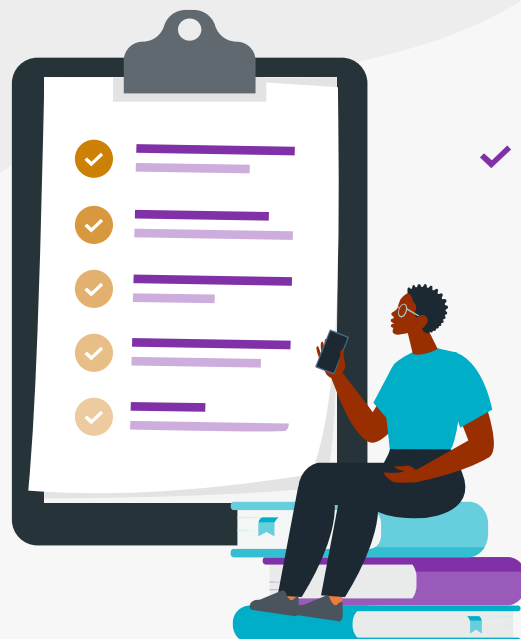


Membership Guide *Bronze*





Purpose of this document

Buyers choose Constructionline to ensure their supply chain is full of committed and trustworthy suppliers. They rely on us to help suppliers meet the highest quality, safety, and compliance standards.

This document is provided to give you guidance, a smoother verification journey, and support you to achieve the best out of your membership. Follow this document to help you get Verified and ensure you meet the commitments our buyers are looking for.



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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 Overview App?

If you are looking to see if anything is outstanding on your account, the '**Overview**' app is the place to go. Here we collate all expired, missing, or rejected information to advise you that it needs your attention.

Here, '**Action Required**' and '**Compliance by Certification Level**' will notify you if there are any areas of your account that require an update. You can access your '**Certificates**' if you are verified here too.

2

What is the Requirements App?

The '**Requirements**' app is where you will input all your company information and complete the required question sets. In here, you will find the requirements broken down into the Total, Action Required, Submitted for Assessment and Completed.

When you select '**Resolve**' from any of the '**Action Required**' or '**Compliance by Certification Level**' items, the Requirements app will appear in a focussed view, only showing items from the specific Level.

3

What is the Buyer Connections App?

The '**Buyer Connections**' app is the home of your Buyer Connections. This is where suppliers that join Constructionline at the request of a Buyer or have opted for a Dynamic Purchasing System (DPS) will find their requirements.

If a Buyer Connection requires a specific membership level that you currently do not have, an upgrade request will appear here.

4

What is the Work Categories App?

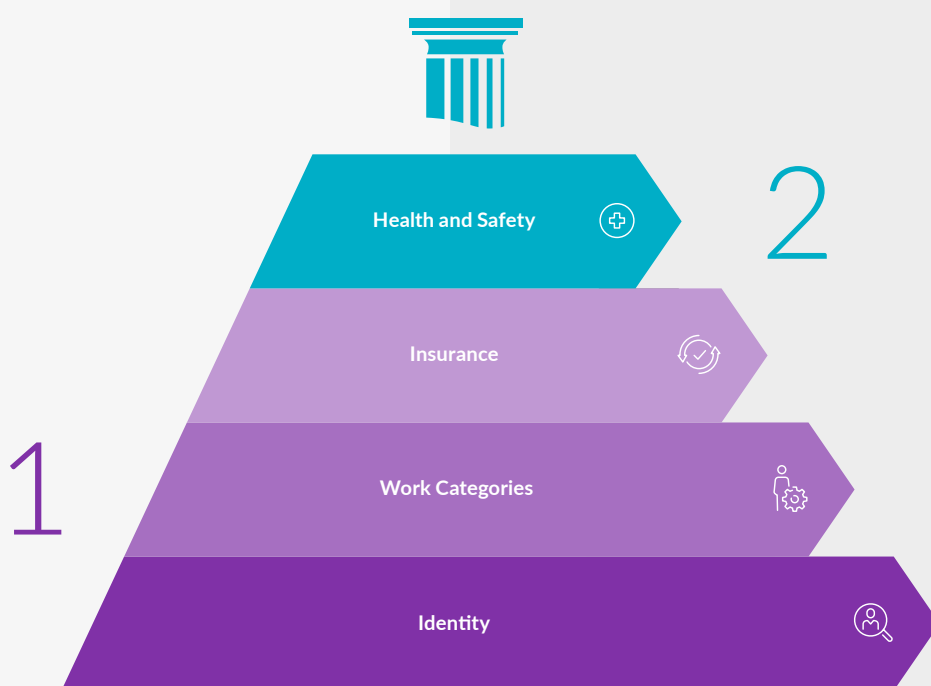
Your businesses will provide various services that buyers within the system will seek to source as part of their projects. '**Work Categories**' allows you to provide details of all the services your businesses offer, helping you appear in more searches and receive more expressions of interest.

