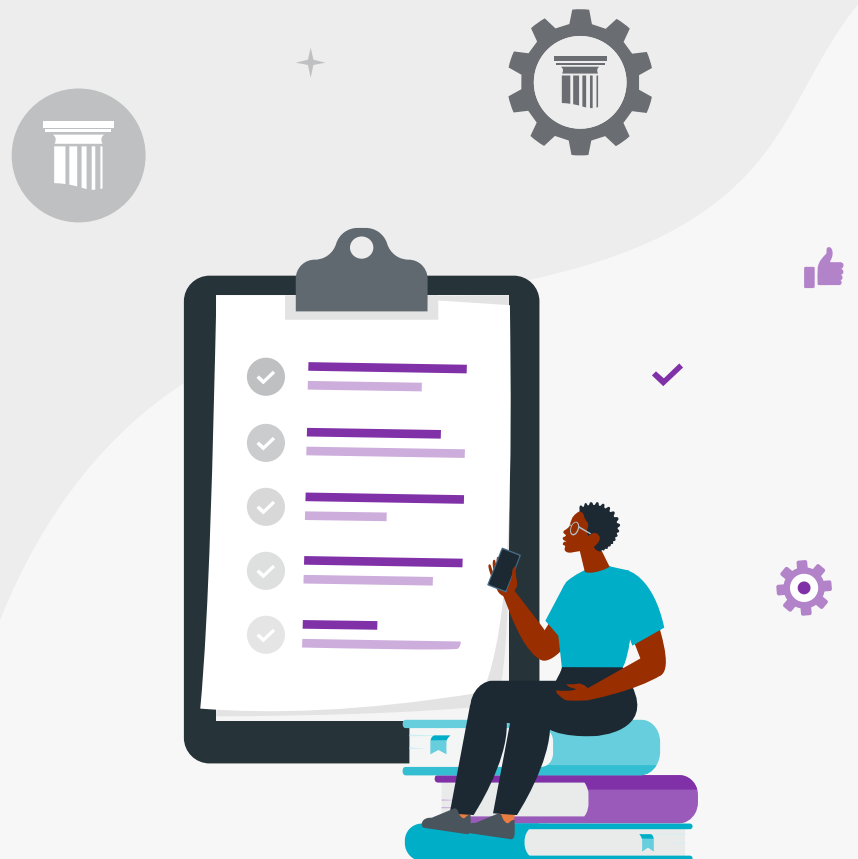


Membership Guide

Silver





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?

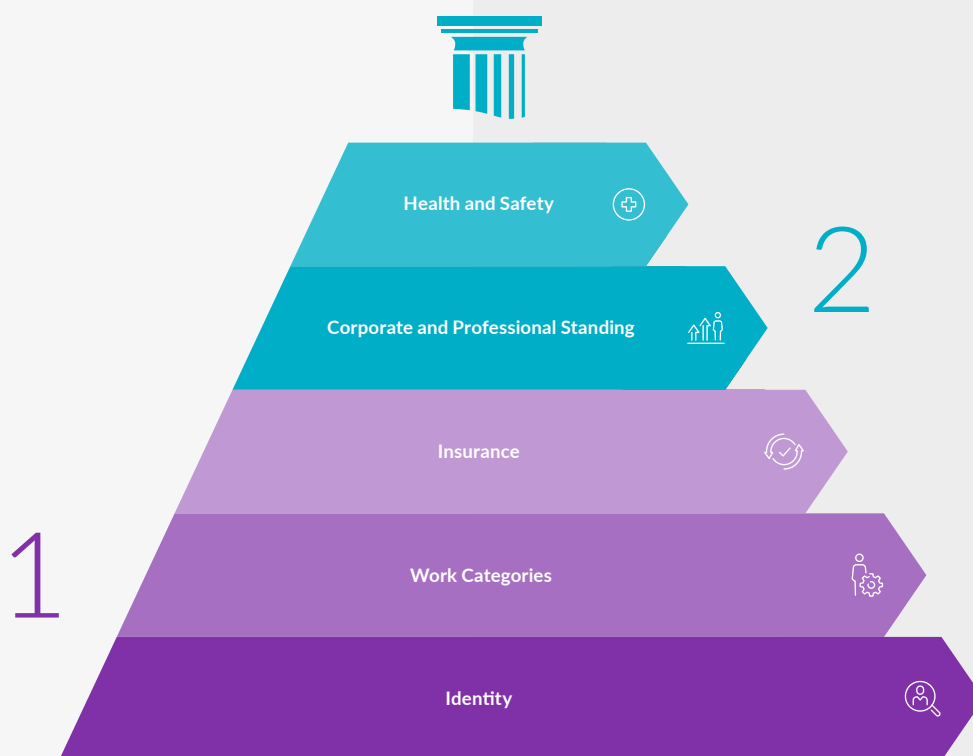
Your businesses will provide various services that buyers within the system will seek to source as part of their projects. '**Work Categories**' allows you to provide details of all the services your businesses offer, helping you appear in more searches and receive more expressions of interest.

