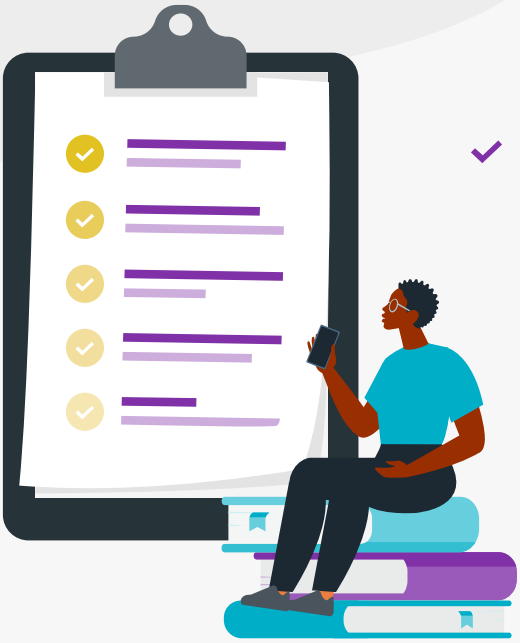
Constructionline
a Once For All company

Membership Guide

Gold & Platinum



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 'Environmental' question set, we need to know how many staff you employ. 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 Gold 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 approval from a statutory company Director (as listed on Companies House) or equivalent individual (e.g. LLP Designated Member, Parter or Owner) 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/**

Gold Supplier Questions

Our Gold membership is specifically tailored to meet Common Assessment Standard requirements.

We assess a company's credentials for environmental management, quality management, equal opportunities, Modern Slavery Act adherence, and anti-bribery and corruption policies. Gold members are assessed for SSIP certification as well.

If you have chosen to be verified at our Platinum membership level, you must first complete the Gold questions and have successful verification at Gold level. At which point you will then be contacted to organise an on-site audit to be able to be verified to Platinum level.

Find out more about the Common Assessment Standard:
https://www.constructionline.co.uk/about/common-assessment-standard/

Advisory Questions

Most questions are mandatory and failure to successfully complete them will result in a company not obtaining Gold. 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 Gold, 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

The Common Assessment Standard 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 the Common Assessment Standard, 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	For accounting periods that began before 6 April 2025
✓ An annual turnover of no more than £15 million	✓ An annual turnover of no more than £10.2 million
✓ Assets worth no more than £7.5 million	✓ Assets worth no more than £5.1 million
✓ 50 or fewer employees on average	✓ 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	CAS Ref	CAS Section
291 - 298	- Title (Mr, Mrs, Ms, etc.) - Forename - Surname - 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 *(Please note, all system emails will be sent to the Primary Contact)*	N/A	N/A	N/A

ENQUIRY CONTACT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
309	Is your primary contact also the contact for business and/or pre-qualification enquiries?	✓ Please answer Yes or No	N/A	N/A	N/A
310 - 317	**Enquiry Contact** - Title (Mr, Mrs, Ms, etc.) - Forename - Surname - Job Title - Telephone Number - Mobile - Fax Number - Email	✓ Details of the person to contact for enquiries	N/A	7	Identity
3635	Are there any other contacts for New Business?	✓ Please answer Yes or No	N/A	N/A	N/A
3628 - 3634	**New Business** - Title (Mr, Mrs, Ms, etc.) - Forename - Surname - Job Title - Telephone Number - Mobile - Email	✓ Details of the person to contact for new business	N/A	N/A	N/A
3636	Is your Supply Chain Manager the same as the Enquiry Contact?	✓ Please answer Yes or No	N/A	N/A	N/A
3637 - 3643	**Supply Chain** - Title (Mr, Mrs, Ms, etc.) - Forename - Surname - Job Title - Telephone Number - Mobile - Email	✓ Details of the Supply Chain Manager	N/A	N/A	N/A

HEAD OFFICE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
318 - 329	- Office name - Address line 1 - 4 - Town - County - Postcode - Country - Telephone number - Website	✓ Provide the address of your Head Office	N/A	3 / 4	Identity

REGISTERED OFFICE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
299	Is your head office your registered office?	✓ Please answer Yes or No	N/A	3	Identity
300 - 308	- Registered Office name - Address line 1 - 4 - Town - County - Postcode - Country	✓ Provide the address of your Registered Office if different from your Head Office	N/A	3	Identity

Identity

AREAS OF OPERATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
333	Please add the 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	6	Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
10399 / 347 / 343	Are 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	9 / 12	Identity
350 / 351	Are you a registered charity?	✓ If Applicable, provide the registration number	N/A	9	Identity
348 / 349	Have you registered with an equivalent body?	✓ If Applicable, provide the registration number	N/A	9	Identity
337	Please choose your Supplier Type.	✓ Select if you are a Contractor, Consultant or Material Supplier	N/A	N/A	N/A
2308	Please provide your Legal Entity Name.	✓ Provide the legal entity, partnership or sole trader name	N/A	1	Identity
339	Please provide your Trade Name.	✓ Provide your company trading name - This will be the name presented on your account and certificate - This cannot be the name of another legal entity	N/A	2	Identity
9800	Please choose 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	8	Identity
341	Please select the date your organisation was set up.	✓ This cannot be after date of Incorporation if Applicable	N/A	12	Identity
344 / 345	Do you have a Unique Tax Reference?	✓ If Applicable, provide the reference number	N/A	11	Identity
352 / 353	Are you registered for VAT?	✓ If Applicable, provide the registration number	N/A	10	Identity

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3369	Please choose 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 ✓ Balance sheet total more than £27m	N/A	15	Identity
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	18	Identity
2311	Please choose the type of Organisation you operate as.	✓ Select either: *- Sheltered workshop* *- Social Enterprise*	Exemption if answered No to REF: 358	18	Identity
358	Please detail 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	19	Identity

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
2314	Please indicate which 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	19	Identity
9947	Do you employ subcontractors?	✓ Please answer Yes or No	N/A	21	Identity
9801	Please enter the percentage of your directly employed workforce that is in 'earn and learn' positions.	✓ If Applicable *- Provide the percentage (0 - 100) of the workforce in 'earn and learn' positions* - This includes: *- Apprenticeships at all levels* *- Formalised graduate training programme* *- Sponsored students*	Supplier will receive an advisory pass if answer does not meet standard	17	Identity
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	14	Identity
3603	Please provide 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	16	Identity

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3604	Please provide 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	16	Identity
2307	Please provide the total number of your workforce.	✓ Provide the total figure (PAYE and non-PAYE)	N/A	16	Identity
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	60	Corporate and Professional Standing
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	60	Corporate and Professional Standing
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	27	Financial

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
29 - 31 10392 - 10393	Have you ever had any criminal or civil judgements against the organisation, or any of your Directors or Executive Officers 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	39	Corporate and Professional Standing
32 - 34 10394 - 10396	Do you have any ongoing or pending criminal or civil actions against the organisation, or any of your Directors or Executive Officers 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	40	Corporate and Professional Standing
35 - 37 10397 - 10398	Have you received any enforcement or remedial orders against the organisation, or any of your Directors or Executive Officers 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	41	Corporate and Professional Standing

BRANCH OFFICE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
17	Do you have any Branch offices?	✓ Please answer Yes or No	N/A	4	Identity
18	- Branch Office Name - Website - Telephone Number - Address Line 1 - 4 - City - Country - Postcode - Branch Office Contact 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	4	Identity

Identity

RELATED COMPANIES

Ref	Question	Guidance	Info	CAS Ref	CAS Section
331	Do you have any related or associated companies?	✓ Please answer Yes or No	N/A	13	Identity
332	- Company name - Address line 1 - 4 - Town - Postcode - Country - Telephone - Number - Fax Number - Website - Branch Office Contact 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	N/A	N/A

ENHANCED COMPANY INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9802	Are you registered, based, and active in the UK, Channel Islands or Republic of Ireland?	✓ Please answer Yes or No	N/A	5	Identity
9803	Is your company registered on an official list of approved economic operators, or does it have an equivalent certificate (e.g. under a national (pre)qualification system) that covers all of the required criteria in Tables 2, 3, 4, 5, 6, 8 and 10?	✓ If your company is not UK-based, please answer Yes or No	Exemption if answered No to REF: 1489	25	Identity
1473 / 2322 - 2323	Please provide the name of the list or certificate and the relevant registration or certification number. If the certificate of registration or certification is available electronically, please provide details.	✓ If yes, please provide further details of the list or certificate: *- Name of list or certificate* *- Registration or certification number* ✓ If the registration or certification is available electronically, please also state: *- The web address* *- Issuing authority or body* *- Precise reference of the documentation* *- The references on which the registration or certification is based* *- The classification obtained in the official list (if applicable)*	Exemption if answered No to REF: 1489	25	Identity
9804	Is your company able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the contracting authority or contracting entity to obtain it directly by accessing a national database in any EU Member State that is available free of charge?	✓ Please answer Yes or No	Exemption if answered No to REF: 1489	26	Identity
1479	The web address	✓ If yes, please provide the web address	Exemption if answered No to REF: 1489	26	Identity
1480	Issuing authority or body	✓ If yes, please provide the issuing authority or body	Exemption if answered No to REF: 1489	26	Identity
1481	Precise reference of the documentation	✓ If yes, please provide precise reference of the documentation	Exemption if answered No to REF: 1489	26	Identity

Identity

ENHANCED COMPANY INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
1490	Do you have any associated or group companies?	✓ Please answer Yes or No	N/A	13	Identity
1491 / 1492	Please detail the legal ownership of any group companies.	✓ If yes, please provide details such as the company name and relationship to your company, including the following as applicable: *- Name of ultimate parent company* *- Name of immediate parent company* *- Names of associated or group companies*	Exemption if answered Not Applicable to REF: 1490	13	Identity

ENHANCED FINANCIAL INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
1493 - 1501	Please provide your principal banker's address - Name of bank - Address Line 1 - 4 - Town - County - Postcode - Country	✓ Please provide your principal banker's address	N/A	35	Financial
13094	Are you recognised under the Fair Payment Code (FPC)?	✓ Please answer Yes or No *- Guidance can be found here https://www.smallbusinesscommissioner.gov.uk/fpc/*	N/A	36	Financial
13095	Please choose your current FPC award level.	✓ Please confirm which code/standards: *- Bronze* *- Silver* *- Gold*	Exemption if answered No to REF: 2324	36	Financial
9947	Do you employ subcontractors?	✓ Please answer Yes or No	N/A	21	Identity
1504	Does your company check whether your sub-contractors are financially stable and have met all their obligations to HMRC?	✓ Please answer Yes or No	Exemption if answered No to REF: 2287	38	Financial
1505	Please upload evidence of your checks that your subcontractors are financially stable and have met their HMRC obligations.	✓ Please provide details of your company's arrangements ✓ This information may be provided as part of a Sub-Contractor Selection Policy, which should be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months), or through another document	Exemption if answered No to REF: 1504 Supplier will receive an advisory pass if answer does not meet standard	38	Financial
9805	Are you legally required to report under the Reporting on Payment Practices and Performance Regulations?	✓ If your company does not meet the legal reporting requirement which applies to companies and LLPs which exceed at least two of the follow criteria, please answer No: *- £54 million annual turnover* *- £27 million balance sheet total* *- 250 employees*	N/A	37	Financial
9806	Please provide the website to your latest report on the Government portal.	✓ If yes, please ensure the link is for your company as registered on Constructionline	Exemption if answered No to REF: 9805	37	Financial