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.**



Path to a Verified profile

Some of our requirements have dependency questions from other requirements.

How you complete and submit your verification could impact the time taken to achieve your Verified status. For example, within the Insurances question set, we need to know if you employ any staff. For us to know this, the 'Company and Financial Information' requirement within 'Identity' must also be completed.

You can complete questions as you go rather than all at once. If so, using the pyramid (to the left) will guide you on the best route to ensure a straightforward path to a Verified profile.

How do I get started?

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

- ✓ Navigate to 'Compliance', select 'Overview' and 'Resolve' by Constructionline Bronze in the 'Compliance by Certification Level' section
- ✓ Proceed to work your way through the requirements on your profile

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

- ✓ **Submit:** As soon as you have completed a section you are working on, click the **'Submit'** button at the bottom of the screen. Most sections will also automatically save so that you can return to complete it at a later date, or you will see the **'Save'** button instead.

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.



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 **'Requirements'** app 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 **'Requirements'** app. 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 **'Action Required'** 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 understand all required documentation and assist with any other questions.



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



Bronze Supplier Questions

Our Bronze membership provides an assessment of a company's credentials for health and safety, financials and insurance.

Bronze members can apply for SSIP certification with our Once For All Health and Safety SSIP scheme.



Upgrade your membership to Gold at any time by visiting 'Manage Account' within your profile, and you will be discounted the remaining balance from your previous membership onto your new membership.



Add our Once For All Health & Safety SSIP to your Constructionline membership allowing you to manage your businesses health and safety needs on our easy to use platform.

[Find out more here](#)

Advisory Questions

Most questions are mandatory and failure to successfully complete them will result in a company not obtaining Bronze. There are several questions which have been designated as **'advisory'** questions and these are identified within the fourth column of this guide.

A company does not have to complete advisory questions to achieve Bronze, but any question which is not successfully completed will be flagged with advisory feedback when the company's verified data is shared with Buyers.

Exemptions

A company may be exempt from answering certain questions if:

- ✓ It holds third-party audited certifications, such as ISO standards or SSIP
- ✓ Questions are not relevant to the nature of its business (e.g. the company does not employ sub-contractors)
- ✓ If the company is a Micro-company, which meets any two of the following criteria:
 - ✓ No more than 10 employees
 - ✓ Turnover no more than £1 million
 - ✓ Balance Sheet total no more than £500,000

ISO Standards

Constructionline Bronze specifies that any ISO certificates evidenced must be from a UKAS (or mutually recognised by UKAS) accredited certification body.

UKAS is a signatory, along with other recognised accreditation bodies from around the world, to multilateral agreements for the purposes of mutual recognition through the European co-operation for Accreditation (EA), the International Accreditation Forum (IAF) and the International Laboratory Accreditation Co-operation (ILAC).

These organisations are the only organisations mutually recognised by UKAS; therefore, we can only accept ISO certificates from UKAS accredited or EA, IAF or ILAC member accredited certification bodies.

Identity

To obtain Constructionline Bronze, the first step is to verify your company's identity. This requires the submission of detailed information regarding your company including financial accounts, the scope of work performed, any subcontracted work, and adherence to all rules and regulations outlined in the CDM 2015.

