save the section and return to complete it at a later date.

What to remember

There are a few consistent checks our team make when reviewing your submissions. To ensure we verify your submission first time with no rejections, it is important to remember the following:

- ✓ All documents provided must clearly display the company name or logo.
- ✓ Most policies will require a date and signature from an appropriate director within the last 12 months.
- ✓ All certificates are required to display the full company name on the certificate or a scope letter.
- ✓ Policies and procedures can be accepted in a related company's name if the related company is listed within the relevant requirement in Identity (Related Companies).

Please note, this excludes certificates.

What does my status mean?

When completing your requirements, they will each have their own status. Knowing the meaning behind each status will give you an indication of what stage your assessment is at within the **verification journey**.



In for Submission: Your requirement is now submitted and in our verification queue, ready for assessment. Please note: It can take up to **10 working days** for a submission assessment to be completed.



Missing Answers: This status displays when you have started a question set but still need to complete it. Head to the **'Issues tab'** to see which sections require your attention.



Verified: When you see this status, that requirement is now Verified and no longer needs your attention. Once all areas of the question set displays this status, you are fully Verified and can download your certificate.

How do I stay Verified?

Once your requirements are Verified, they will have individual expiry dates. These can be found against each requirement within the **'Status'** tab. For those that may have licences within the requirement, these will expire at the same time as the certificate. For those that do not have a licence, the expiry will be a year from the date of verification.

A reminder will be sent to you via email, and the requirement will also appear in the **'Issues'** tab 30 days prior to expiry, to notify you.

We offer a **'Concierge'** service, that gives you a dedicated advisor that will contact you when something is due to expire.

They will help you to submit all requirement documentation and assist with any other questions.

 Find out more about Concierge: <https://www.constructionline.co.uk/membership-bolt-ons/>



Gold Supplier Checklist

Please note this checklist does not include all questions within your profile.

IDENTITY

Requirement	Question Reference	Guidance
Head Office	318-329	✓ The company's main office address must be provided. Ensure the postcode is provided in the correct format.
Registered Office	299-308	✓ If the Registered Office is different from the company's Head Office, this requirement must be completed. The Registered Office details input, must match that on Companies House (Limited Companies Only).
Primary Contact	219-298	<ul style="list-style-type: none"> ✓ Details of the person accountable for the membership must be entered. ✓ This is the person that will be contacted by our team. <i>(Please note, all system emails will be sent to the Primary Contact).</i>
Enquiry Contact	309-317	✓ Details must be provided of the company's enquiry contact. This can be the same as the Primary Contact.
Company Details	2308	<ul style="list-style-type: none"> ✓ All fields must be completed. ✓ Legal Entity name input must match that registered on Companies House, or your Financial Accounts document.
	339	✓ If the company has an alternative trading name, please be aware we cannot accept this If it is a separate Legal Entity (Ltd).
	340-352	✓ All information will be cross checked with Companies House if you are a Limited Company.
	3369	<ul style="list-style-type: none"> ✓ You must select the size of your company. This is based on the size of your turnover and number of staff. - Micro: Less than 10 Employees • Turnover below £1.8 Million - Small: Less than 50 Employees • Turnover below £10 Million - Medium: Less than 250 Employees • Turnover below £45 Million - Large: 250 Employees or more • Turnover £36 million+ <i>or</i> Balance Sheet Assets of £18 Million+
	2310-2287	<ul style="list-style-type: none"> ✓ NO is an acceptable response to this series of questions. ✓ If however you answer YES, all sufficient information must be provided and all questions answered.
Branch Office	17-18	<ul style="list-style-type: none"> ✓ If you have a Branch Office, ensure all fields have been completed. ✓ If you do not have any Branch Offices, NO is an acceptable response.
Director/ Partner Details	330	<ul style="list-style-type: none"> ✓ All Company Directors and Secretaries must be listed. ✓ If you are a Limited Company, please ensure all listed directors have been added to this requirement. ✓ Please ensure all information provided such as Post Code and DOB matches that as per Companies House. ✓ Please input all required contact information requested. <i>(Email address and contact number).</i>
Related Companies	331-332	<ul style="list-style-type: none"> ✓ Please add all details for any related companies. ✓ Please note, if you have documents or policies in a related company's name, please ensure the company is listed here to enable us to accept the documents you provide. <i>(This excludes certificates).</i>
Areas of Operation	333	<ul style="list-style-type: none"> ✓ Please ensure you have entered all postcodes and regions of the UK in which your company operates in. ✓ Input a realistic minimum contract value that you would agree to work for. <i>(This must exceed £1).</i>
Staffing	2307 3603 3604	<ul style="list-style-type: none"> ✓ Please input the number of your Directly and Indirectly employed staff. ✓ The 1st field, should total to the sum of these.
Trade Associations and Professional Bodies	335-336	<ul style="list-style-type: none"> ✓ Please use this space to upload any certificates or memberships you wish to provide. ✓ You must ensure that all certificates are in the full company's name, or you have provided a scope letter. ✓ You must also ensure all certificates and memberships are in date. ✓ All information input must match exactly what is on the supporting document <i>(Expiry date/ membership number etc).</i>