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 Silver 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](tel:03333003066).

- ✓ **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/>



Silver Supplier Questions

Our Silver membership was built from the PAS 91 question set, providing an assessment of a company's credentials for health and safety, insurance and corporate and professional standing.

Silver members can also 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 Silver. 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 Silver, 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 Silver 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 Silver, 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

RELATED COMPANIES

Ref	Question	Guidance	Info
331	Do you have any related or associated companies?	✓ Please answer Yes or No	N/A
332	- Company name - Address line 1 (Property name/number) - Address line 2 - 4 - Town - Postcode - Country - Telephone - Number - Fax Number - Website - Title - Forename - Surname - Position - Telephone Number - Telephone Number - Mobile Number - Fax Number - Contact email address	✓ Provide all Related Companies, contact and relationship details	Exemption if answered No to REF: 331

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



Corporate and Professional Standing

The Corporate and Professional Standing module of the Constructionline Silver aims to obtain all relevant information regarding your organisation's legal history, as well as your company's approach to environmental and social sustainability, business ethics, stakeholder engagement, supporting the community and more.

These requirements will cover any mandatory exclusion grounds as set out in Schedule 6 and any discretionary exclusion grounds as set out in Schedule 7 of the Procurement Act 2023. Guidance can be found here:

- ✓ <https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html>
- ✓ <https://www.legislation.gov.uk/ukpga/2023/54/contents>
- ✓ <https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-debarment-html>

You will also be asked to provide your policies for:

- ✓ Modern Slavery
- ✓ Bribery and Corruption
- ✓ Whistleblowing
- ✓ Corporate Social Responsibility (CSR) or Environmental, Social and Governance (ESG) Policy
- ✓ Bullying

This section on Constructionline also contains the Information Security module of the Common Assessment Standard. Information Security encompasses Cyber Security and Data Protection.

CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
10400	Is your company or any connected person on the Government's debarment list?	✓ Please answer Yes or No ✓ Guidance can be found here: - https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-debarment-html ✓ A 'connected' person includes, but is not limited to, the following: - A person with "significant control" over the supplier (within the meaning given by section 790C(2) of the Companies Act 2006 ("CA 2006")) - A director or shadow director of the supplier - A parent undertaking or a subsidiary undertaking of the supplier - A predecessor company - Any other person who it can reasonably be considered stands in an equivalent position in relation to the supplier as a person within paragraph (a) to (d) - Any person with the right to exercise, or who actually exercises, significant influence or control over the supplier - Any person over which the supplier has the right to exercise, or actually exercises, significant influence or control	N/A



Corporate and Professional Standing

CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
10401 - 10410	Has your company or any connected person been convicted of, subject to, or liable to a penalty under Schedule 6 of the Procurement Act (Mandatory Exclusions)? 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: - Date of conviction and the jurisdiction - Which of the grounds listed the conviction was for - Level of compensation your company has paid - What measures have been taken to prevent the circumstances continuing or occurring again, for example by changing staff or management, or putting procedures and training in place - Your company's commitment to the above steps, or information or access to allow verification or monitoring of these steps - Any other evidence, explanation or factor that your company considers appropriate - Whether the company has a remedial plan and what actions have been taken for remediation	N/A
10411 - 10420	Has your company or any connected person been convicted of, subject to, or liable to a penalty under Schedule 7 of the Procurement Act (Discretionary Exclusions)? 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: - Date of conviction and the jurisdiction - Which of the grounds listed the conviction was for - Level of compensation your company has paid - What measures have been taken to prevent the circumstances continuing or occurring again, for example by changing staff or management, or putting procedures and training in place - Your company's commitment to the above steps, or information or access to allow verification or monitoring of these steps - Any other evidence, explanation or factor that your company considers appropriate - Whether the company has a remedial plan and what actions have been taken for remediation	N/A



Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info
7342 / 9809 / 3607 - 3608	Does your company hold a valid Cyber Essentials Plus Certificate or BS EN ISO 27001 (or equivalent) issued by a UKAS (or mutually recognised by UKAS) accredited certification body?	✓ Please answer Yes or No ✓ If yes, please provide: - <i>Cyber Essentials Plus certificate</i> - <i>BS EN ISO 27001 from a UKAS, IAF, EA or ILAC accredited certification body (the certificate <u>must</u> have the UKAS, IAF, EA or ILAC logo present, UKAS accredited ISO certificates must be on the UKAS CertCheck website, and IAF member accredited ISO certificates must be on the IAF CertSearch website)</i>	Supplier will receive an advisory pass if answer does not meet standard
7341 / 3611	Do you have a cyber security policy?	✓ Please answer Yes or No ✓ If yes, please provide your Cyber Security policy which includes: - <i>Set out the responsibilities for Cyber Security management throughout the organisation</i> - <i>Incident response processes including backups of critical systems</i> - <i>How the organisation identifies what data and systems they manage as well as ensuring they engage proportionate security controls</i> - <i>Whether the organisation has logging capabilities</i> - <i>Guidance and threat assessments for home working</i> ✓ The policy must be approved by an appropriate company Director and reviewed within the past 12 months	Exemption if answered Yes to REF: 7342 Supplier will receive an advisory pass if answer does not meet standard
3610 / 2256	Do you have a Data Protection Policy and Privacy Notice in place?	✓ You must answer Yes ✓ Please provide your Data Protection Policy and Privacy Notice which includes: - <i>The programme to comply with GDPR</i> - <i>Sets out the responsibilities for handling sensitive material and data</i> - <i>Arrangements in place regarding IT Data, Security firewalls etc.</i> - <i>Data Protection training for staff</i> ✓ The policy must be approved by an appropriate company Director and reviewed within the past 12 months	Exemption if answered Yes to REF: 7342
7343 / 3612	Do you ensure that any suppliers you engage have their own cyber security arrangements?	✓ Please answer Yes or Not Applicable ✓ If yes, please provide evidence that demonstrates the relevant actions you have taken to ensure that your supply chain has arrangements in place for their own cyber security	Exemption if answered Yes to REF: 7342 and No to REF: 9947 Supplier will receive an advisory pass if answer does not meet standard



Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info
9810	Does your company ensure that any sub-contractors it engages have their own Data Protection Policy and Privacy Notice?	✓ You must answer Yes if you use sub-contractors	Exemption if answered Yes to REF: 7342 and No to REF: 9947
173	Have you documented the personal data you hold, where it came from and who you share it with, do you maintain appropriate records and registers of your data processing activities?	✓ You must answer Yes	Exemption if answered Yes to REF: 7342
174	Have you carried out a Data Protection Impact Assessment to establish what measures you need to take to comply with the General Data Protection Regulations and the Data Protection Act 2018, including measures to ensure compliance with EU Data Protection Laws for any personal data that is shared outside the European Economic Area?	✓ You must answer Yes	Exemption if answered Yes to REF: 7342
175	Do you have procedures in place to ensure the rights of individuals, including how you handle subject access requests and requests for deletion of personal data?	✓ You must answer Yes	Exemption if answered Yes to REF: 7342
176	Do you have a Data Protection Officer or someone responsible for data protection?	✓ You must answer Yes	N/A

Health and Safety

The Health and Safety module of the Constructionline Silver 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' and complete the additional questions in Health and Safety.

The questions in 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).

Please note: To achieve Constructionline Silver, 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.