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	CAS Ref	CAS Section
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 ✓ All supplier types 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	28 - 34	Financial

Corporate and Professional Standing

The Corporate and Professional Standing module of the Common Assessment Standard 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	CAS Ref	CAS Section
10400	Are you 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	42	Corporate and Professional Standing

Corporate and Professional Standing

CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info	CAS Ref	CAS Section
10401 - 10410 / 13097 - 13102	Have you or any connected person been subject to, a conviction, or an event, in relation to 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* *- Name of the person subject to the conviction* *- If there was a recorded decision and evidence of this* *- The end date of the convictions* *- 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	43	Corporate and Professional Standing
10411 - 10420 / 13104 - 13109	Have you 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* *- Name of the person subject to the conviction* *- If there was a recorded decision and evidence of this* *- The end date of the conviction* *- 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	44	Corporate and Professional

ENHANCED CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info	CAS Ref	CAS Section
1602 - 1604 10421 - 10422	Have you ever been found to be in breach of the Employment Relations Act 1999 (Blacklists) Regulations? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide: *- Details of the circumstances* *- Whether you have a remedial plan and what actions have been taken for remediation*	N/A	54	Corporate and Professional Standing

Corporate and Professional Standing

ENHANCED CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info	CAS Ref	CAS Section
1605 - 1607 10423 - 10424	Are you the subject of ongoing or pending court action in relation to the Employment Relations Act 1999 (Blacklists) Regulations 2010? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide: - *Details of the circumstances* - *Whether you have a remedial plan and what actions have been taken for remediation*	N/A	47	Corporate and Professional Standing
1608	Is any government entity, Public Official or Relevant Person a Principal of your organisation or do they exert any control over your organisation?	✓ Please answer Yes or No	N/A	48	Corporate and Professional Standing
1611	Does any Public Official or Relevant Person stand to benefit in any way as result of being awarded work?	✓ Please answer Yes or No	N/A	49	Corporate and Professional Standing
9808	Do you have any involvement with any tax avoidance schemes on the Government's list of named tax avoidance schemes, promoters, enablers, and suppliers?	✓ You must answer No	N/A	54	Corporate and Professional Standing
1621 - 1623 10425 - 10426	Have any bodies made any allegations or complaints about the company infringing competition law which has led to an internal investigation within the last five years? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide: - *Details of the circumstances* - *Whether you have a remedial plan and what actions have been taken for remediation*	N/A	56	Corporate and Professional Standing
1627 - 1628	Are you in scope to CITB?	✓ Please answer Yes or No ✓ If yes, please provide the Registration Number	N/A	59	Corporate and Professional Standing
1629 - 1631 10427 - 10428	Have you been suspended or expelled from any Trade Association, Professional Body or Trustmark in the last three years? Do you have a Remediation Plan that covers any action taken?	✓ Please answer Yes or No ✓ If yes, please provide a statement of reason why and a remediation plan	N/A	61	Corporate and Professional Standing

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
7352 / 119	Do you have an Anti-Bribery and Corruption policy? Please upload your Anti-Bribery and Corruption policy.	✓ You must answer Yes ✓ Please provide your Anti-Bribery and Corruption policy which includes: - *The process for the control of fraud and malpractice* - *How you review processes against the requirements of the Bribery Act 2010* - *How potential acts of Bribery, corruption of Anti-Competitive behaviour is reported and investigated* - *How you ensure compliance with Anti Bribery and corruption laws* - *If you have a designated person to contact if there are suspicions of bribery or corruption* - *How you ensure compliance with Competition Law* - *What arrangements are in place to detect and avoid anti-competitive behaviour* ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner and reviewed within the past 12 months)	N/A	50	Corporate and Professional Standing
7353 / 121 - 122	Do you communicate your Anti-Bribery and Corruption policy to staff? Please detail the process that the organisation has in place to communicate your anti-bribery and corruption policy to employees. Please upload evidence that demonstrates you have communicated your anti-bribery and corruption policy to employees.	✓ You must answer Yes ✓ Please provide: ✓ A description or evidence of how you have communicated the Anti-Bribery and Corruption policy to employees, such as staff inductions, staff documentation or training	N/A	51	Corporate and Professional Standing
7348 / 1626	Do you have a Whistleblowing Policy?	✓ You must answer Yes - Please provide your Whistleblowing policy which must: - *Be clear and easy to understand* - *Identify the types of concerns to which the policy/ procedures relate* - *Encourage employees and officers to report such concerns* - *Identify how and where concerns should be raised* - *Makes it clear that whistle blowers are protected from victimisation* ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	N/A	57	Corporate and Professional Standing

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
10429 - 10431	Do you communicate your Whistleblowing policy to your workforce? Please detail the process that you have in place to communicate your Whistleblowing policy to your workforce. Please upload evidence that demonstrates you have communicated your Whistleblowing policy to your workforce.	✓ You must answer Yes ✓ Please provide: - *A description or evidence of how you have communicated the Whistleblowing policy to the workforce, including those who performance services for you, such as staff inductions, staff documentation or training*	N/A	58	Corporate and Professional Standing
13110 / 13111	Do you have reasonable fraud prevention procedures in place as required under the Economic Crime and Corporate Transparency Act? Please upload your fraud prevention procedures.	✓ Please answer Yes or No ✓ If you are a large company, you must answer Yes ✓ Guidance can be found here: - *https://www.gov.uk/government/publications/offence-of-failure-to-prevent-fraud-introduced-by-eccta/economic-crime-and-corporate-transparency-act-2023-guidance-to-organisations-on-the-offence-of-failure-to-prevent-fraud-accessible-version#chapter-3-reasonable-fraud-prevention-procedures* - *If yes, please provide evidence which includes:* - *Procedures the supplier has in place in respect of reasonable fraud prevention* - *Evidence of carrying out a risk assessment* - *Examples of workforce training on fraud prevention* - *Evidence of monitoring of fraud risks*			
9807 / 2391	Do you have arrangements in place in respect of the corporate criminal offences of failing to prevent those acting on its behalf from the criminal facilitation of tax evasion under the Criminal Finance Act?	✓ You must answer Yes ✓ Please provide evidence such as: - *Risk assessments* - *Procedures* - *Communication to staff* - *Training* - *Monitoring and reviewing arrangements*	N/A	53	Corporate and Professional Standing
2392	Please upload evidence that you check your workforce is legally entitled to work in the UK.	✓ Please provide evidence such as a policy or statement which includes: - *Process for checking Passports* - *Process for checking National Insurance numbers* - *How you identify any foreign workers and their nationalities* - *That you have documented controls to demonstrate compliance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006* - *That controls are applicable to all potential or current employees* - *If copies of all documents verified are retained for at least 2 years after the individual has left the employer* - *How you ensure that all agency, self-employed, sub-contracted personnel are eligible to work in the UK* - *If applicable, that you have a mechanism for periodic review of right to work of all workers including agency temporary and seasonal employees*	N/A	55	Corporate and Professional Standing

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3613 - 3614	Are you legally required to publish a Corporate Governance Statement?	✓ If your company employs fewer than 2,000 employees, or does not have a turnover of more than £200 million and a balance sheet total of more than £2 billion, please answer N/A ✓ If your company employs more than 2,000 employees, or has a global turnover of more than £200 million and a global balance sheet total of more than £2 billion, the company is legally required to publish which corporate governance code, if any, has been applied and how ✓ If your company has departed from the code, you must set out the respects in which it did so, and the reasons ✓ If your company has not applied any corporate governance code, the statement must explain why that is the case and what arrangements for corporate governance were applied	N/A	46	Corporate and Professional Standing
2394 - 2395	Do you have an Environmental, Social and Governance (ESG) Policy?	✓ Please answer Yes or No ✓ If you are a Micro-Company, you may answer No ✓ If yes, please upload a copy of your ESG policy, or relevant documents, which should be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ The policy or relevant documents should include examples of your company's approach to environmental and social sustainability, business ethics, stakeholder engagement and supporting the community etc.	Supplier will receive an advisory pass if answer does not meet standard	62	Corporate and Professional Standing
13112 / 6847	Do you have an Anti-Slavery and Human Trafficking statement?	✓ Please answer Yes or Not Applicable ✓ If your company's annual turnover is more than £36 million, you are legally required to have an Anti-Slavery and Human Trafficking Statement ✓ Please provide a copy of your company's statement or policy, which should have the correct level of approval and regularly reviewed (within the last 12 months) ✓ The policy or statement must define the steps the company has taken during the financial year to ensure that slavery and human trafficking is not taking place in any part of its own business or supply chain	Suppliers with an annual turnover less than £36 million will receive an advisory pass if answer does not meet standard	63	Corporate and Professional Standing
13113 - 13115	Do you communicate your Anti-Slavery and Human Trafficking statement to your workforce? Please detail the process that you have in place to communicate your Anti-Slavery and Human Trafficking statement to your workforce. Please upload evidence that demonstrates you have communicated your Anti-Slavery and Human Trafficking statement to your workforce.	✓ Please answer Yes or No ✓ If your turnover is above the threshold, you must answer Yes ✓ If yes, please provide evidence which includes: *- A description or evidence of how you have communicated the Anti-Slavery and Human Trafficking statement to the workforce, including those who performance services for you, such as staff inductions, staff documentation or training*	Suppliers with an annual turnover less than £36 million will receive an advisory pass if answer does not meet standard	66	Corporate and Professional Standing

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info	CAS Ref	CAS Section
2398 - 2399	Do you ensure that your supply chain is aware of, and abides by, Modern Slavery legislation?	✓ Please answer Yes or No ✓ If yes, please upload copies of relevant documents which could include examples of questions you ask your supply chain, how you evaluate their responses to the questions and what further information you provide to your supply chain on the Modern Slavery Act	Supplier will receive an advisory pass if answer does not meet standard	65	Corporate and Professional Standing
2400	Do you pay your workforce, including labour agency workers, at least the National Minimum Wage or National Living Wage?	✓ You must answer Yes ✓ Individuals must be: - *School leaving age to be entitled to be paid the National Minimum Wage* - *Aged 21 and over to be entitled to be paid the National Living Wage*	N/A	66	Corporate and Professional Standing
9831	Do you pay your workforce the real Living Wage?	✓ Please answer Yes or No ✓ Guidance can be found here: - https://www.livingwage.org.uk/what-realliving-wage	Supplier will receive an advisory pass if answer does not meet standard	67	Corporate and Professional Standing
9832 - 9834	Do you have an Anti-Bullying and Harassment Policy?	✓ Please answer Yes or No ✓ If yes, please provide details or a copy of your Anti-Bullying and Harassment Policy, which must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ If you are a Micro-Company, you may provide a statement	Supplier will receive an advisory pass if answer does not meet standard	68	Corporate and Professional Standing
13116 - 13117	Do you have arrangements in place for the prevention of sexual harassment under the Worker Protection (Amendment of Equality Act 2010) Act? Please upload your arrangements for the prevention of sexual harassment.	✓ You must answer Yes ✓ Guidance can be found here: - *https://www.equalityhumanrights.com/guidance/sexual-harassment-and-harassment-work-technical-guidance* - *https://www.legislation.gov.uk/ukpga/2023/51/contents* ✓ Please provide evidence which includes: - *What reasonable steps have been taken to prevent sexual harassment of its workers, including by third parties, over the course of employment* - *If a risk assessment has been conducted* - *How this has been communicated to the workforce (including via training or policies)*	N/A	69	Corporate and Professional Standing
2403 - 2405	Are you legally required to publish a gender pay gap report?	✓ Please answer Yes or Not Applicable ✓ If your company has fewer than 250 employees, you may answer N/A ✓ If your company has more than 250 employees, you are legally required to publish a Gender Pay Gap Report ✓ Please provide a copy of your Gender Pay Gap Report and a link to where it can be found on the Government portal	N/A	70	Corporate and Professional Standing

Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3626	Do you trade directly or knowingly have direct association with any regimes, entities or individuals subject to any sanctions detailed in the UK Sanctions List?	✓ You must answer No ✓ Guidance can be found here: - https://ofsistorage.blob.core.windows.net/publishlive/2022format/ConList.pdf - https://sanctionssearchapp.ofsi.hmtreasury.gov.uk/	N/A	45	Corporate and Professional Standing
7342 / 9809 / 3607 - 3608	Do you 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: - *Cyber Essentials Plus certificate* - *BS EN ISO 27001 from a UKAS, IAF, EA or ILAC accredited certification body (UKAS accredited ISO certificates must be on the UKAS CertCheck website, and IAF memberaccredited ISO certificates must be on the IAF CertSearch website)*	Supplier will receive an advisory pass if answer does not meet standard	159	Information Security
7341 / 3611	Do you have a cyber security policy?	✓ Please answer Yes or No ✓ If yes, please provide your Cyber Security policy which includes: - *Set out the responsibilities for Cyber Security management throughout the organisation* - *Incident response processes including backups of critical systems* - *How the organisation identifies what data and systems they manage as well as ensuring they engage proportionate security controls* - *Whether the organisation has logging capabilities* - *Guidance and threat assessments for home working* ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	Exemption if Yes to REF: 7342 Supplier will receive an advisory pass if answer does not meet standard	163	Information Security
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: - *The programme to comply with GDPR* - *Sets out the responsibilities for handling sensitive material and data* - *Arrangements in place regarding IT Data, Security firewalls etc.* - *Data Protection training for staff* ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	Exemption if answered Yes to REF: 7342	164	Information Security
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	165	Information Security

Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9810	Do you ensure that any subcontractors you engage have their own Data Protection Policy and Privacy Notice?	✓ You must answer Yes if you use subcontractors	Exemption if answered Yes to REF: 7342 and No to REF: 9947	166	Information Security
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	167	Information Security
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	168	Information Security
175	Do you have arrangements 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	169	Information Security
176	Do you have a Data Protection Officer or someone responsible for data protection?	✓ You must answer Yes	N/A	162	Information Security

Health and Safety

The Health and Safety module of the Common Assessment Standard 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 Gold, 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

Ref	Question	Guidance	Info	CAS Ref	CAS Section
13131 - 13132 / 13127 / 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: *- Principal Contractor* *- Contractor* *- Principal Designer* *- Designer* *- Non-Construction (SSIP Approved)*	N/A	71	Health and Safety
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	72	Health and Safety

Health and Safety

HEALTH AND SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
13131 - 13132 / 13127 / 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: *- Principal Contractor* *- Contractor* *- Principal Designer* *- Designer* *- Non-Construction (SSIP Approved)*	N/A	71	Health and Safety
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: 13131	89	Health and Safety
3374	Please state the size of your company:	✓ Please state if you have 5 or more employees	Exemption if answered Yes to REF: 13131	N/A	N/A
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: 13131	N/A	N/A
395 - 399	- Contact Details - Title - Forename - Surname - Telephone number - Email	✓ Please provide your contact details	Exemption if answered Yes to REF: 13131	N/A	N/A
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: 13131	N/A	N/A
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 individual (e.g. LLP Designated Member, Parter or Owner)	✓ 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: 13131	72	Health and Safety
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 a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	Exemption if answered Yes to REF: 13131	73	Health and Safety

Health and Safety

HEALTH AND SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
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: 13131	73	Health and Safety
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: 13131	73	Health and Safety

Health and Safety

HEALTH AND SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
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: 13131 Supplier will receive an advisory pass if answer does not meet standard	77	Health and Safety
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 a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) 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: 13131 Supplier will receive an advisory pass if answer does not meet standard	74	Health and Safety

Health and Safety

HEALTH AND SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
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: 13131 Supplier will receive an advisory pass if answer does not meet standard	76	Health and Safety
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: 13131 Supplier will receive an advisory pass if answer does not meet standard	75	Health and Safety
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: 13131	81	Health and Safety
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: 13131	81	Health and Safety
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: 13131	81	Health and Safety
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 *Contractor* or *Principal Contractor*, you may also provide Toolbox Talks (which must include the contents and a signed attendance record) ✓ If you are a *Principal Designer*, 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 *Designer*, 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: 13131	82	Health and Safety

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Ref	Question	Guidance	Info	CAS Ref	CAS Section
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: 13131	82 - 83	Health and Safety
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: 13131	78	Health and Safety

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Ref	Question	Guidance	Info	CAS Ref	CAS Section
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: 13131	85	Health and Safety
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: 13131	87	Health and Safety
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: 13131	84	Health and Safety

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Ref	Question / Guidance	Info	CAS Ref	CAS Section
3598 - 3599	If you are *Non-Construction*, 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: 13131	79	N/A
3406 - 3409	If you are a *Contractor*, 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: 13131	79	N/A
3522 - 3524	If you are a *Principal Contractor*, 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: 13131	79 / 95	N/A
3445 - 3452	If you are a *Design and Build Supplier*, 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: - *Residual risk register* - *Emails sent to the Principal Designer regarding foreseeable hazards or significant risks* - *Minutes of design team meetings when foreseeable hazards or significant risks have been discussed* 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: - *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* - *A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations* - *Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed*	Exemption if answered Yes to REF: 13131	79 / 94 - 95 / 101 - 102	N/A

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Ref	Question / Guidance	Info	CAS Ref	CAS Section
3485 - 3489	If you are a *Designer*, 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: - *Residual risk register* - *Emails sent to the Principal Designer regarding foreseeable hazards or significant risks* - *Minutes of design team meetings when foreseeable hazards or significant risks have been discussed* 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: - *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* - *A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations* - *Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed*	Exemption if answered Yes to REF: 13131	101 - 102	N/A
3558 - 3563	If you are a *Principal Designer*, 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: - *Client project brief* - *Client Correspondence from the client regarding pre-construction information* - *Advising the client to provide additional pre-construction information e.g., ground surveys, existing service drawings, structural surveys etc* ✓ Evidence showing how you coordinate Designers and how you ensure all designers comply with their duties in regulation 9 such as: - *Design team register* - *Minutes of design team meetings* - *Risk registers, annotated drawings with site-specific hazards or design risk assessments* ✓ 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: - *Correspondence between the Principal Designer and Principal Contractor* - *Minutes of pre-start or progress meetings* ✓ 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: 13131	101 - 102	N/A

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Ref	Question	Guidance	Info	CAS Ref	CAS Section
3410 / 3600 / 3525	If you are *Non-Construction* or a *Contractor* or *Principal Contractor*, 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: - *Project team meeting notes* - *Emails which contain discussions of work being planned or conducted*	Exemption if answered Yes to REF: 13131	94	Health and Safety
3453	If you are a *Design and Build Supplier*, 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: - *Notes of meetings and other discussions* - *Examples of exchanges of safety information* - *Previous agreements on issues that affect other site users such as emergency arrangements/ procedures, deliveries, traffic routes, design interfaces etc*	Exemption if answered Yes to REF: 13131	92 / 94	Health and Safety
3490	If you are a *Designer*, 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: - *Notes of meetings and other discussions* - *Examples of exchanges of safety information* - *Previous agreements on issues that affect other site users such as emergency arrangements/ procedures, deliveries, traffic routes, design interfaces etc*	Exemption if answered Yes to REF: 13131	92	Health and Safety

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Ref	Question	Guidance	Info	CAS Ref	CAS Section
3564 – 3567	If you are a *Principal Designer*, 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: *- Design risk assessments* *- Annotated drawings with identified site-specific hazards* ✓ 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: *- Residual risk register* *- Emails sent to the Principal Designer regarding foreseeable hazards or significant risks* *- Minutes of design team meetings when foreseeable hazards or significant risks have been discussed* ✓ 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: *- 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* *- A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations* *- Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed*	Exemption if answered Yes to REF: 13131	102 - 104	Health and Safety

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HEALTH AND SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3411 / 3601 - 3602	If you are a *Contractor*, 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 *Non-Construction*, 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: 13131	93	Health and Safety
3454 / 3526	If you are a *Principal Contractor* or *Design and Build Supplier*, 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: 13131	93	Health and Safety

Fairness, Inclusion and Respect

The Fairness, Inclusion and Respect module of the Common Assessment Standard requires evidence that your company upholds non-discriminatory practices in all scenarios such as:

- ✓ Recruitment
- ✓ Training
- ✓ Promotion

You will also need to provide evidence of your company meeting the Equality duties under the Equalities Act, and confirmation that your company complies with the Anti-discrimination regulations under the Equalities Act.

If your organisation has been in breach of the Immigration, Asylum and Nationality Act 2006 or National Minimum Wage Act 1998, any findings of unlawful discrimination or been the subject to a compliance action by the Equality and Human Rights Commissions within the past three years, you must declare this here and provide details of the circumstances and evidence of remedial actions taken.