FINANCIAL

Question Reference	Guidance
19-24	<ul style="list-style-type: none"> ✓ You must select the correct option that suits your company accounts. This is checked against your turnover and number of staff. ✓ We request that you provide your last 2 years worth of accounts here.
340	<ul style="list-style-type: none"> ✓ You must select the type of organisation that suits your company, this will be cross checked with your Identity requirement.
1971	<p>Limited Companies</p> <ul style="list-style-type: none"> ✓ The company's latest full and final accounts must be uploaded here (Last accounts filed with Companies House). These should consist of Profit and Loss Page, Balance Sheet, and Notes to the Financial Statement. ✓ The AI will scan your document and input the figures for you, you must confirm that the figures input are correct before submitting. <p>New Companies</p> <p>Limited/LLP</p> <ul style="list-style-type: none"> ✓ If you are a new Start Up Limited Company, you are required to provide an Opening Balance Sheet as at the date of incorporation. ✓ You must also provide either a 12-month cash flow forecast or a 12-month forecast profit and loss account from the date of incorporation. <p>Sole trader</p> <ul style="list-style-type: none"> ✓ If you are a new Start Up Sole Trader, you are required to provide a profit and loss account or a self-assessment tax return. ✓ This must display your details, the turnover and net profit. We are also able to accept your Balance Sheet, if available. <p>Partnership</p> <ul style="list-style-type: none"> ✓ If you are a new Start Up Partnership, you are required to provide your full accounts or partnership tax return (profit and loss account, balance sheet and reconciled capital accounts are required) to support the data you have entered.

INSURANCE

Question Reference	Guidance
25	<ul style="list-style-type: none"> ✓ Please ensure all Insurance Types are listed separately. ✓ All information input to each insurance type must match the supporting document. ✓ Please note, all requested information must be provided, we are unable to accept 'TBC' or anything else in place of a Policy Number. ✓ All supplier types must provide Employers' Liability Insurance if they have any staff. ✓ Contractors must provide Public Liability. ✓ Consultants must provide Professional Indemnity. ✓ Material Suppliers must provide Public and Product Liability. <p><i>Any Contractors that hold a Design work category are required to also provide professional indemnity insurance.</i></p>