The information extracted from company accounts will include details such as share capital, reserves, current assets, current liabilities, long-term debt, turnover, and profit before tax.

Your turnover figure is used to assess your annual subscription fee and is also a component part of the notation calculation. All companies registered with Constructionline must undergo financial credibility checks.

You must ensure that you provide your full and final accounts and not the abbreviated version typically filed at Companies House. A small company or limited liability partnership with a turnover below the audit threshold at which the preparation of audited accounts is not required may provide their unaudited full and final accounts.

A company may qualify for an audit exemption if it has at least two of the following:

For accounting periods that begin on or after 6 April 2025

- ✓ An annual turnover of no more than £15 million
- ✓ Assets worth no more than £7.5 million
- ✓ 50 or fewer employees on average

For accounting periods that began before 6 April 2025

- ✓ An annual turnover of no more than £10.2 million
- ✓ Assets worth no more than £5.1 million
- ✓ 50 or fewer employees on average

Full accounts should include:

- ✓ Directors' report
- ✓ Profit and loss account
- ✓ Balance sheet
- ✓ Accountant's certificate
- ✓ Any relevant notes accompanying the accounts

We acknowledge the importance of confidentiality in financial matters and assure you that only essential information required for the assessment will be disclosed.

The information provided will undergo verification, based on the company type. For instance, information provided by Limited Companies will be validated against their Companies House profile to ensure compliance with legal requirements for operating within the UK.

Various key topics within this module include:

- ✓ Company and Financial Information: Includes company name, trading name, establishment and incorporation date, any relevant registration numbers and financial information
- ✓ Company Structure: Details on Directors, Partners, and Secretaries within the organisation
- ✓ Company Size: Categorised as Micro, Small, Medium, or Large
- ✓ Offices and Contacts: Your registered or head office, areas of operation and contact information

Identity

PRIMARY CONTACT

Ref	Question	Guidance	Info
291 - 298	- Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title	- Telephone Number - Mobile - Fax Number - Email ✓ 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>	N/A

ENQUIRY CONTACT

Ref	Question	Guidance	Info
309	Is the primary contact also the contact for business and/or pre-qualification enquiries?	✓ Please answer Yes or No	N/A
310 - 317	Enquiry Contact - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title	- Telephone Number - Mobile - Fax Number - Email ✓ Details of the person to contact for enquiries	N/A
3628	Do you have an additional contact for New Business?	✓ Please answer Yes or No	N/A
3628 - 3634	New Business - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title	- Telephone Number - Mobile - Fax Number - Email ✓ Details of the person to contact for new business	N/A
3636	Is the Supply Chain Manager the same as the Enquiry Contact?	✓ Please answer Yes or No	N/A
3637 - 3643	Supply Chain - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title	- Telephone Number - Mobile - Fax Number - Email ✓ Details of the Supply Chain Manager	N/A

HEAD OFFICE

Ref	Question	Guidance	Info
318 - 329	- Office name - Address line 1 (Property name/ number) - Address line 2 - 4 - Town	- County - Postcode - Country - Telephone number - Fax number - Website ✓ Provide the address of your Head Office	N/A

REGISTERED OFFICE

Ref	Question	Guidance	Info
299	Do you have separate Head Office from your Registered Office?	✓ Please answer Yes or No	N/A
300 - 308	- Head Office name - Address line 1 - 4 - Town - County	- Postcode - Country - Telephone number ✓ Provide the address of your Head Office if different from your Registered Office	N/A

Identity

AREAS OF OPERATION

Ref	Question	Guidance	Info
333	Please provide details of your areas of operation	✓ Please provide the geographic areas where your company operates ✓ The minimum contract value should include travel costs	N/A