FAIRNESS, INCLUSION AND RESPECT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
13118 / 2261	Do you have a Fairness, Inclusion and Respect (FIR) Policy? Please upload your Fairness, Inclusion and Respect (FIR) Policy.	✓ You must answer Yes ✓ Please provide your Fairness, Inclusion and Respect policy which sets out the responsibilities for Fairness, Inclusion and Respect throughout the company and periodic reviews of the effectiveness of the policy ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	N/A	155	Fairness, Inclusion and Respect
13119	Do you communicate your Fairness, Inclusion, and Respect (FIR) Policy to your workforce? Please upload evidence that demonstrates you communicate your FIR policy to your workforce.	✓ Please answer Yes or No ✓ If yes, please provide evidence which includes: - *Evidence of how you have communicated the Fairness, Inclusion, and Respect policy to the workforce, including those who performance services for you, such as staff inductions, staff documentation or training*	Supplier will receive an advisory pass if answer does not meet standard' info removed and replaced with 'N/A'	156	Fairness, Inclusion and Respect
191 - 205	In the last three years have: ✓ Any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? ✓ You been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? ✓ You been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006? ✓ You been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006? ✓ You been found to be in breach of the National Minimum Wage Act 1998?	✓ Please answer Yes or No ✓ If yes, please provide details of the circumstances and whether the organisation has a remedial plan and what actions have been taken for remediation, and any relevant documents: - *Nature of the breach and any findings* - *Whether you have a remedial plan and what actions have been taken for remediation*	N/A	158	Fairness, Inclusion and Respect

Fairness, Inclusion and Respect

FAIRNESS, INCLUSION AND RESPECT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9811 - 9812	Do you have arrangements in place to ensure that FIR is embedded throughout your company and to promote good practice in terms of eliminating discrimination in all forms?	✓ Please answer Yes or No ✓ If yes, please provide evidence, this may be provided as part of FIR Policy or through other documentation such as a statement, or: - *Arrangements in place to ensure FIR is embedded within the company and that the company is actively promoting good practice in terms of eliminating discrimination in all forms* - *Guidance to your workforce and sub-contractors concerning recruitment, training and promotion or other guidance you make available to the workforce, recognised trade unions or other representative groups*	Supplier will receive an advisory pass if answer does not meet standard	157	Fairness, Inclusion and Respect
9813 - 9814	Are your recruitment processes inclusive and accessible?	✓ Please answer Yes or No ✓ If yes, please provide copies of any relevant advertisement or other literature, which confirms that the company actively promotes good practice in terms of eliminating discrimination in all forms through appropriate recruitment processes	Supplier will receive an advisory pass if answer does not meet standard	159	Fairness, Inclusion and Respect
9947	Do you employ subcontractors?	✓ Please answer Yes or No	N/A	21	Identity
3371 / 3619	Do you ensure that your subcontractors meet the equality duties under the Equality Act 2010?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please upload copies of relevant documents, which could include examples of questions you ask your supply chain, how you evaluate their responses to the questions, and what further information you provide to your supply chain on the Equality Act	Exemption if answered No to REF: 9947 Supplier will receive an advisory pass if answer does not meet standard	160	Fairness, Inclusion and Respect

Environmental Management

The Environmental module of the Common Assessment Standard outlines the company's policies and procedures for effectively managing environmental risks.

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

- ✓ BS EN ISO 14001 from a UKAS (or mutually recognised by UKAS) accredited certification body
- ✓ Eco-Management and Audit Scheme (EMAS) certificate

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 ISO 14001 certification or have been awarded ISO 14001 certification by a non-UKAS, EA, ILAC or IAF accredited organisation, please answer 'No' and complete the additional questions.

You will be expected to provide evidence of your environmental arrangements, how you monitor, review and improve your environmental performance, how you make staff aware of environmental issues and arrangements for monitoring sub-contractor's environmental management procedures.

Suppliers are also asked to provide evidence of a Waster Carrier or Broker license, a Carbon Emissions Report and Carbon Emissions Reduction Plan, and any nationally or industry-recognised sustainability standards, if applicable to your organisation's activities and size.

ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
13122 - 13123 / 218 / 220 - 221	Do you hold a valid BS EN ISO 14001 certificate issued by a UKAS (or mutually recognised by UKAS) accredited certification body or a valid EMAS certificate?	✓ Please answer Yes or No ✓ If yes, please provide: - *BS EN ISO 14001 from a UKAS, IAF, EAor ILAC accredited certification body (UKAS accredited ISO certificates must be on the UKAS CertCheck website, and IAF member accredited ISO certificates must be on the IAF CertSearch website) or* - *EMAS certificate*	N/A	111	Environmental
2272	Do you have access to competent environmental advice on environmental issues?	✓ Please answer Yes or No	Supplier will receive an advisory pass if answer does not meet standard	117	Environmental
10000	Please detail the name of the source of your competent environmental advice and assistance.	✓ Please provide the name of the source and if they are internal or external ✓ The source of advice could be: - *Competent employee* - *Consultant who provides environmental information and advice* - *Safety group* - *Industry trade body*	Exemption if answered No to REF: 2272 Supplier will receive an advisory pass if answer does not meet standard	117	Environmental

Environmental Management

ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
10001	Please detail the competency details of the source of your competent environmental advice and assistance.	✓ Please provide a description of their competency details, which can include: - *Qualifications* - *Training* - *Certificates*	Exemption if answered No to REF: 2272 Supplier will receive an advisory pass if answer does not meet standard	117	Environmental
10002	Please upload two examples of advice given and action taken from the last 12 months.	✓ Please provide two examples of advice given within the past 12 months, and subsequent actions taken. ✓ Evidence can include: - *Documents (including policies) the competence person has authored for them* - *Emails* - *Risk Assessments* - *Reports* - *Consultation/advice*	Exemption if answered No to REF: 2272 Supplier will receive an advisory pass if answer does not meet standard	117	Environmental
9815 - 9816	Do you have an Environmental Management Policy?	✓ You must answer Yes ✓ Please provide your Environmental Management policy which sets out the responsibilities for Environmental Management throughout the company and periodic reviews of the effectiveness of the policy ✓ If you are a Micro-Company, you may provide a statement ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	Exemption if answered Yes to REF: 217	112	Environmental
2266 - 2267	Do you have arrangements in place for ensuring that your environmental management procedures are effective in managing and mitigating impacts on the environment?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide documented arrangements for identifying key environmental aspects and impacts, along with measures to manage and mitigate them including: *1) How the company discharges relevant legal responsibilities* *2) How key environmental aspects and impacts are identified* *3) How these arrangements are communicated to the workforces* *4) How the company responds to, monitors and records environmental incidents, emergencies and complaints*	Exemption if answered Yes to REF: 217	113	Environmental

Environmental Management

ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
2268 - 2269	Do you have arrangements in place for providing relevant members of your workforce with training and information on construction-related environmental issues?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide evidence such as training manuals and training records, which shows that your company has training arrangements in place to ensure that the workforce has sufficient skills and understanding to carry out their various duties ✓ This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements, good environmental management practice and wider environmental issues such as noise	Exemption if answered Yes to REF: 217	114	Environmental
2270 - 2271	Do you have arrangements in place to check, review and, where necessary, improve your environmental management performance?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide evidence that your company has a system for reviewing environmental management procedures on an ongoing basis and updating them at periodic intervals	Exemption if answered Yes to REF: 217	115	Environmental
2264 - 2265	Do you have arrangements in place for ensuring that your subcontractors have environmental management procedures to a standard appropriate to the activities that your company is likely to undertake?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company or do not employ sub-contractors, you may answer N/A ✓ If yes, please provide evidence such as your Environmental Management Policy or criteria to be on an approved supply chain register, that your company has arrangements for monitoring subcontractor's environmental management procedures ✓ This should also ensure that environmental performance appropriate for the activity to be undertaken is delivered your company's supply chain	Exemption if answered Yes to REF: 217 Exemption if answered No to REF: 9947	116	Environmental
10003 - 10004 / 241 / 243 - 244	Do you have a Waste Carrier, Broker or Dealer Licence or are you a Registered Professional Carrier and Transporter of Waste?	✓ If Yes, please upload a copy of your waste carrier license, ensuring that it is in date and registered to your full company name ✓ If you are not required to have a Waste Carrier, Broker or Dealer Licence or be a Registered Professional Carrier and Transporter of Waste, please answer Not Applicable	N/A	118	Environmental
2273 - 2274	Are you legally required to report your carbon emissions under the Streamlined Energy and Carbon Reporting (SECR) Regulations?	✓ If you are not a large company, please answer Not Applicable ✓ If you are a large company, you must answer Yes ✓ If yes, please provide a copy of your Carbon Emissions Report which contains the following information about your company: *- Energy use* *- Carbon emissions* *- Energy efficiency actions*	Supplier will receive an advisory pass if answer does not meet standard (non-large companies only)	119	Environmental

Environmental Management

ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3617 - 3618	Do you have a carbon emissions reduction plan?	✓ Please answer Yes or Not Applicable ✓ If yes, please provide a copy of your Carbon Emissions Reduction Plan, which should be approved bya statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ This information may also be provided as part of your Environmental Management Policy ✓ The plan should cover measures aimed at reducing carbon dioxide as well as any other relevant greenhouse gas (GHG) emissions and include: *- Your selected baseline carbon/GHG emissions footprint* *- Your current carbon/GHG emissions footprint (if available)* *- Your carbon/GHG emissions reduction targets* *- The standard you use to measure your carbon/GHG emissions footprint* *- Whether your plan is third-party Verified* *- Any carbon/GHG reduction initiatives you have completed or are part of*	Supplier will receive an advisory pass if answer does not meet standard	120	Environmental
2275 - 2276	Do you operate in accordance with any nationally or industry-recognised sustainability Standards, pledges, charters, or good/best practice guidance?	✓ Please answer Yes or No ✓ If yes, you may provide one of the listed certifications from a UKAS, IAF, EA or ILAC accredited certification body (the certificate must 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) ✓ Carbon and Energy: *- ISO 50001* *- ISO 14064* *- ISO 14067* ✓ Water: *- ISO 14046* ✓ Sustainability: *- ISO 26001 Social Responsibility* ✓ UN Supply Chain global ✓ BS 8001	Supplier will receive an advisory pass if answer does not meet standard	121	Environmental

Quality Management

The Quality module of the Common Assessment Standard outlines the company's policies and procedures for effectively managing quality.

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

- ✓ BS 99001 from a UKAS (or mutually recognised by UKAS) accredited certification body
- ✓ BS EN ISO 9001 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 BS 99001 certification or ISO 9001 certification or have been awarded BS 99001 / ISO 9001 certification by a non-UKAS, EA, ILAC or IAF accredited organisation, please answer 'No' and complete the additional questions.

You will be expected to provide evidence of your quality arrangements, how you monitor, review and improve your quality management and output, what training is provided for quality, arrangements for monitoring supplier quality management procedures. If you employ subcontractors, please also provide evidence of the processes in place for the selection and control of sub-contractors.

Suppliers are also asked to provide evidence of arrangements in place to ensure that all products and systems specified and used conform to the designated standards or independent certification such as UKCA, UK(NI) or CE Marking, that the installation of products or systems are done so by a competent party, and that products or systems used have product specifications that refer to a sub-system of standards, rather than in isolation.