CORPORATE AND PROFESSIONAL STANDING

Question Reference	Guidance
<p><i>Please note, most questions within this requirement within this requirement refer to offences, convictions, breaches etc. If you answer YES to one of these questions you will be required to provide further information on the incident such as:</i></p> <p>Date of the conviction • Reason for the conviction • The identity of who has been convicted Relevant documentation • A remedial plan • What actions have been taken for the remediation</p>	
118	<ul style="list-style-type: none"> ✓ If you answer NO to this question, this is an acceptable response. ✓ If, however you answer YES to this question you are required to provide evidence of your policy. Please ensure it has been signed and dated within the last 36 Months.
176	<ul style="list-style-type: none"> ✓ Please ensure you have provided the relevant information for your Data Protection Officer.
3605	<ul style="list-style-type: none"> ✓ You are not required to hold a Cyber Security Certificate however if you answer YES, you must provide your certificate ensuring it is in the Company name and in date.
3610	<ul style="list-style-type: none"> ✓ If you hold a Cyber Security Certificate, you are exempt from providing a Data Protection Policy. ✓ However, If you do not hold a Cyber Security Certificate, this question is mandatory and you are required to upload your Data Protection Policy. <p>Your Data Protection Policy must cover the following points:</p> <ul style="list-style-type: none"> - The company's programme to comply with GDPR. - Sets out the responsibilities for handling sensitive materials and data throughout the organisation. - Arrangements in place regarding IT Data Security (Firewalls, virus scanning, laptops being password protected etc). - Data Protection training for staff. <p><i>Your Policy requires a signature from the relevant company director but does not require a Date.</i></p>

 **HEALTH AND SAFETY**

Requirement	Question Reference	Guidance
Health and Safety Third Party/ Exemption Certificate	3054	<ul style="list-style-type: none"> ✓ If you answer YES to this question, please upload your SSIP Certificate. ✓ This must clearly show the Company Name, Expiry Date and SSIP Logo. ✓ OHSAS 18001 or ISO 45001:2018 from a UKAS Awarding Body are also acceptable. ✓ Your certificate must be showing on the SSIP Portal for us to validate.
Health and Safety Third Party/ Exemption Certificate	3054	<ul style="list-style-type: none"> ✓ If you have had any accidents or incidents within the last 5 years you must provide clear records, evidencing all events and preventive actions.
Health and Safety	3455	<ul style="list-style-type: none"> ✓ As a minimum, please provide your Health and Safety Policy. ✓ You must ensure this clearly displays the Full Company Name or Logo. ✓ This must be dated within the last 12 months and signed by a Managing Director or equivalent.
SSIP Acclaim	2813-3052	<ul style="list-style-type: none"> ✓ You are required to complete the Acclaim Assessment or upload a Third Party SSIP to be Verified at Gold Level. ✓ If you choose to complete the Acclaim Question Set, please ensure you have selected the correct staffing level and that this matches the answer input in the Identity Requirement. ✓ As you have chosen to complete the Acclaim Assessment, you must answer YES to the questions and provide documents and comments to support these. ✓ Please go to the Acclaim Checklist for more Information: Acclaim-Question-Set-December-2022.pdf (constructionline.co.uk)
SSIP DTS	2204-2208	<p>If you choose to provide a Third Party SSIP, please upload your SSIP/ UKAS or equivalent Certificate.</p> <ul style="list-style-type: none"> ✓ This must clearly show the Company Name, Expiry Date and SSIP/ UKAS or equivalent Logo. ✓ ISO 45001:2018 from a UKAS Awarding Body are also acceptable. <p><i>Your certificate must be showing on the SSIP Portal for us to validate.</i></p>