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
10399 / 347 / 343	Have you registered with Companies House?	✓ If Applicable, provide the registration number and incorporation date ✓ If you are based outside the UK and registered with Companies House, please ensure that your registration number includes the prefix FC ✓ If you are a sole trader or not registered on Companies House, please answer N/A	N/A
350 / 351	Have you registered as a charity?	✓ If Applicable, provide the registration number	N/A
348 / 349	Have you registered with an equivalent body?	✓ If Applicable, provide the registration number	N/A
337	Please select your Supplier Type	✓ Select if you are a Contractor, Consultant or Material Supplier	N/A
2308	Please provide your Legal Entity Name	✓ Provide the legal entity, partnership or sole trader name	N/A
339	Please provide your Trade Name	✓ Provide your company trading name	N/A
9800	Please select your Organisation Type	✓ Select if your company is a: - Limited Liability Partnership - Partnership - Private Limited Company - Public Limited Company - Sole Trader - Third Sector - Other	N/A
341	Please enter the date your organisation was set up	✓ This cannot be after date of Incorporation if Applicable	N/A
344 / 345	Do you have a Unique Tax Reference?	If Applicable, provide the reference number	N/A
352 / 353	Have you registered for VAT?	If Applicable, provide the registration number	N/A
3369	Please select your Organisation Size	You must meet at least 2 of the following conditions in any organisation size to be classified as such Micro: ✓ No more than 10 Employees ✓ Turnover no more than £1m ✓ Balance sheet total no more than £500,000 Small: ✓ No more than 50 Employees ✓ Turnover no more than £15m ✓ Balance sheet total no more than £7.5m Medium: ✓ No more than 250 Employees ✓ Turnover no more than £54m ✓ Balance sheet total no more than £27m Large: ✓ More than 250 Employees or ✓ Turnover more than £54m	N/A

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
2310	Do you operate as a sheltered workshop, social enterprise or social business or will you provide for the performance of the contract in the context of sheltered employment programmes?	✓ Please answer Yes or No	N/A
2311	Please select the type of Organisation you operate as	✓ Select either: - Sheltered workshop - Social Enterprise	Exemption if answered No to REF: 358
358	Please enter the percentage of disabled or disadvantaged workers in your workforce	✓ Please provide the percentage of disabled or disadvantaged workers	Exemption if answered No to REF: 358
2314	Please specify which of the following categories they belong to.	✓ Specify which of the following categories they belong to: - Has experience of homelessness - Has long-term physical, mental, intellectual or sensory impairment(s) which, in interaction with various barriers, may hinder their full and effective participation in a work environment on an equal basis with other workers - Has not attained an upper secondary educational or vocational qualification (International Standard Classification of Education 3) or is within two years of completing full-time education and who has not previously obtained his or her first regular paid employment - Has not been in regular paid employment for the previous 6 months - Is a Care-leaver - Is a member of an ethnic minority within a Member State and who requires development of his or her linguistic, vocational training or work experience profile to enhance prospects of gaining access to stable employment - Is a recovering addict - Is a single parent - Is a veteran - Is an ex-offender - Is between 15 and 24 of age - Is over the age of 50 years recognised as worker with disabilities under national law - Lives as a single adult with one or more dependants - Works in a sector or profession in a Member State where the gender imbalance is at least 25% higher than the average gender imbalance across all economic sectors in that Member State, and belongs to that under-represented gender group - Other	Exemption if answered No to REF: 358
9947	Do you employ sub-contractors?	✓ Please answer Yes or No	N/A
9801	Please enter the percentage of your directly employed workforce that is in 'earn and learn' positions	✓ If Applicable, provide the percentage	Supplier will receive an advisory pass if answer does not meet standard
330	Please add the details of the following individuals associated with your organisation: - Proprietors - Partners - Directors - Company Secretary	✓ Provide their names and roles ✓ All active officers listed on Companies House must be listed here	N/A