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

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Ref	Question	Guidance	Info
3372 / 9996 / 2826 / 373 / 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: - <i>Principal Contractor</i> - <i>Contractor</i> - <i>Principal Designer</i> - <i>Designer</i> - <i>Non-Construction (SSIP Approved)</i>	N/A
3373	Please select the Health and Safety question set applicable to your company.	✓ Principal Contractor ✓ Contractor ✓ Principal Designer ✓ Designer ✓ Non-Construction	Exemption if answered Yes to REF: 3372
3374	Please state the size of your company:	✓ Please state if you have 5 or more employees	Exemption if answered Yes to REF: 3372
384 - 394 / 2308	- Company Address Details - Registration Number (Account ID) - Trade name - Name of legal entity, partnership or sole trader - Address Line 1 – 4 - Town - County - Postcode - Website	✓ Please provide your Company Address details	Exemption if answered Yes to REF: 3372
395 - 399	- Contact Details - Title - Forename - Surname - Telephone number - Email	✓ Please provide your contact details	Exemption if answered Yes to REF: 3372
400	Please enter a general description of the work that your company undertakes	✓ Enter a description of the work that your company undertakes	Exemption if answered Yes to REF: 3372
3375 / 3412 / 3455 / 3568 / 3491 / 3527	Please provide details of the person with overall responsibility for Health and Safety in the organisation, who should be a Director of the Company (or equivalent)	✓ This is the most senior person within your organisation who is responsible for Health and Safety e.g., Managing Director	Exemption if answered Yes to REF: 3372
3376 / 3413 / 3456 / 3567 / 3492 / 3528	Please provide a copy of your Health and Safety Policy including a statement of intent that has been signed by the most senior person in your organisation (for example Managing Director)	✓ Please provide your Health and Safety policy which sets out the responsibilities for effective H&S management throughout the company ✓ A statement is acceptable for companies with less than 5 employees ✓ The policy must be signed by an appropriate company Director and reviewed within the past 12 months	Exemption if answered Yes to REF: 3372
3377 / 3414 / 3457 / 3568 / 3493 / 3529	Please provide the Organisations' and roles and responsibilities section of your Health and Safety Policy for your Organisation	✓ You must outline the specific Health and Safety duties of each of the key stakeholders in your organisation ✓ You may include a list of the names, positions, and roles of the people who have specific responsibility for health and safety or a company organogram	Exemption if answered Yes to REF: 3372

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HEALTH AND SAFETY

Ref	Question	Guidance	Info
3378 / 3415 / 3458 / 3569 / 3494 / 3530	Please provide your full HS Policy / Manual which also includes your Health & Safety arrangements / procedures (for how the company will discharge their specific duties under CDM 2015, if applicable.) Your arrangements / procedures should include the following, as a minimum, when acting as Contractor / Principal Contractor: ✓ How will you comply with your duties as Contractor / Principal Contractor under CDM 2015 ✓ Confirming the client is aware of their duties ✓ Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer, and contractors. ✓ Prepare review, and maintain CPPs ✓ Organise cooperation between contractors and others and coordinate the work ✓ Ensure all employees are inducted before working on site ✓ Prevent access by unauthorised persons to the site ✓ Provide information for the H&S file ✓ Providing adequate welfare facilities Your other arrangements / procedures should include at least the following: ✓ Risk Assessment ✓ Consultation with employees ✓ Safe plant and equipment ✓ Information, instruction, and supervision ✓ Training ✓ Accidents, first aid and work-related ill health ✓ Monitoring ✓ Emergency procedures ✓ Fire and evacuation ✓ Plan, manage and monitor the work of your subcontractors	Your arrangements / procedures should include the following, as a minimum, when acting as a Designer / Principal Designer. ✓ How you will comply with your Designer duties under Regulation 9 of CDM 2015 ✓ Your duties under Regulation 11 and 12 of CDM 2015 ✓ Risk Assessment ✓ Consultation with employees ✓ Information, instruction, and supervision ✓ Training ✓ Accidents, first aid and work-related ill health ✓ Monitoring ✓ Emergency procedures ✓ Fire and evacuation ✓ Plan, manage and monitor your work ✓ Communicate health and safety information to the workforce ✓ You must be able to demonstrate arrangements / procedures for ensuring that your Health and Safety measures meet the commitments you have made in your statement of general policy. ✓ You must also provide details of one arrangement for health and one for safety most appropriate to your work ✓ Health - Manual Handling - Noise - Vibration - Hazardous substances - Display Screen Equipment ✓ Safety - Working at height - Working with electricity - Working on gas systems - Managing traffic - Electricity ✓ For suppliers undertaking very specific activities (e.g. demolition, work on gas installations or asbestos removal) you must include arrangements / procedures relating to these	Exemption if answered Yes to REF: 3372
3379 - 3380 / 3416 - 3417 / 3459 - 3460 / 3570 - 3571 / 3495 - 3496 / 3531 - 3532	Are you a Member of a Fleet Operations/ Management Scheme?	✓ Please answer Yes or No ✓ If yes, please provide a copy of your Fleet Operations/ Management Certificate: - Fleet Operator Recognition Scheme (FORS) for each depot that has been assessed - Van Excellence Truck Excellence - Van Compliance Scheme - Construction Logistics and Community - Safety (CLOCS) - Other (please specify)	Exemption if answered Yes to REF: 3372 Supplier will receive an advisory pass if answer does not meet standard
3381 - 3382 / 3418 - 3419 / 3461 - 3462 / 3572 - 3573 / 3497 - 3498 / 3533 - 3534	Do you have a Drug & Alcohol Policy in place?	✓ Please answer Yes or No ✓ If yes, please provide a copy of your Drug & Alcohol Policy which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months) (which may be part of your Health and Safety Policy or through detailed within another document)	Exemption if answered Yes to REF: 3372 Supplier will receive an advisory pass if answer does not meet standard