EQUAL OPPORTUNITY AND DIVERSITY

Question Reference	Guidance
2260, 2261	<ul style="list-style-type: none"> ✓ You must answer YES to this question and upload your Equal Opportunity and Diversity Policy. This is a mandatory upload for all suppliers. ✓ Ensure your policy clearly displays the full company name or logo and has been signed and dated within the last 12 months by a Director. ✓ The policy provided must clearly set out the responsibilities for Equality, Diversity and Inclusions throughout the organisation.
2262	<ul style="list-style-type: none"> ✓ This is a mandatory question that requires your response. ✓ All suppliers must agree that the company policy is to comply with Anti-Discrimination Legislation.
191-208	<p>If you answer YES to any of these questions, you are required to provide supporting evidence. This must include:</p> <ul style="list-style-type: none"> ✓ Details of the circumstances ✓ Whether the organisation has a remedial plan ✓ What actions have been taken for remediation. ✓ If you answer NO, no evidence is required.
209	<ul style="list-style-type: none"> ✓ This question is NOT mandatory, NO is an acceptable response. ✓ If you answer YES to this question, you will need to provide supporting evidence that explains how Equality is embedded within your organisation. This could be provided as part of your Equal Opportunity and Diversity Policy, or statement. <p>If you choose to provide your policy, please ensure:</p> <ul style="list-style-type: none"> - It has been signed by the appropriate director. - Has been reviewed within the last 12 months. - Sets out the responsibilities for Equality, Diversity, and Inclusions (EDI) throughout the organisation. - Periodic reviews of the effectiveness of the policy.
211	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question; NO is an acceptable response. ✓ If you answer YES to this question, you must provide evidence that confirms the company eliminates discrimination to employees and suppliers that may have concerns around recruitment, training and promotion. ✓ This can be provided as part of the company policy (signed and dated), training records, training manuals/ matrix or staff induction.
213	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question; NO is an acceptable response. ✓ If you answer YES to this question, you must provide evidence that the company actively embeds Equality, Diversity and Inclusion available to employees, Sub Contractors, recognised trade unions and other representative groups of employees. ✓ This can be evidenced through your company policy, or other documentation such as criteria to be on an approved supply chain register.
215	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question; NO is an acceptable response. ✓ If you answer YES to this question, you must provide evidence how discrimination is eliminated through all forms of advertisements or other literature. ✓ This may be evidenced through your Company Policy (signed and dated) or other documentation such as requirement advertisements.
3371	<ul style="list-style-type: none"> ✓ This question will be available to those that have answered YES to having Sub Contractors. ✓ This is NOT a mandatory question; NO is an acceptable response. ✓ If you answer YES to this question, you must demonstrate action taken to ensure your supply chain is aware of and meets the requirements of the Equality Act 2010. ✓ This may be evidenced by providing examples of questions you may ask your supply chain, and how the responses are evaluated etc.



ENVIRONMENTAL MANAGEMENT

Question Reference	Guidance
217	<ul style="list-style-type: none"> ✓ If you hold a BS EN ISO 14001 Certificate, issued by UKAS or Equivalent, please upload it to this question. The certificate must be under the Company Name (or have a scope letter provided) and must be in date. ✓ Providing this certificate will reduce the Environmental Management question set and make you exempt from answering other questions.
2263	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question. ✓ All suppliers must upload their Environmental Management Policy, this should include the following: ✓ The responsibilities for Environmental Management throughout the organisation. ✓ Has been reviewed in the last 12 months. ✓ Has been approved by a company director.
2266	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question. ✓ Evidence of arrangements to ensure Environmental Management procedures are effective in reducing and preventing impacts on the environment must be provided. <p>This may include:</p> <ul style="list-style-type: none"> - How your company discharges relevant legal responsibilities. - How the arrangements are communicated to employees and other work force (within Environmental matters; Waste Management, Energy Management, Carbon Reduction etc). - How the company responds to, monitors and records environmental incidents, emergencies, and complaints.
2286	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question – If you are a Micro Business, N/A is an acceptable response. ✓ Evidence provided must confirm arrangements for your employees that engage in construction with training. This should confirm: <ul style="list-style-type: none"> - Its workforce has sufficient skills and understanding to carry out their various duties. - A programme of refresher training that will keep employee's updates on relevant legal requirements.
2270	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question – If you are a Micro Business, N/A is an acceptable response. ✓ Evidence must be provided to confirm the company has arrangements in place for checking, reviewing and where necessary improving their Environmental Management performance. This should include: <ul style="list-style-type: none"> - A system for monitoring environmental management procedures on an ongoing basis. - Updating them at periodic intervals.
2264	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question – If you are a Micro Business, N/A is an acceptable response. ✓ If YES, evidence must be provided to confirm the company's procedures for monitoring their suppliers' Environmental Management arrangements and ensuring their Environmental performance. ✓ This may be provided in the form of criteria that must be met to be on an approved supply chain.
2272	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question. ✓ If however, you answer YES, you must ensure to complete all fields providing information of relevant contact/ source of advice for Environmental Issues
240	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question. ✓ If however, you answer YES you must provide a copy of your up to date Waste Carriers Licence. Ensure it is in the full company name and in date. ✓ This will need to be visible on the Environmental Agency website for us to validate it.
2273	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question if you are NOT a large company. ✓ For any Large companies you are required to answer this question, and provide a copy of your up to date Carbon Emissions Report. <p>Your Carbon Emissions Report must cover the following:</p> <ul style="list-style-type: none"> • Clearly state the company's name • Energy Use • Carbon Emissions • Energy Efficiency Actions.
3617	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question. ✓ If however, you answer YES you are required to provide your Carbon Emissions Reduction Plan. <p>This should cover:</p> <ul style="list-style-type: none"> - Approval by the appropriate company director. - Has been dated within the last 12 months. - Sets out all responsibilities for Quality Management. - Covers all measures aimed at reducing carbon dioxide as well as other greenhouse gas emissions. - Standard used to measure their carbon/ GHG emissions footprint.
2275	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question. <p>If however, you answer YES you must provide evidence of your UKAS Certificate or Industry Recognised Institution such as:</p> <ul style="list-style-type: none"> • Carbon and Energy: ISO 50001 • ISO 14064 • ISO 14067 • Water: ISO 14046 • Sustainability: ISO 26000 Social Responsibility • UN Supply Chain Global • BS 8001 <ul style="list-style-type: none"> ✓ This will be cross checked with Companies House to ensure the certificate is in the company name, and in date.
245	<ul style="list-style-type: none"> ✓ All suppliers must tick the confirmation and agree to the Declaration.