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
3603	Please enter the total number of your direct employees (PAYE)	✓ Direct employment is an employment status for tax and employment law purposes which generally involves the following: - A contract of employment - Full statutory rights as an 'employee' - Payment to HMRC of PAYE income tax and employer and employee Class 1 NICs	N/A
3604	Please enter the total number of your indirect personnel (non-PAYE)	✓ Indirect personnel includes individuals working as or via labour-only subcontractors, or engaged via other intermediaries, including employment businesses, umbrella companies, personal service companies etc. ✓ It does not include individuals who work as or for a bona-fide trade contractor (i.e. a company that contracts to perform a defined subcontract work package for which it carries commercial risk)	N/A
2307	Please enter the total number of your workforce	✓ Provide the total figure (PAYE and non-PAYE)	N/A
335	Do you hold any Trade Association or professional body memberships?	✓ Please answer Yes or No	Supplier will receive an advisory pass if answer does not meet standard
336	Please add the details of your Trade Association or Professional Body Memberships - Name of Trade Association or Professional Body - Membership Number - Website of Trade Association or Professional Body	✓ Please upload your membership certificate or evidence of membership	Exemption if answered No to REF: 335
1971	Please add the details of your financial accounts	✓ Limited Companies - The company's full and final accounts for the last two years must be uploaded here. - These should consist of Profit and Loss Page, Balance Sheet, and Notes to the Financial Statement ✓ New Companies Limited/LLP - If you are a new Start Up Limited entity, 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 ✓ Sole trader - If you are a Sole Trader, you are required to provide a profit and loss account or a self-assessment tax return for the last two years - This must display your details, the turnover and net profit - We are also able to accept your Balance Sheet, if available ✓ Partnership - If you are a Partnership, you are required to provide your full accounts or partnership tax return for the last two years (profit and loss account, balance sheet and reconciled capital accounts are required) to support the data you have entered	N/A

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
29 - 31 10392 - 10393	Has your organisation, or any of its Directors or Executive Officers, ever had any criminal or civil judgments against them in relation to its current business activities? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide information about the conviction including: - Details of the circumstances - Whether the company has a remedial plan in place and what actions have been taken for remediation ✓ Please note minor offences can be excluded (such as speeding tickets or parking offences)	N/A
32 - 34 10394 - 10396	Does your organisation, or any of its Directors or Executive Officers, have any ongoing or pending criminal or civil actions in relation to its current business activities? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide information about the conviction including: - Details of the circumstances - Whether claims been properly notified in accordance with relevant insurance policy requirements and been accepted by the insurers - Whether the company has a remedial plan and what actions have been taken for remediation ✓ Please note minor offences can be excluded (such as speeding tickets or parking offences)	N/A
35 - 37 10397 - 10398	Has your organisation, or any of its Directors or Executive Officers, received any enforcement or remedial orders in the last three years that remain unresolved? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide information about the conviction including: - Details of the circumstances - Whether the company has a remedial plan in place and what actions have been taken for remediation	N/A

BRANCH OFFICE

Ref	Question	Guidance	Info
17	Do you have any Branch offices?	✓ Please answer Yes or No	N/A
18	- Branch Office and Contacts Office Name - Website - Telephone Number - Address Line 1 - Address Line 2 - 4 - City - Country - Postcode - Title - Forename - Surname - Position - Telephone Number - Mobile - Email Address	✓ Provide all Branch Offices and the related Branch and Enquiry contacts	Exemption if answered No to REF: 17

Insurances

Insurance is a critical component of any business, serving as a legal obligation in addition to providing cover for potential mistakes, risks, incidents, injuries, and other unforeseen events for both the business owner and employees.

So that we can ensure compliance for your business, you must provide evidence of:

- ✓ Certificates for all type of coverage
- ✓ Insurer and Broker Details
- ✓ Work undertaken by the company
- ✓ Number of directly employed staff

Different types of insurance are necessary based on the nature of the work being performed and the size of the company. Please refer to the following guidelines:

- ✓ All companies are required to have Public Liability insurance
- ✓ Companies with directly employed staff must have Employers Liability insurance
- ✓ Consultant companies should have Professional Indemnity Liability insurance

Additionally, companies that select Consultant or Design work categories on their Constructionline profile are required to have Professional Indemnity Insurance.

INSURANCES

Ref	Question	Guidance	Info
25	Please provide details of the insurances your company holds - Insurance Type - Insurance Name (the name of your insurance provider) - Policy Number - Limit Of Indemnity - Limit For Single Event - Excess - Expiry Date Please upload your membership certificate or evidence of membership - Business Name of Insurance broker - Telephone Number	✓ 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 Product Liability ✓ Any Contractors that hold a Design work category are required to also provide Professional Indemnity insurance	N/A

Health and Safety

The Health and Safety module of the Constructionline Bronze allows suppliers to demonstrate how they ensure they keep workers, visitors and the public safe.