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Ref	Question	Guidance	Info
3383 - 3384 / 3420 - 3421 / 3463 - 3464 / 3574 - 3575 / 3498 - 3500 / 3535 - 3536	Do you have policy arrangements which include occupational health issues including mental health and fatigue?	✓ Please answer Yes or No ✓ If yes, please provide a copy of your arrangements for occupational health issues including mental health and fatigue (which may be part of your Health and Safety Policy or through detailed within another document)	Exemption if answered Yes to REF: 3372 Supplier will receive an advisory pass if answer does not meet standard
3385 - 3386 / 3422 - 3423 / 3465 - 3466 / 3576 - 3577 / 3501 - 3502 / 3537 - 3538	Do you have policy arrangements which include behavioural management or a behavioural safety programme?	✓ Please answer Yes or No ✓ If yes, please provide a copy of your arrangements for behavioural management or a behavioural safety programme (which may be part of your Health and Safety Policy or through detailed within another document)	Exemption if answered Yes to REF: 3372 Supplier will receive an advisory pass if answer does not meet standard
3387 / 3424 / 3467 / 3580 / 3503 / 3539	Please provide the name and contact details of the internal advisor, consultant, company, trade federation or association who provides your company with Health and Safety advice	✓ Please provide the Name, Contact number and Email address of your competent H&S Advisor – internal or external	Exemption if answered Yes to REF: 3372
3388 / 3425 / 3468 / 3581 / 3504 / 3540	Please provide evidence of your Safety Advisor's competence & services	✓ Please provide the Safety Advisor's CV, Health and Safety Qualifications and Professional Body Memberships ✓ Or, if you use an external advisor, or Trade Federation or associations please provide: Proof of valid services (services/retention letter, certification, invoice), Company Profile, CV, Health and Safety Qualifications and Professional Body Membership"	Exemption if answered Yes to REF: 3372
3389 / 3426 / 3469 / 3582 / 3505 / 3541	Please provide an example of their advice provided to your organisation and details of how this was implemented into the business	✓ Evidence could include Site Inspections, Audit Reports, or email correspondence on a relevant Health and Safety/CDM matter ✓ Evidence must be dated in the last 12 months	Exemption if answered Yes to REF: 3372
3390 / 3427 - 3428 / 3470 / 2583 / 3506 / 3542	Please provide a copy of your up-to-date Training Matrix including expiry dates, or examples of individual employee training records.	✓ You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake ✓ Please provide an up-to-date Training Matrix (including expiry dates) or examples of individual employee training records ✓ If you are a <i>Contractor</i> or <i>Principal Contractor</i>, you may also provide Toolbox Talks (which must include the contents and a signed attendance record) ✓ If you are a <i>Principal Designer</i>, you should provide active CPD training too If you are a Design and Build supplier, you should provide your up-to-date Training Matrix including expiry dates for the build and design sides of the business and active CPD for the design team too ✓ If you are a <i>Designer</i>, you should provide active CPD training and a copy of your up-to-date Training Matrix (including expiry dates) for your design team	Exemption if answered Yes to REF: 3372