QUALITY MANAGEMENT

Question Reference	Guidance
246	<ul style="list-style-type: none"> ✓ If you hold a BS EN ISO 9001 Certificate, issued by UKAS or Equivalent, please upload it to this question. The certificate must be in the Company Name (or have a scope letter provided) and must be in date. ✓ Providing this certificate will reduce the Quality Management question set and make you exempt from answering other questions. ✓ All certificates are cross checked on the UKAS/ Equivalent website for us to validate it.
2277	<ul style="list-style-type: none"> ✓ This is a mandatory requirement, and all companies are required to answer YES to this question. ✓ All suppliers must upload their Quality Management Policy, this should include the following: ✓ The responsibilities for Quality Management throughout the organisation. ✓ Has been reviewed in the last 12 months. ✓ Has been approved by a company director.
2280	<ul style="list-style-type: none"> ✓ This is a mandatory question and all suppliers must answer YES and provide the supporting evidence. ✓ Evidence should include the quality of construction output and performance, ensuring it is effective in reducing and preventing incidents of sub-standard delivery. <p>This may cover:</p> <ul style="list-style-type: none"> - How the company will carry out its policy. - How the arrangements are communicated to employees. - How they respond to, monitor and record incidents of sub-standard delivery.
2282	<ul style="list-style-type: none"> ✓ This is a mandatory question, all suppliers must answer YES and provide the supporting evidence. ✓ Evidence should confirm arrangements in place that implement training to ensure company work force has sufficient skills and knowledge. ✓ This may also consist of a programme of training, that will keep all employees and workforce up to date.
2284	<ul style="list-style-type: none"> ✓ This is a mandatory question, all suppliers must answer YES and provide the supporting evidence. ✓ Evidence must confirm arrangements for checking, reviewing and improving their quality management performance where necessary. ✓ This should include a system for monitoring quality management procedures on an ongoing basis. ✓ This could be provided as part of a policy.
2278	<ul style="list-style-type: none"> ✓ This is a mandatory question, all suppliers must answer YES and provide the supporting evidence. ✓ Supporting evidence must confirm the arrangements for monitoring suppliers quality management arrangements. ✓ It must ensure appropriate Quality Performance is delivered throughout the whole of the supply chain. ✓ This may be provided as part of your Quality Policy, or through other documentation such as criteria to be on an approved supply chain register.
261	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question. ✓ If however you answer YES to this requirement, you must complete all fields to confirm who is responsible within the company for Quality Advise.
2286	<ul style="list-style-type: none"> ✓ This is a mandatory question, all suppliers must answer YES and provide supporting evidence. <p>Evidence may include:</p> <ul style="list-style-type: none"> - How the company check the presence of UK Conformity Assessed (UKCA) or UK(NI) Marking. - That the company checks whether a supplier outside the UK has taken the necessary steps to obtain documentation. - They confirm only products with this marking is used within their company. - If applicable, necessary documents to evidence they mark their own products. <ul style="list-style-type: none"> ✓ Please note, this is required for all Contractors, Consultants and Material Suppliers – This can be for products you make and distribute, products you use, PPE you may use etc.
2290	<ul style="list-style-type: none"> ✓ This is a Mandatory question, all suppliers must answer YES and provide supporting evidence. <p>Evidence must include:</p> <ul style="list-style-type: none"> - How the organisation is assured that their supply chain has suitable defects/ non conformance process to meet requirements. - A process for periodic monitoring of supply chains insurances, licences and professional memberships. - Confirmation whether they identify and check the minimum levels of insurance required to be help by the supply chain. - Confirmation whether you undertake audits of the supply chain and if not, whether they record the rationale for not auditing all/part of their supply chain. - A process for recording and monitoring the corrective actions raised at supply chain audits.
2291	<ul style="list-style-type: none"> ✓ This is NOT a mandatory requirement. ✓ If however you answer YES to this question, you must provide a supporting document that provides evidence of the standard/ criteria that subcontractors must meet.