If you hold one of these certificates, you will be exempt from answering additional questions:

- ✓ Schemes in Procurement (SSIP) Certificate from Once For All Health and Safety
- ✓ Schemes in Procurement (SSIP) Certificate from a Third Party
- ✓ ISO 45001 from a UKAS (or mutually recognised by UKAS) accredited certification body

Please note: An organisation 'mutually recognised by UKAS' refers to other accreditation bodies who are signatories of mutual recognition arrangements via European Cooperation for Accreditation (EA), International Laboratory Accreditation Cooperation (ILAC) or International Accreditation Forum (IAF). If you do not have SSIP certification or ISO 45001 certification or have been awarded ISO 45001 certification by a non-UKAS, EA, ILAC or IAF accredited organisation, please answer 'No'.

Please note: To achieve Constructionline Bronze, you must have a valid SSIP Certificate. You can apply for SSIP Once For All Health and Safety at no additional cost. ISO 45001 Certificates can satisfy this requirement only if SSIP is included within the certification scope.

The questions in Once For All Health and Safety are aligned with the SSIP Core Criteria, which is approved by the Health and Safety Executive (HSE). You will be expected to provide evidence of your Health and Safety Policy, training and competence across the organisation, accident reporting and risk assessments. Suppliers are also asked to demonstrate their understanding and adherence to the Construction (Design & Management) Regulations 2015 (CDM 2015).

HEALTH AND SAFETY THIRD PARTY / EXEMPTION CERTIFICATES

Ref	Question	Guidance	Info
3372 / 2826 / 373 / 9996 / 375 / 2319	Do you hold a valid Safety Schemes in Procurement (SSIP) scheme certificate or ISO 45001 by a UKAS (or mutually recognised by UKAS) accredited certification body?	✓ Please answer Yes or No ✓ If yes, please confirm which certification you hold, provide a copy of your certificate and state whether it is for general Health and Safety (H&S) or specific to one of the CDM dutyholder roles to reflect your company's activity: - Principal Contractor - Contractor - Principal Designer - Designer - Non-Construction (SSIP Approved)	N/A
1463 - 1469	Who is ultimately responsible for H&S within your company? - Title - Forename - Surname - Position - Telephone Number - Mobile - Email	✓ Please provide information regarding who is responsible for Health and Safety	N/A



Work Categories

Work Categories are the types of trade, service or work your company does. You can select multiple categories; however, you must have at least one Verified Work Category to achieve Bronze.

To verify a Work Category, the Company and Financial Information and Insurance requirements must also be verified. The Company and Financial Information requirement will extract your Turnover figure, which is a key component in the notation value calculation.

Any Consultant or Design Work Categories will require Professional Indemnity insurance to be verified.

WORK CATEGORIES

Ref	Question	Guidance	Info
N/A	Needs Verified Work Category (What types of construction trades/work does your company undertake?)	✓ Please select at least one trade, service or work that your company carries out ✓ For each trade, service or work your company undertakes, please provide: - A maximum contract value for which you have undertaken work for the above work category in the past two years (Note that this value cannot exceed 75% of your current turnover, for Consultant and Material Supplies categories the value entered should be the fee paid for the selected category) - To what extent you would sub-contract this category of work - Copies of any mandatory licences/ certificates if applicable (e.g. Asbestos Licence) ✓ You may select work categories from these types: - Contractor - Consultant - Material Supplier - Rail Industry	N/A
N/A	Licence and Accreditations - Select the name of the License/Accreditation you are providing from the list below - License number - Start Date - End Date Please upload your certificate	✓ The certificate must be in either your full company name, or in the name of a Director/ Partner ✓ You may also provide evidence in a PAYE employee's name if accompanied by a Work Category Declaration (please contact our Support team for a copy) ✓ If your certificate does not have an expiry date, please enter the date of one year from the submission date	Exemption if category does not require a licence or accreditation