QUALITY MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
13091 / 9822 - 9825	Does your company hold a valid BS 99001 (or equivalent) issued by a UKAS (or mutually recognised by UKAS) accredited certification body?	✓ Please answer Yes or No ✓ If yes, please provide: *- BS 99001 certification* *- Please note, BS EN ISO 9001 is not an equivalent to BS 99001*	N/A	122	Quality
13124 - 13125 / 247 / 249 - 250	Do you hold a valid BS EN ISO 9001 certificate issued by a UKAS (or mutually recognised by UKAS) accredited certification body?	✓ Please answer Yes or No ✓ If yes, please provide: *- BS EN ISO 9001 from a UKAS, IAF, EA or ILAC accredited certification body (UKAS accredited ISO certificates must be on the UKAS CertCheck website, and IAF member accredited ISO certificates must be on the IAF CertSearch website)*	N/A	123	Quality

Quality Management

QUALITY MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
261 - 266	Who is ultimately responsible for quality within your company?	✓ Please provide: - *Trade Association / External Company Name* - *Title* - *Forename* - *Surname* - *Position* - *Telephone number* - *Email*	Supplier will receive an advisory pass if answer does not meet standard	124	Quality
9817 / 9826	Do you have a Quality Management Policy?	✓ You must answer Yes ✓ Please provide your Quality Management policy which sets out the responsibilities for Quality Management throughout the company and periodic reviews of the effectiveness of the policy ✓ If you are a Micro-Company, you may provide a statement ✓ The policy must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and reviewed within the past 12 months	Exemption if answered Yes to REF: 130919 or REF: 246	125	Quality
2280 - 2281	Do you have arrangements in place for ensuring that your quality management (including the quality of construction output and general performance) is effective in preventing or reducing incidents of sub-standard delivery?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide evidence that demonstrates your quality management is effective throughout your company, including a complaints procedure and a procedure for managing nonconformance in products and services, with a clear indication of how the arrangements are communicated to the workforce	Exemption if answered Yes to REF: 13091 or REF: 246 Micro-Companies will receive an advisory pass if answer does not meet standard	127	Quality
2282 - 2283	Do you have arrangements in place for providing your workforce with quality-related training and information appropriate to the type of work your company carries out?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide evidence, such as training records, which shows your company has a programme of training to ensure that the workforce is kept up to date with required knowledge about quality-related issues and has sufficient skills and understanding to discharge their various responsibilities	Exemption if answered Yes to REF: 13091 or REF: 246 Micro-Companies will receive an advisory pass if answer does not meet standard	128	Quality
2284 - 2285	Do you have arrangements in place for periodically reviewing, correcting, and improving quality management?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide evidence that your company has a system for monitoring quality management on an ongoing basis ✓ Your company should be able to provide evidence of periodic review and improvement of quality in respect of construction output and general performance	Exemption if answered Yes to REF: 13091 or REF: 246 Micro-Companies will receive an advisory pass if answer does not meet standard	129	Quality

Quality Management

QUALITY MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
2278 / 2279	Do you have arrangements in place for ensuring that your suppliers apply quality management processes that are appropriate to the work for which they are being engaged?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please upload a copy of your Quality Management Policy ✓ Alternatively, you can provide copies of documents, such as criteria to be on your supply chain register, which shows that your company monitors supplier quality management arrangements, ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your company's supply chain	Exemption if answered Yes to REF: 13091 or REF: 246	131	Quality
9818 / 9827	Do you have arrangements in place to ensure that all products and systems specified and used conform to the designated standards or independent certification, including 'field of application' data, as well as relevant regulations, and that those products and systems are only used for their intended purpose?	✓ You must answer Yes ✓ For products with either designated standards (UK Conformity Assessed (UKCA), UK(NI) Marking or CE Marking) or independent certification, please provide supporting evidence which could include: *- A Quality Management Policy* *- Documented procedures or processes* *- Documents from suppliers* *- A copy of a product's license mark which demonstrates compliance with the Code for Construction Product Information (CCPI)* *- A procedure for managing conformance and non-conformance in products and services* *- An inspection and test plan* *- A benchmarking plan* *- Certified independent test evidence* ✓ If your company issues the UK Conformity Assessed (UKCA) or UK(NI) Marking for your own products, then please upload a copy of your Factory Production Control (FPC) Certificate	Exemption if answered Yes to REF: 13091 or REF: 246	132	Quality
9819 / 9828	Do you have arrangements in place to ensure that all construction products specified and used have product specifications that refer to classification standards as part of a sub-system, not just in isolation?	✓ You must answer Yes ✓ Please provide arrangements for how you categorise products and systems used, and if applicable, the product specifications for these categories (an example of this could be that you categorise 'hand tools' under the 'equipment' group and specify that all hand tools used on site must have UKCA, UK(NI) or CE Marking) ✓ You may use an existing classification system such as UniFormat, Construction Specification Institute (CSI) Format, Uniclass, or your own system (which you should describe)	Exemption if answered Yes to REF: 13091 or REF: 246	133	Quality

Quality Management

QUALITY MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9820 / 9829	Do you have arrangements in place to ensure that the installation of construction products and systems are checked and approved by a competent person?	✓ You must answer Yes ✓ Please provide supporting evidence which could include: *- A Quality Management Policy* *- An inspection and test plan* *- A benchmarking plan*	Exemption if answered Yes to REF: 13091 or REF: 246	134	Quality
9947	Do you employ subcontractors?	✓ Please answer Yes or No	Exemption if answered Yes to REF: 13091 or REF: 246	21	Identity
2290	Please upload evidence of the processes in place for the selection and control of subcontractors.	✓ If yes, please upload a copy of your Sub-Contractor Selection Policy which should be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ Alternatively, you can provide copies of documents which should include the selection standard/criteria subcontractors must meet and the quality monitoring arrangements of your subcontractors	Exemption if answered Yes to REF: 13091 or REF: 246 Exemption if answered No to REF: 9947	130	Quality
2291 / 272	Do you have a selection standard/ criteria that your sub-contractors must meet?	✓ Please answer Yes or No ✓ If yes, please upload a copy of your selection standard/criteria	Exemption if answered No to REF: 9947	N/A	N/A
2288	Do you have a Risk Management Policy?	✓ Please answer Yes or Not Applicable ✓ If you are a Micro-Company, you may answer N/A ✓ If yes, please provide copy of your Risk Management Policy which should be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ The policy should confirm: *- How the company identifies risks* *- How they manage and review risk processes* *- The responsibility for compiling and authorising risk/impact assessments* *- How the company ensures site issues are incorporated into relevant risk/impact assessments* *- How risk/impact assessments are communicated to the workforce, clients and sub-contractors, and how such briefings are retained* *- Method statements refer to risk/impact assessments and that periodic reviews are undertaken*	Exemption if answered Yes to REF: 13091 or REF: 246 Micro-Companies will receive an advisory pass if answer does not meet standard	126	Quality

Quality Management

QUALITY MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9953 / 10005	Do you have arrangements to ensure you keep up to date with changes to legislation, standards, and products?	✓ You must answer Yes ✓ Please provide an explanation of how you ensure you keep up to date with changes to relevant requirements, which may include: *- Membership to an advisory group* *- Updates from a membership organisation or industry body that provide updates on legislation, standards, products and technical requirements relative to the organisation's activities* *- Membership to subscription sites that provide details on quality, such as Construction Information Service (CIS), British Standards Institution (BSI)*	Exemption if answered Yes to REF: 13091 or REF: 13124	138	Quality
9950 / 9958	Does your organisation have arrangements in place to manage and record evidence of competency (Skills, Knowledge, Experience and Behaviours) for your workforce and key sub-contractor roles?	✓ You must answer Yes ✓ Please provide arrangements for how you manage and record key competencies for your workforce and key sub-contractor roles ✓ Evidence may include a policy, process or procedure for providing the workforce and key sub-contractors with training and information on relevant requirements which ensures: *- You understand the competence requirements for your workforce and key sub-contractors* *- You can determine the appropriate training and information that your workforce requires* *- You monitor the delivery of information and training* *- Your workforce and key sub-contractors have sufficient skills and understanding to carry out their various duties* *- You record and hold evidence of competency for employees and key sub-contractors* *- A programme of refresher training that will keep the workforce updated on relevant legal requirements* ✓ Evidence can also be in the form of a training matrix, training record or CPD Programme	Exemption if answered Yes to REF: 13091	135	Quality
9951 / 9959	Does your organisation have arrangements in place for your workforce and key sub-contractor roles under its control to receive appropriate supervision, instruction and information to ensure that any work your organisation undertakes meets relevant requirements?	✓ You must answer Yes ✓ Please provide arrangements for providing appropriate supervision, instruction and information to ensure that any work your organisation undertakes meets relevant requirements ✓ This could include within it: *- A process or organogram to ensure that each team has a named supervisor who is accountable for their work* *- A skills matrix/framework which shows the level of supervision for each activity* *- How meetings and other discussions with workforce and key sub-contractors are recorded/organised* ✓ You could also provide site supervision logs, inspection records, work instructions, standard operating procedures or method statements detailing this	Exemption if answered Yes to REF: 13091	136	Quality

Information Management

Information Management within the Common Assessment Standard refers to the organisation and digitisation of information about buildings and civil engineering works, including building information modelling (BIM).

If your company does not work on, or intend to work on, any projects with a defined requirement for organised and digitised structured Information Management (IM), please answer 'No' to the first question to be exempt from answering any further questions.

If you hold ISO 19650-2 from a UKAS (or mutually recognised by UKAS) accredited certification body, you will be exempt from answering additional questions. If you do not hold ISO 19650-2 certification, you will be asked to provide evidence of your procedures and policies for these topics, as defined by BS EN ISO 19650-2:

- ✓ Controlling, authorising, approving and exchanging information
- ✓ Resources (people, processes and technologies) needed to undertake the Lead Appointed Party IM function
- ✓ The organisational structure of your workforce carrying out IM delivery
- ✓ Education and training about IM processes and requirements
- ✓ Commitment to implementing the principles and procedures set out in the UK IM Framework
- ✓ How you have used information management processes to add value to a project

Please note: *All questions after (and including) REF: 3363 are mandatory. Answering No to any following questions will not meet the standard and will result in rejection.*

INFORMATION MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9830	Do you work on, or intend to work on, any projects with a defined requirement for organised and digitised structured Information Management (IM)?	✓ Please answer Yes or No	N/A	24	Identity
3362 / 2294 / 278	Do you hold valid BS EN ISO 19650-2 certificate issued by a UKAS (or mutually recognised by UKAS) accredited certification body?	✓ Please answer Yes or No ✓ Please provide: *- BS EN ISO 19650-2 from a UKAS, IAF, EA or ILAC accredited certification body*	Exemption if answered No to REF: 9832	170	Information Management
3363 / 3620	If you act, or intend to act, as a Lead Appointed Party, does your company have the resources (people, processes and technologies) to undertake the Lead Appointed Party IM function as defined in BS EN ISO 19650-2?	✓ You must answer Yes to meet the standard ✓ If yes, please provide a copy of your IM Policy which must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ The policy should cover the company's resources to undertake the Lead Appointed Party IM function ✓ Alternatively, you can provide copies of relevant guidance, written statements or evidence of relevant actions	Exemption if answered No to REF: 9832 or REF: 3362	172	Information Management