2288 2289	<ul style="list-style-type: none"> ✓ This is a Mandatory Question. All suppliers must answer YES and provide supporting evidence. ✓ If you are a Micro Company, N/A is an acceptable response. <p>Evidence should be provided in the form of Risk Management Policy, this should include:</p> <ul style="list-style-type: none"> - How the company identify risks. - How you manage and review such processes to check they are and continue to be effective. - A register of the organisations environmental aspects/impacts appropriate to the scope of its services/products. - The responsibility for compiling and authorising the risk/impact assessments. - How you ensure all applicable site issues are incorporated into the relevant risk/impact assessments. - How risk assessments are communicated to staff, clients and sub contractors. - Records of risk assessment briefings are kept. - Where method statements are produced, risk assessments are incorporated. - Periodic reviews of risk assessments are undertaken.



BUILDING INFORMATION MODELLING (BIM)

Question Reference	Guidance
3361	<ul style="list-style-type: none"> ✓ This is NOT a mandatory requirement, if you do not work on BIM projects, please answer NO and no further questions will be required ✓ If YES, further question will be displayed for completion.
3362	<ul style="list-style-type: none"> ✓ If you hold a BS EN ISO 19650 2 Certificate, please upload this ensuring it is in the full company name (or with a scope letter) and that it is in date. ✓ If you answer YES to this requirement, you are exempt from further questions.
3363	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence must set out resources for information management within the organisation. ✓ A policy may be provided as evidence for this question. You must ensure it has been approved by the appropriate company director, within the last 12 months. ✓ If a policy has not been uploaded, the supporting evidence should demonstrate the relevant actions which the company has taken to ensure that they have the relevant resources to undertake the information management function.
3364	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence must be provided to confirm the company's policies and procedures in place, this should demonstrate the relevant actions which the company takes to ensure they have the relevant resources to undertake the Information Management function. ✓ If a policy is provided, you must ensure it has been approved by the appropriate director and reviewed within the last 12 months. <p>The supporting evidence should include:</p> <ul style="list-style-type: none"> - Documented processes for management, authorisation, approval and exchange of information. - Information Management Policy. - Any relevant process maps. - Delivery Team, Project Team and any other organisations. - Examples of how this is utilised across the organisation.
3365	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence must provide details of the overall organisational structure and number of employees identifying those carrying out information management delivery. <p>Details should include:</p> <ul style="list-style-type: none"> - Who is carrying out the different aspects of information management. - Who will be generating or coordinating information. - How these activities are integrated in the delivery team. - Any accredited information management qualifications held by team members.
3366	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence must confirm the company's training arrangements to ensure all staff and workforce have sufficient skills and understanding to carry out their duties in line with BS EN ISO 19650 2. ✓ Evidence may be provided as part of their policy or training records/ training manuals etc.
3367	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence must demonstrate the company's understanding of the UK Information Management Framework and how it interacts and complements the company Information Management Standard, Processes and Procedures. ✓ The evidence may be provided as part of the company BIM policy or through other documentation such as lists of relevant projects with case study material.
3368	<ul style="list-style-type: none"> ✓ This is a mandatory requirement; all suppliers must answer YES to this question and provide supporting evidence. ✓ Evidence should consist of up to 2 examples of how the company has used the Information Management processes, to add value to a project, business and to deliver benefits for clients. ✓ Evidence should include an explanation of how the people, processes and technologies were used to deliver the benefits. ✓ This evidence may be provided as part of their policy or through other documentation such as lists of relevant projects with case study material.