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Ref	Question	Guidance	Info
3391 - 3392 / 3428 - 3431 / 3471 / 3584 / 3507 - 3508 / 3543 - 3544	Please provide examples of your employees current Training Certificates and or valid skills cards relevant to the work you do. These should be in line with the information within your Training Matrix.	✓ You are expected to provide evidence that your workforce has suitable knowledge, experience and skills for the activities assigned to them ✓ If you are a Contractor or Principal Contractor, examples include: - CSCS, SMSTS, SSSTS - IPAF, Asbestos, Working at Height etc - First Aid, Fire Warden etc - The number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent ✓ If you are a Principal Designer, examples include: - CVs, specific qualifications, and memberships of professional institutions or bodies - CVs of directors and designers (maximum 10) showing that they have appropriate qualifications, training, and experience ✓ If you are a Design and Build supplier, examples include: - CSCS, SMSTS, SSSTS - IPAF, Asbestos, Working at Height etc - First Aid, Fire Warden etc - The number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent - CVs of directors and designers (maximum 10) showing that they have appropriate qualifications, training, and experience ✓ If you are a Designer, examples include: - CVs of directors and designers (maximum 10) showing that they have appropriate qualifications, training, and experience	Exemption if answered Yes to REF: 3372
3393 / 3432 / 3472 / 3585 / 3509 / 3545	Please provide evidence on how you check, review and where necessary improve your health and safety performance?	✓ Evidence can include: - On-site Health and Safety Inspection Report The report from your last Health and Safety management system audit - Provision of an ISO 45001 certificate issued by a UKAS accredited certification body or similar (dated in the last 12 months)	Exemption if answered Yes to REF: 3372

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Ref	Question	Guidance	Info
3394 - 3397 / 3433 - 3436 / 3473 - 3476 / 3586 - 3589 / 3510 - 3513 / 3546 - 354	How many employees do you have? ✓ No employees - Please confirm whether you are a Sole Trader ✓ 1-4 employees - Please describe how you consult with your Employees to achieve the Consultation required ✓ 5 or more employees - Please provide evidence of how you consult your workforce on Health and Safety matters	✓ Please confirm if you have no employees, 1-4 employees, or 5 or more employees ✓ If selected 1-4: A description that outlines how you conduct consultation with employees - team meetings, questionnaires, office discussions etc ✓ If selected 5 or more: - Minutes of meetings where Health and Safety has been discussed - Emails or similar correspondences (Text/WhatsApp screenshots) between employees which show a 2-way conversation of consultation - Records of concerns raised / feedback regarding matters of Health & Safety	Exemption if answered Yes to REF: 3372
3398 - 3402 / 3437 - 3441 / 3477 - 3481 / 3590 - 3594 / 3514 - 3518 / 3550 - 3554	Please provide your Accident/incident/near misses/RIDDOR statistics for the last 3 years Have there been any instances of Accident Investigation in the last 3 years? In the last 5 years has there been any HSE Enforcement Action?	✓ You are expected to provide a formal means of recording accidents for at least the last three years ✓ You can demonstrate this by providing a table, graph or spreadsheet containing your accident statistics ✓ If selected Yes to any instances of Accident Investigation in the last 3 years, please provide up to 2 examples of accident investigation including corrective actions / recommendations given because of the accident: - Accident or near-miss reports - Reports of any injury, disease, or dangerous occurrence which are reportable to the HSE under RIDDOR 2013 - Both examples must show evidence of recommendations and how your procedures were improved because of the investigation ✓ If selected Yes to any HSE Enforcement Action in the last 5 years, please provide details and the action you took in response to the Enforcement Action: - What remedial measures have been taken in response to the HSE action and how have your procedures and guidance been improved - Confirmation that the HSE enforcement action has been complied with and closed out	Exemption if answered Yes to REF: 3372
3403 - 3405 / 3442 - 3444 / 3482 - 3484 / 3595 - 3597 / 3519 - 3521 / 3555 - 3557	Does your Organisation use Subcontractors?	✓ Please answer Yes or No ✓ If Yes, please provide a completed Subcontractor Assessment you've carried out on a Subcontractor prior to them undertaking work on your behalf, which details the organisation's Health and Safety competency ✓ If Yes, please provide a copy of a recent on-site inspection report or post works review/ appraisal on one of your Subcontractors to show monitoring of Contractor performance	Exemption if answered Yes to REF: 3372