Information Management

INFORMATION MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3364 / 3621	Do you have policies and processes in place to control, authorise, approve and exchange information compliant with BS EN ISO 19650-2?	✓ You must answer Yes to meet the standard ✓ Please provide a copy of your IM Policy which must be approved by a statutory company Director or equivalent individual (e.g. LLP Designated Member, Parter or Owner) and regularly reviewed (within the last 12 months) ✓ The policy should cover your documented processes for management, authorisation, approval and exchange of information, your process maps, your delivery and project teams, and one or two examples of how this is utilised across your company ✓ Alternatively, you can provide a statement or copies of documents which confirm that arrangements are in place to control, authorise, approve and exchange information compliant with BS EN ISO 19650-2	Exemption if answered No to REF: 9832 or REF: 3362	171	Information Management
3365 / 3622	Do you have a team and structure in place to generate, authorise, approve and exchange information compliant with BS EN ISO 19650-2?	✓ You must answer Yes to meet the standard ✓ Please provide details of your relevant organisational structure and of your workforce carrying out IM delivery including: - *Who is carrying out the different aspects of IM* - *Who will be generating or coordinating information* - *How these activities are integrated in the delivery team* - *Any accredited IM qualifications they hold*	Exemption if answered No to REF: 9832 or REF: 3362	173	Information Management
3366 / 3623	Do you have arrangements in place to provide your workforce with education and training about IM processes and requirements as defined in BS EN ISO 19650-1 and BS EN ISO 19650-2?	✓ You must answer Yes to meet the standard ✓ Please provide evidence, such as training manuals and training records, which shows that your company has in place, and implements, training to ensure that your workforce has sufficient skills and understanding to carry out their various duties in line with BS EN ISO 19650-1 and BS EN ISO 19650-2 ✓ This should include a programme of refresher training that will keep your workforce updated on relevant legal requirements and good IM practice	Exemption if answered No to REF: 9832 or REF: 3362	174	Information Management

Information Management

INFORMATION MANAGEMENT

Ref	Question	Guidance	Info	CAS Ref	CAS Section
3367 / 3624	Do you commit to implementing the principles and procedures set out in the UK IM Framework, including BS EN ISO 19650-1 and BS EN ISO 19650-2, within your policies and processes?	✓ You must answer Yes to meet the standard ✓ Please provide supporting evidence which must confirm the company understands the UK IM Framework and how it interacts with and complements your IM standards, processes and procedures ✓ This evidence may be provided as part of an IM Policy or through other documentation such as a list of relevant projects with case study material	Exemption if answered No to REF: 9832 or REF: 3362	175	Information Management
3368 / 3625	Do you use the information management processes set out in BS EN ISO 19650-2 to add value to a project and to your business and to deliver benefits for your clients?	✓ You must answer Yes to meet the standard ✓ Please provide a summary of two examples that include an explanation of how people, processes and technologies were used to deliver benefits which may include: *- Optimised whole life cost* *- Reduced greenhouse gas emissions* *- Reduced time to design and construct* *- Predictable asset operational performance*	Exemption if answered No to REF: 9832 or REF: 3362	176	Information Management

Building Safety

Version 4 of the Common Assessment Standard introduced a new Building Safety section, ensuring it can be used to demonstrate companies have the organisational capability to fulfil their roles under the Building Safety Act.

If you do not carry out any of the building or design work listed below (for a building in England or Wales) and are not regulated by the Building Regulations (2010), this section is likely not relevant to you. You may therefore select 'No' and will not be required to answer any further questions.

- ✓ Renovation / Refurbishment / Structural Alteration
- ✓ Maintenance
- ✓ Installation of Safety Critical Features
- ✓ The provision or extension of a controlled service or fitting in or in connection with a building
- ✓ Erection or Extension of a Building

You may also provide a valid BS 99001 in the Quality requirement to be exempt from answering the questions within this section.

The questions available to you will be dependent on the duty-holder role selected:

- ✓ Contractor
- ✓ Designer
- ✓ Principal Contractor
- ✓ Principal Designer

Please note: *This requirement is currently not mandatory to achieve Gold or the Common Assessment Standard, however we expect this to change with Building Safety becoming ever more imperative to the Construction industry.*

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9956	Do you carry out or intend to carry out any of the following building or design work related to a building in England or Wales? ✓ Erection or Extension of a Building ✓ Renovation/Refurbishment/Structural Alteration ✓ Maintenance ✓ Installation of Safety Critical Features ✓ The provision or extension of a controlled service or fitting in or in connection with a building. Which would therefore be regulated under The Building Regulations 2010.	✓ Please answer Yes or No ✓ Be aware that opting out of Building Safety could result in you not being considered for any work falling within the scope of the Building Safety Act 2022 and/or potential Buyers may ask you to complete this section in future if you bid for work falling within the same scope. ✓ Choosing to opt out will be visible on your profile to prospective buyers you are engaging with, and it may influence potential opportunities. We encourage you to consider this decision carefully. ✓ We have gathered some links below that all suppliers should utilise in response to any feedback on this requirement. - https://builduk.org/wp-content/uploads/2023/01/Building-Safety-Regime.pdf#page=1 - https://www.hse.gov.uk/building-safety/assets/docs/regime-overview.pdf#page=1 - https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements#contractors-duties - https://www.legislation.gov.uk/uksi/2023/911/introduction/made - https://www.gov.uk/guidance/contact-the-building-safety-regulator	N/A	22	Identity

YOU WILL BE EXEMPT FROM COMPLETING THE FOLLOWING QUESTIONS IF YOUR COMPANY:

- ✓ DOES NOT WORK ON, OR INTEND TO WORK ON, ANY PROJECTS IN-SCOPE OF THE BUILDING SAFETY ACT
- ✓ HOLDS A VALID BS 99001 ISSUED BY A UKAS (OR MUTUALLY RECOGNISED BY UKAS) ACCREDITED CERTIFICATION BODY