CORPORATE SOCIAL RESPONSIBILITY

Question Reference	Guidance
2394	<ul style="list-style-type: none"> ✓ This is NOT a mandatory requirement. If, however you choose to answer YES you are required to provide sufficient evidence. ✓ Evidence should be provided in the form of the company's Corporate and Social Responsibility Policy. This should include examples of the company approach to; compliance, protecting people and the environment, volunteering, learning, support the community, business ethics, treatment of workers etc. ✓ This policy must be signed by the relevant company director.
2396	<ul style="list-style-type: none"> ✓ This is a mandatory requirement for companies with a turnover of £36,000,000 or above. ✓ If your turnover is below £36,000,000, this question is not mandatory. ✓ If you answer YES to this question, you are required to upload your Anti-Slavery and Human Trafficking statement. ✓ This statement should define the steps taken during the Financial Year to ensure slavery and human trafficking is not taking place in any of the organisation's supply chain, of within the company itself. ✓ You must ensure the statement has been signed off by the appropriate director or management body.
2398	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question, if however, you choose to answer YES you are required to provide sufficient evidence. <p>Evidence could consist of:</p> <ul style="list-style-type: none"> - Examples of questions asked to the company supply chain. - How the company evaluate their responses. - What further information is provided to the company supply chain on Modern Slavery Legislation. - The parts of the business and supply chain where there is a risk of slavery.
2400	<ul style="list-style-type: none"> ✓ This is a mandatory question. All suppliers are required to answer YES to this requirement.
2401	<ul style="list-style-type: none"> ✓ This is NOT a mandatory question, if however, you choose to answer YES you are required to provide sufficient evidence. ✓ Evidence provided should contain a defined process describing how the company manages the prevention of workplace bullying – this could be provided as part of a policy.
2403	<ul style="list-style-type: none"> ✓ This is a mandatory requirement for companies with 250 employees or more. ✓ If you have less than 250 employees, N/A is an acceptable response. ✓ If YES, a copy of the company Gender Pay Gap report must be provided, along with the link to where it can be found on the Government website. ✓ The report must clearly display the company name and is visible on the government website.
3626	<ul style="list-style-type: none"> ✓ All companies must answer YES or NO to this question.



WORK CATEGORIES

Requirement	Guidance
Work Category	<ul style="list-style-type: none"> ✓ Enter a maximum contract value for which you have undertaken work for the above category in the past 2 years. ✓ For Consultant and Material Supplier categories, the value entered should be the fee paid for the selected category. ✓ The maximum contract value or fee must not exceed 75% of your turnover.
Licences	<ul style="list-style-type: none"> ✓ If the work category you have selected requires a licence to enable you to complete the work, please provide this evidence. ✓ Please ensure all information has been entered correctly. (Provider of Certificate, Expiry Date, Licence Number etc).