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Ref	Question / Guidance	Info
3598 - 3599	If you are a <i>Non-Construction</i>, please provide: ✓ Two workplace Risk Assessments OR safe systems of work relevant to the hazards and risks associated with your work/workplace ✓ Two completed examples of COSHH assessments for chemicals you use (dated within 12 months)	Exemption if answered Yes to REF: 3372
3406 - 3409	If you are a <i>Contractor</i>, please provide: ✓ Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements ✓ Two completed examples of COSHH assessments for chemicals you use (dated within 12 months) Do you act as the principal contractor or sole contractor on any of your projects? If Yes, provide: ✓ A completed Construction Phase Plan dated within the past 12 months	Exemption if answered Yes to REF: 3372
3522 - 3524	If you are a <i>Principal Contractor</i>, please provide: ✓ Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements ✓ A completed Construction Phase Plan dated within the past 12 months ✓ Two completed examples of COSHH assessments for chemicals you use (dated within 12 months)	Exemption if answered Yes to REF: 3372
3445 - 3452	If you are a <i>Design and Build Supplier</i>, please provide: ✓ Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements ✓ Two completed examples of COSHH assessments for chemicals you use (dated within 12 months) ✓ A completed Construction Phase Plan dated within the past 12 months ✓ Evidence of communication confirming that the Client is aware of their duties under CDM 2015, which clearly show you are satisfied that the client is aware and is dated within the last 12 months ✓ A Project-specific design risk assessment or annotated drawings with identified site-specific hazards which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented ✓ Evidence of how you communicate information to the Principal Designer about significant risks associated with the design that cannot be eliminated, such as: - <i>Residual risk register</i> - <i>Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</i> - <i>Minutes of design team meetings when foreseeable hazards or significant risks have been discussed</i> Do you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992? If Yes, provide: ✓ Evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992 such as: - <i>Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed</i>	Exemption if answered Yes to REF: 3372

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Ref	Question / Guidance	Info
3485 - 3489	If you are a <i>Designer</i>, please provide: ✓ Evidence of communication confirming that the Client is aware of their duties under CDM2015, which clearly show you are satisfied that the client is aware and is dated within the last 12 months ✓ A Project-specific design risk assessment or annotated drawings with identified site-specific hazards which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented ✓ Evidence of how you communicate information to the Principal Designer about significant risks associated with the design that cannot be eliminated, such as: - <i>Residual risk register</i> - <i>Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</i> - <i>Minutes of design team meetings when foreseeable hazards or significant risks have been discussed</i> Do you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992? If Yes, provide: ✓ Evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992 such as: - <i>Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed</i>	Exemption if answered Yes to REF: 3372
3558 - 3563	If you are a <i>Principal Designer</i>, please provide: ✓ Evidence of communication confirming that the Client is aware of their duties under CDM 2015, which clearly show you are satisfied that the client is aware and is dated within the last 12 months ✓ Evidence showing how you assist the client in identifying, obtaining, collating, and sharing pre-construction information such as: - <i>Client project brief</i> - <i>Client Correspondence from the client regarding pre-construction information</i> - <i>Advising the client to provide additional pre-construction information e.g., ground surveys, existing service drawings, structural surveys etc</i> ✓ Evidence showing how you coordinate Designers and how you ensure all designers comply with their duties in regulation 9 such as: - <i>Design team register</i> - <i>Minutes of design team meetings</i> - <i>Risk registers, annotated drawings with site-specific hazards or design risk assessments</i> ✓ Evidence which conveys how you oversee design decisions such as minutes of design team meetings, minutes of progress meetings, or correspondence between other duty holders in relation to design changes ✓ Evidence on how you help/assist the Principal Contractor to prepare the construction phase plan such as: - <i>Correspondence between the Principal Designer and Principal Contractor</i> - <i>Minutes of pre-start or progress meetings</i> ✓ Documented arrangements detailing how you prepare and hand over the health and safety file on projects where you act as the Principal Designer such as emails, meeting minutes, procedures & arrangements (dated within 12 months)	Exemption if answered Yes to REF: 3372