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9950 / 9957	Does your company have arrangements in place to manage and record evidence of competency (Skills, Knowledge, Experience and Behaviours) for your workforce and key sub-contractor roles? Please provide your arrangements for managing and recording key competencies (Skills, Knowledge, Experience and Behaviours) for your workforce and sub-contractors.	✓ Please answer Yes or No ✓ If yes, this may be evidenced by a process for identifying competence requirements for the workforce and key sub-contractors in accordance with BS 8670 such as a Training Needs Analysis (TNA) for the workforce including any working on Higher-Risk Buildings and with safety critical elements ✓ Evidence here will generally be a plan, policy or procedure governing how the company will manage the process rather than specific working documents ✓ Evidence could also be in the form of a Build Plan, Subcontractor Conditions/ Control of contractors document etc showing how you intend to manage/ record these key competencies	N/A	135	Building Safety
9958	Please provide evidence demonstrating your systems for managing and recording key competencies (Skills, Knowledge, Experience and Behaviours) for your workforce and sub-contractors. This may be evidenced by a Training Matrix, Training Records, upcoming Training / CPD programmes.	✓ Evidence here should be working documents such as: *- A company-wide training matrix with training relevant to the Building Safety Act such as building fire safety and behavioural safety* *- Evidence of upcoming booked training on similar topics* *- CPD logs* *- CITB sanctioned Fire Safety in Buildings/ Built Environment courses* *- Building Safety Act Awareness training*	N/A	135	Building Safety
9951 / 9959	Does your company have arrangements in place for your workforce and key sub-contractor roles under its control to receive appropriate supervision, instruction and information to ensure that any work your company undertakes meets relevant requirements? Please provide evidence showing your procedures for providing appropriate supervision, instruction and information to your workforce and key sub-contractor roles under your control to ensure that any work your company undertakes meets relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards).	✓ Please answer Yes or No ✓ If yes, please provide supporting evidence on how you meet relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: *- A Quality Management Policy or statement which covers building work* *- A process or organogram to ensure that each team has a named supervisor who is accountable for their work* *- A skills matrix/ framework which shows the level of supervision for each activity on site* *- Procedural arrangements* *- Template documents* *- Notes of meetings and other discussions with your workforce and key sub-contractors* ✓ You may wish to introduce an Extraordinary Operating Framework for your staff and subcontractors governing work specifically falling under the Building Safety Act showing how you will communicate these instructions to staff/ subcontractors	N/A	136	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9952 / 9960	Does your company have arrangements in place for ensuring the Client is aware of its duties under the Building Safety Act? Please provide evidence of how you communicate (or intend to communicate) with the client confirming that they are aware of their duties under The Building Safety Act.	✓ Please answer Yes or No ✓ If yes, emails, standard form letter, contracts, meeting minutes - any documents like these that specifically contain a communication between your company and the client confirming their duties under the Building Safety Act ✓ You may also wish to implement a Construction Control Plan with input from all duty holders including Client	N/A	137	Building Safety
9953 / 10005	Does your company have arrangements in place to ensure you keep up to date with changes to relevant requirements? Please provide a clear explanation of the arrangements which the company has made to ensure it keeps up to date with changes to relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards).	✓ Please answer Yes or No ✓ If yes, your answer should cover how you ensure that the company keeps up to date with changes to industry standards and relevant requirements such as new primary and secondary legislation, and new trade specific technical competencies ✓ You may be a member of an advisory group, get updates from a membership organisation such as CLC, ICC, ICSG, JCI, ICS or general groups like Net Regs, HSE, Barbour etc	N/A	138	Building Safety
9947	Do you employ subcontractors?	✓ Please answer Yes or No	N/A	21	Identity
9948 / 9962	Does your company have arrangements in place for sub-contractors to evidence that their workforce has up to date and relevant competencies for working in roles related to fire safety and structural failure in buildings? Please provide the arrangements you have in place to ensure that your sub-contractor's workforce have up to date and relevant competencies for working in roles related to fire safety and structural failure in buildings.	✓ Please answer Yes or No ✓ If yes, you must show your process for your sub-contractors to confirm that their workers have up to date and relevant competencies for working in roles related to fire safety and structural failure in Standard Construction and Higher-Risk Buildings ✓ You can best show this through elements of a PQQ / Subcontractor Assessment that specifically mentions competencies in Fire Safety and Structural Failure in Higher-Risk Buildings, you may wish to implement arrangements that specifically guide subcontractors to relevant legislation	N/A	139	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9954 / 9963	Does your company have arrangements in place to cooperate with other duty holders to ensure that any building work or design work (whichever is applicable) is compliant with relevant requirements? Please provide the arrangements you have in place to communicate and cooperate with other duty holders to ensure that any work (building or design) is compliant with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards).	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements in place to provide other duty-holders with relevant information about the works being carried out to assist them in complying with relevant requirements and to receive information from them to ensure that the supplier meets relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements* - *Examples of where they have liaised with other duty-holders to share or receive information on building work and design work on previous projects such as project team meeting notes, exchanges of information, emails etc, the information shared could include fire risks, products to be used, suggested work methods and sequences* - *Examples of where you have provided advice to the Principal Contractor, Principal Designer or the Client on whether any work is Higher-Risk Building work* - *Template documents (Stakeholder Engagement Plans)*	N/A	140	Building Safety
9955	Does your company work on, or intend to work on, any projects involving a Higher-Risk Building?	✓ Please answer Yes or No You can check the UK Government's current definition of a High Risk Building via the following link: https://www.gov.uk/guidance/criteria-for-being-a-higher-risk-building-during-the-occupation-phase-of-the-new-higher-risk-regime	N/A	23	Identity
9964 / 9969	Does your company have arrangements in place to collect, store, organise, update and share information with other duty holders to help create a Golden Thread of Information for a Higher-Risk Building? Please provide an explanation detailing the arrangements you have in place to collect, store, organise, update and share information with other duty holders to help create a Golden Thread of Information for a Higher-Risk Building.	✓ Please answer Yes or No ✓ If yes, please provide a clear explanation of the arrangements which the company has made to collect, store, organise, update, check and share information with other duty holders which describes the building and shows how it complies with Building Regulations ✓ This explanation may include previous examples of where you have contributed building safety information at a project, premises or organisational level ✓ You should make specific reference to a common data environment and how you will interact with it	N/A	151	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9965 / 9970	Does your company have arrangements in place to provide the Client and other duty holders with the appropriate information to update the change control log when changes are made during the design, construction or occupation stages of a Higher-Risk Building? Please provide an explanation detailing the arrangements you have in place to provide the Client and other duty holders with the appropriate information to update the change control log when changes are made during the design, construction or occupation stages of a Higher-Risk Building.	✓ Please answer Yes or No ✓ If yes, please provide a clear explanation of the arrangements which the company has made to provide information with the Client and other duty holders to update the change control log ✓ The information provided should include: - *A description of the proposed change* - *An explanation of the reason why the change has been proposed* - *Whether the change is a recordable, notifiable or a major change* - *A list of the name and occupation of each person, if any, whose advice was sought in relation to the proposed change and a summary of any advice provided* - *An assessment of which agreed document is affected by the proposed change and confirmation that a revised version has been produced* - *An explanation, in relation to the proposed change, of how the HRB work or work to an existing HRB will, after the proposed change is carried out, comply with Building Regulations*	N/A	152	Building Safety
9999	Considering the work you conduct, which of the following duty holder roles does your organisation fulfil, or intend to fulfil, under the Building Safety Act?	✓ Consider the Building Safety Act 2022, BS 8670, PAS 8671 and PAS 8672 definitions of these roles ✓ Please select the relevant duty-holder roles: - *Contractor* - *Designer* - *Principal Contractor* - *Principal Designer*	N/A	142	Building Safety
9975 / 10009	Please provide the arrangements you have in place to plan, manage and monitor the building work you undertake to ensure the work complies with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards), in your duty holder role as a Principal Contractor and/or Contractor.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements in place so that building work the supplier undertakes complies with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *A Quality Management Policy or statement which covers building work* - *Monitoring procedures* - *Procedural arrangements* - *Template documents (Change/ Alternative Proposals documents)* - *Notes of meetings and other discussions with your workforce and sub-contractors*	Exemption if supplier indicates they are not a Contractor or Principal Contractor	140	Building Safety
9985 / 10017	Please provide the arrangements you have in place to plan, manage and monitor the design work you undertake to ensure the work complies with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards), in your duty holder role as a Principal Designer and/or Designer.	✓ Please answer Yes or No ✓ The supporting evidence should confirm that there are arrangements in place so that design work the supplier undertakes complies with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *A Quality Management Policy or statement which covers building work* - *Monitoring procedures* - *Procedural arrangements* - *Template documents* - *Notes of meetings and other discussions with your workforce and sub-contractors* - *Building Safety Act Design checklists/ process documents specific to working as a Designer or Principal Designer on Building Safety Act related projects*	Exemption if supplier indicates they are not a Designer or Principal Designer	140	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9989 / 10021 9990 / 10022	Does your company have arrangements in place to plan, manage and monitor design work during the design phase and to coordinate matters relating to design work during a project to ensure any building work is compliant with relevant requirements, in your role as Designer and/or Principal Designer? Please provide the arrangements you have in place to plan, manage and monitor design work during the design phase and to coordinate matters relating to design work during a project to ensure any building work is compliant with relevant requirements in your role as Designer and/or Principal Designer (e.g. Building Safety Act, Building Regulations, other legislation and industry standards).	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements to plan, manage and monitor the design work during the design phase and to coordinate matters to ensure that any building work is compliant with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *A Quality Management Policy or statement which covers relevant requirements of design work (e.g. compliance with buildings regulations such as fire safety and structural elements)* - *Monitoring procedures to ensure periodic checking or auditing of practices and management response* - *Procedural arrangements that cover compliance with Building Regulations including identifying, eliminating and controlling risk of fire and how to act as a Designer specifically within the framework of Building Safety Act* - *Template documents* - *Post-project review* - *Notes of meetings and other discussions* - *Examples of exchanges of information* - *How you coordinate your work with other duty-holders*	Exemption if supplier indicates they are not a Principal Designer or Designer	143	Building Safety
9978 / 10010 9979 / 10011	Does your company have arrangements in place to plan, manage and monitor building work during the construction phase to ensure that all building work is compliant with relevant requirements in your role as Principal Contractor? Please provide evidence specifically about the construction phase, showing how you have successfully implemented your arrangements to plan, manage and monitor building work to ensure that it is compliant with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) in your role as Principal Contractor.	✓ Please answer Yes or No ✓ If yes, The supporting evidence should confirm that there are arrangements to plan, manage and monitor the building work during the construction phase and coordinate matters so that any building work is compliant with relevant requirements (e.g. Building Safety Act, ✓ Building Regulations, other legislation and industry standards) which could include: - *A Quality Management Policy or statement which covers relevant requirements of building work (e.g. compliance with Building Regulations such as fire safety and structural elements)* - *KPIs and how the supplier tracks them during the project timeline* - *Monitoring procedures to ensure periodic checking or auditing of practices and management response* - *Template documents (Team Relationship Building Meetings)* - *Post-project review* - *Notes of meetings and other discussions* - *Examples of exchanges of information on topics such as Building Regulations, fire safety etc.* - *How the supplier coordinates its work with other duty holders*	Exemption if supplier indicates they are not a Principal Contractor	143	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9980 / 10012	Please provide your arrangements which demonstrate coordination with other duty holders AND also how you ensure their co-operation with each other, so that all work is compliant with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards). As a Principal Contractor, please ensure your arrangements cover your building work.	✓ Evidence could include: - *Procedural arrangements* - *Examples of where you have informed and consulted with other duty-holders on topics such as fire mitigation measures, duty-holder roles etc* - *Template documents* - *How the company coordinates its work with other duty-holders* - *Project team meeting notes*	Exemption if supplier indicates they are not a Principal Contractor	144	Building Safety
9986 / 10018	Please provide your arrangements which demonstrate coordination with other duty holders AND also how you ensure their co-operation with each other, so that all work is compliant with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards). As a Principal Designer, please ensure your arrangements cover your design work.	✓ Evidence could include: - *Procedural arrangements* - *Examples of where you have informed and consulted with other duty-holders on topics such as fire mitigation measures, duty-holder roles etc* - *Template documents* - *How the company coordinates its work with other duty-holders* - *Project team meeting notes*	Exemption if supplier indicates they are not a Principal Designer	144	Building Safety
9981 / 10013	Please provide the arrangements you have in place to liaise with the Principal Designer to share information relevant to the planning, management and monitoring of work, and the co-ordination of work, for the purpose of ensuring compliance with relevant requirements.	✓ The supporting evidence should confirm that there are arrangements for liaising with the Principal Designer to share information relevant to the planning, management and monitoring of the design work, and the co-ordination of building work and design work for the purpose of ensuring compliance with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements / evidence of using a common data environment for sharing information (screenshots etc)* - *Examples of where the supplier has liaised with the Principal Designer to share information on building work and design work on previous projects such as project team meeting notes, exchanges of information, emails etc* - *The information shared could include fire risks, products to be used, structural design and other design assumptions, suggested work methods and sequences* - *Template documents (Project Strategy Review, Original Design Delivery Strategy amendments)*	Exemption if supplier indicates they are not a Principal Contractor	145	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9987 / 10019	Please provide the arrangements you have in place to liaise with the Principal Contractor to share information relevant to the planning, management and monitoring of work, and the co-ordination of work, for the purpose of ensuring compliance with relevant requirements in your role as Principal Designer.	✓ The supporting evidence should confirm that there are arrangements for liaising with the Principal Designer to share information relevant to the planning, management and monitoring of the design work, and the co-ordination of building work and design work for the purpose of ensuring compliance with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements / evidence of using a common data environment for sharing information (screenshots etc)* - *Examples of where the supplier has liaised with the Principal Designer to share information on building work and design work on previous projects such as project team meeting notes, exchanges of information, emails etc* - *The information shared could include fire risks, products to be used, structural design and other design assumptions, suggested work methods and sequences* - *Template documents (Project Strategy Review, Original Design Delivery Strategy amendments)*	Exemption if supplier indicates they are not a Principal Contractor	145	Building Safety
9982 / 10014	Please provide the arrangements you have in place for reviewing and actioning comments received from the Principal Designer regarding compliance with Building Safety Act, Building Regulations and other relevant requirements.	✓ The supporting evidence should confirm that there is a process a process for reviewing and actioning comments received from the Principal Designer regarding compliance with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements to attend design team meetings* - *Examples of where you have previously reviewed and actioned comments received from a Principal Designer such as project team meeting notes, emails, review log etc* - *Template documents (Plan to Avoid Defects)*	Exemption if supplier indicates they are not a Principal Contractor	146	Building Safety
9988 / 10020	Please provide the arrangements you have in place for reviewing and actioning comments received from the Principal Contractor regarding compliance with Building Safety Act, Building Regulations and other relevant requirements.	✓ The supporting evidence should confirm that there is a process a process for reviewing and actioning comments received from the Principal Contractor regarding compliance with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements* - *Examples of where you have previously reviewed and actioned comments received from a Principal Contractor such as project team meeting notes, emails, review log etc* - *Template documents (Relevant sections of Construction Control Plan)*	Exemption if supplier indicates they are not a Principal Designer	146	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9983 / 10015 9984 / 10016	Does your company have arrangements in place to assist the Client to share any necessary information with other Designers and Contractors, and to provide the Client with a document which shows how your role of Principal Contractor and/or Principal Designer was carried out? Please provide the arrangements you have in place to assist the Client to share any necessary information with other Designers and Contractors, and to provide the Client with a document which shows how your role of Principal Contractor and/or Principal Designer was carried out.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements to liaise with the Client to share information to other designers and contractors, and to give the Client a document which sets out how you performed your duty holder role, which could include: - *Procedural arrangements* - *Examples of where you have assisted a Client to share information with other duty-holders on building work on previous projects such as project team meeting notes, exchanges of information, emails etc* - *The information shared could include fire risks, products to be used, structural design and other design assumptions, suggested work methods and sequences* - *Examples of where you have previously provided a Client a document which sets out how you performed your duty-holder role* - *Template documents (Timeline of events, guidance to project teams)*	Exemption if supplier indicates they are not a Principal Contractor or Principal Designer	147	Building Safety
9973 / 10007 9974 / 10008	Does your company have arrangements in place to provide other duty holders with relevant information about building work being carried out in your role as Contractor? Please provide the arrangements you have in place to provide other duty holders with relevant information about building work being carried out in your role as Contractor.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements in place to provide other duty-holders with relevant information about the works being carried out to assist them in complying with relevant requirements and to receive information from them to ensure that the supplier meets relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: - *Procedural arrangements* - *Examples of where you have shared information about building work to assist the Client, other Designers and Contractors to comply with relevant requirements on previous projects such as project team meeting notes, exchanges of information, emails etc* - *Examples of where the supplier has provided advice to the Principal Designer or Client on whether any work is Higher-Risk Building work (Inspection reports sent to other duty-holders rather than just internal inspection)* - *Template documents (Daily Progress Reports, General Update Reports)*	Exemption if supplier indicates they are not a Contractor	148	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9991 / 10023 9992 / 10024	Does your company have arrangements in place to ensure that products specified and used as part of the design phase are suitably assessed and classified for durability, location and product performance as part of a holistic system and comply with relevant requirements, in your role as Designer and/or Principal Designer? Please provide the arrangements you have in place to ensure that products specified and used as part of the design phase are suitably assessed and classified for durability, location and product performance as part of a holistic system and comply with relevant requirements, in your role as Designer and/or Principal Designer (e.g. Building Safety Act, Building Regulations, other legislation and industry standards).	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements in place to ensure that any products specified and used as part of the design phase are suitably assessed and classified for durability, location and product performance as part of a holistic system and comply with relevant requirements (e.g. Building Safety Act, Building Regulations, other legislation and industry standards) which could include: *- A Quality Management Policy or statement which covers products (including ensuring their suitability for building safety)* *- Procedural arrangements* *- Template documents* *- Manufacturers data and product classification (Internal rules for selection of products OR product procurement strategy)*	Exemption if supplier indicates they are not a Principal Designer or Designer	149	Building Safety
9993 / 10025 9994 / 10026	Does your company have arrangements in place to provide other duty holders with relevant information about the design, construction and maintenance of the building, in your role as Designer? Please provide the arrangements you have in place to provide other duty holders with relevant information about the design, construction and maintenance of the building, in your role as Designer.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements in place to communicate with other duty holders regarding relevant information about the design, construction and maintenance of the building, which could include: *- Procedural arrangements* *- Examples of where you have shared information about the design, construction and maintenance of the building to assist the Client, other Designers and Contractors to comply with relevant requirements on previous projects such as project team meeting notes, exchanges of information, emails etc* *- The information shared could include fire risks, products to be used, structural design and other design assumptions, suggested work methods and sequences* *- Examples of where you have provided advice to the Principal Designer or Client on whether any work is Higher-Risk Building work* *- Template documents (for creation of M and E/ Health and Safety File with specific reference to BSA)*	Exemption if supplier indicates they are not a Designer	150	Building Safety
9976 - 9977	Does your company have arrangements in place to coordinate with other duty holders to set up a Mandatory Occurrence Reporting system for a Higher-Risk Building in your role as Principal Contractor and / or Principal Designer? Please provide the arrangements you have in place to coordinate with other duty holders to set up a Mandatory Occurrence Reporting system for a Higher-Risk Building in your role as Principal Contractor and / or Principal Designer.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are general arrangements in place to coordinate with other duty holders to set up a Mandatory Occurrence Reporting system for a Higher-Risk Building such as: *- Procedural arrangements* *- Examples of where the supplier has previously helped set up a Mandatory Occurrence Reporting system* *- Template documents (Stages of Mandatory Occurrence Reporting system creation/ timeline)*	Exemption if supplier indicates they are not a Principal Contractor or Principal Designer	153	Building Safety