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Ref	Question	Guidance	Info
3410 / 3600 / 3525	If you are <i>Non-Construction</i> or a <i>Contractor</i> or <i>Principal Contractor</i>, please upload: ✓ An example of either a copy of On-site meeting notes or recent email correspondence with a Client or other Contractor or a copy of a recently completed Site Induction ✓ This must clearly show a two-way conversation between parties	✓ You are expected to provide evidence for co-operating and co-ordinating with others (including suppliers, clients, and other contractors) ✓ Evidence can include: - <i>Project team meeting notes</i> - <i>Emails which contain discussions of work being planned or conducted</i>	Exemption if answered Yes to REF: 3372
3453	If you are a <i>Design and Build Supplier</i>, please upload: ✓ An example of either a copy of On-site meeting notes or recent email correspondence with a Client or other Contractor or a copy of a recently completed Site Induction ✓ This must clearly show a two-way conversation between parties	✓ You are expected to provide evidence for co-operating and co-ordinating with others (including suppliers, clients, and other contractors) ✓ Evidence can include: - <i>Notes of meetings and other discussions</i> - <i>Examples of exchanges of safety information</i> - <i>Previous agreements on issues that affect other site users such as emergency arrangements/ procedures, deliveries, traffic routes, design interfaces etc</i>	Exemption if answered Yes to REF: 3372
3490	If you are a <i>Designer</i>, please upload: ✓ Evidence of co-operation and co-ordination with other Designers, including the Principal Designer, and with Contractors and Principal Contractor. e.g. Design review meetings or emails with other Duty Holders where the design process is discussed	✓ Please provide evidence of concise, practical examples, relevant and proportionate to the type of activity likely to be carried out ✓ Evidence can include: - <i>Notes of meetings and other discussions</i> - <i>Examples of exchanges of safety information</i> - <i>Previous agreements on issues that affect other site users such as emergency arrangements/ procedures, deliveries, traffic routes, design interfaces etc</i>	Exemption if answered Yes to REF: 3372
3564 – 3567	If you are a <i>Principal Designer</i>, please upload: ✓ Evidence of a Project-specific design risk assessment which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented ✓ Evidence of how you communicate information with other designers about significant risks associated with the design that cannot be eliminated If you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, provide: ✓ Evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992	✓ Designers must consider the general principles of prevention to eliminate, so far as is reasonably practicable, foreseeable risks which may arise during the construction phase or the maintenance and use of a building once it is built ✓ Evidence can include: - <i>Design risk assessments</i> - <i>Annotated drawings with identified site-specific hazards</i> ✓ Any foreseeable hazards or significant risks which have not been eliminated in the design phase must be brought to the attention of the Principal Designer which will then form part of the pre-construction information ✓ Evidence can include: - <i>Residual risk register</i> - <i>Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</i> - <i>Minutes of design team meetings when foreseeable hazards or significant risks have been discussed</i> ✓ You must upload evidence showing how you ensure a structure will meet the requirements of the Workplace Regulations taking account of factors such as suitable lighting and ventilation ✓ Evidence can include: - <i>Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations</i> - <i>Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed</i>	Exemption if answered Yes to REF: 3372

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Ref	Question	Guidance	Info
3411 / 3601 - 3602	If you are a <i>Contractor</i>, please provide evidence in the form of either a recent email confirmation of Welfare Facilities being made available by another Party, or pre-start meeting minutes where welfare provision was discussed. If you are <i>Non-Construction</i>, do you undertake work where welfare facilities will be provided by the Principal Contractor? If Yes: ✓ Please provide evidence in the form of either a recent email confirmation of Welfare Facilities being made available by another Party, or pre-start meeting minutes where welfare provision was discussed	✓ It is important that compliant welfare facilities (i.e., toilets and washing facilities, rest facilities, and as necessary, drying facilities), are provided at the commencement of work onsite (see Schedule 2 of the CDM2015 Regulations Guidance) and serviced and maintained throughout the construction period ✓ Although welfare facilities will normally be provided by the Principal Contractor, there will be occasions, specifically on smaller projects, when it must be provided by others including the client, or contractors ✓ You will need to explain how, when required to provide these that you ensure that they are: - Available on the first day of work - Of sufficient size to accommodate all those on-site who will use them - Adequately cleaned and maintained - Or, if provided by others, how you check that the above will be implemented	Exemption if answered Yes to REF: 3372
3454 / 3526	If you are a <i>Principal Contractor</i> or <i>Design and Build Supplier</i>, in addition to the Construction Phase Plan, please provide practical evidence that Welfare Facilities have been made available by yourselves for your own Employees and for Subcontractors. This could be an invoice that shows the hiring of Welfare Facilities.	✓ As a principal contractor, you have a duty to ensure that adequate welfare facilities are provided which may include circumstances when they are provided by others (e.g., the client) ✓ You will need to demonstrate how you ensure that they are: - Available on the first day of work - Of sufficient size to accommodate all those on-site who will use them - Adequately cleaned and maintained	Exemption if answered Yes to REF: 3372

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 Silver.

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