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info	CAS Ref	CAS Section
9997 / 9971	Does your company have arrangements in place to submit mandatory occurrence notices and reports when working on a Higher-Risk Building in your role as a Principal Contractor and/ or Principal Designer? Please provide the arrangements in place to submit mandatory occurrence notices and reports when working on a Higher-Risk Building in your role as Principal Contractor and/or Principal Designer.	✓ Please answer Yes or No ✓ If yes, the supporting evidence should confirm that there are arrangements to submit mandatory occurrence notices and reports when working on a Higher-Risk Building such as: - *Formal notice templates for Defective Works/ Materials* - *Procedural arrangements governing Compliant Delivery* - *Examples of where the supplier has previously submitted mandatory occurrence notices and reports*	Exemption if supplier indicates they are not a Principal Contractor or Principal Designer	153	Building Safety
9972	Please provide the arrangements you have in place to coordinate with the Principal Contractor to report breaches or concerns with building work adhering to relevant requirements when working on a Higher-Risk Building in your role as Contractor.	✓ Please provide supporting evidence which could include: - *Procedural arrangements which confirm your arrangements to coordinate with the Principal Contractor to report any breaches to relevant requirements or any concerns with works adhering to relevant requirements (e.g. defective building work or systems, the use of non-compliant products, incomplete compartmentation, inadequate general fire precautions etc)* - *Behavioural Safety programmes with specific avenues for reporting Building Safety Act related concerns* - *Whistleblowing Policy/ Procedure specifically governing the relationship between Contractor and Principal Contractor* - *Template documents*	Exemption if supplier indicates they are not a Contractor	154	Building Safety
9995	Please provide the arrangements you have in place to coordinate with the Principal Designer to report breaches or concerns with building work adhering to relevant requirements when working on a Higher-Risk Building, in your role as Designer.	✓ Please provide supporting evidence which could include: - *Procedural arrangements which confirm your arrangements to coordinate with the Principal Designer to report any breaches to relevant requirements or any concerns with works adhering to relevant requirements (e.g. defective building work or systems, the use of non-compliant products, incomplete compartmentation, inadequate general fire precautions etc)* - *Behavioural Safety programmes with specific avenues for reporting Building Safety Act related concerns.* - *Whistleblowing Policy/ Procedure specifically governing the relationship between Designer and Principal Designer* - *Template documents*	Exemption if supplier indicates they are not a Designer	154	Building Safety

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 Gold.

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	CAS Ref	CAS Section
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	20	Identity
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	N/A	N/A

Platinum Membership FAQs

What to expect from your Platinum Membership.

What is the Common Assessment Standard Head Office Audit?

The Common Assessment Standard was developed by industry experts to standardise, improve efficiency and reduce cost in the construction prequalification process. The Common Assessment Standard comprises of an industry-agreed question set and corresponding assessment standards for the pre-qualification of suppliers. It aims to help both clients and contractors improve supply chain efficiency, reduce supply chain risks, and find reliable business opportunities.

The audit process will cover the following areas:

- Identity including Financials
- Insurance
- Corporate and Professional Standing including Anti-Bribery and Corruption and Modern Slavery
- Health and Safety
- Environmental
- Quality
- Fairness, Inclusion and Respect
- Information Security
- Information Management
- Building Safety

Does the common assessment standard audit require a visit to a construction site?

No. Previously, our service provider was conducting the audits at the construction site, however during our internal review process, we identified that the outcomes highlighted in the audit required the process to be redefined back to the Common Assessment Standard. Therefore, the audit will take place at the Head Office, as defined by Build UK:

***"A site-based audit will involve an auditor from the assessment body visiting the company's registered premises to verify the implementation of the policies and procedures submitted against the relevant assessment standard"* – Build UK.**

A construction site audit remains under review for the future but is not a requirement of the Common Assessment Standard and our Platinum Membership.

Can the audit by completed via a web call?

No. Under the requirements of the Common Assessment Standard, the auditor is required to visit the premises.

When will I be required to complete the audit?

For the audit to be conducted, you must first be a Verified **Gold** Constructionline Member. If you have achieved Gold verification for the first time, an automatic notification will be sent to our audit service provider instructing them to contact you and book your audit in the diary. You will also receive an email from Constructionline informing you that we have instructed the provider to make contact, along with some guidance on what to expect.

If your audit is due for renewal, an automatic notification will be sent to our audit service provider **45 days prior** to your membership expiry date. This will prompt the audit service provider to contact you and book your audit in the diary. You will also receive a notification email from Constructionline. The service provider will be in touch within **4 working days** of receiving either notification.

It is incredibly important to ensure all the requirements in your Gold Membership are always kept up to date. Even with a pass on the audit, if any requirements are not completed and Verified in your Gold Membership, you will not gain your full Platinum Membership status.

Who is the service provider?

Stallard Kane are Constructionline's exclusive service provider for conducting the audit. They took over the contract from September 2023.

Stallard Kane is an H&S consultancy who have been in operation for more than 20 years, auditing H&S and providing ongoing competent advice to a wide range of clients in the construction, manufacturing, logistics, and many other industries. They have national coverage and pride themselves on the personal service which their clients receive.

We look forward to working with Stallard Kane moving forward and providing an excellent supplier journey for our members.

What to expect from the audit

The audit will be completed at your Head Office and will be conducted by an Auditor from the service provider. There is no pre-work required by the Auditor, therefore you will not be required to provide any information or documentation prior to the audit date. During the audit, the Auditor will be looking for evidence that the policies and procedures within the organisation are being followed and implemented. This will be audited via documentation review, interviews with employees, and the sampling of company records.

Is there any pre-work for us to conduct?

No. However, we ask that you familiarise yourself with the Common Assessment Standard question set and the answers you provided in your Gold submissions within Constructionline.

We also advise that you have all policies and procedures available on the day of the audit, with access to any supporting documentation.

For more information about the Common Assessment Standard and the question set please visit:
https://builduk.org/priorities/increasing-productivity/pre-qualification/

Can I fail the audit?

Yes. The audit is conducted in line with the requirements set out in the Common Assessment Standard.

The majority of requirements are mandatory and failure to successfully complete them will result in a company not obtaining the Common Assessment Standard. There are several questions which have been designated as 'advisory' questions. Whilst the company does not have to complete these advisory questions to achieve the Common Assessment Standard, these are seen as industry best practice, and may be included in the scope moving forward. It is always worth completing these to future-proof against 'advisory' questions, should they become mandatory in future.

If the company fails any of the mandatory requirements during the audit, the company will have **10 working days** to provide additional information OR corrective actions to the auditor for these to be closed out. Failure to do so will result in a failed audit and may require a second audit, which would be at an additional cost.

Successful completion of an audit, with no major fails, will result in the company achieving certification to the Common Assessment Standard and achieve Constructionline **Platinum**. You will receive a certificate that will be valid for one year from the date of issue.

However, if any Gold requirements expire within this period the certificate and status will be removed.

As stated previously, please ensure that all requirements are kept up to date within Constructionline.

When will I get the final report?

The final report will be completed by the auditor **within 5 working days** of the audit taking place, providing that no issues have been noted during the audit. If any mandatory requirements require additional information to be provided to the Auditor, this will add an **additional 2 days** from the close-out date of any actions. The maximum amount of time will be **12 working days** from the audit date.

Once completed, a copy of the report will be issued to the company and Constructionline. Constructionline will upload a copy of the report into your account **within 1 working day of receipt**. This will allow you to download your Constructionline Platinum certificate.

Please note that while you have passed your audit, there may be other requirements within your Constructionline account preventing you from gaining your full membership. To maintain status, please ensure you review your account and keep your requirements approved.

Who to contact if you have any questions?

If you have any questions on the audit and booking process please contact:
platinum@constructionline.co.uk or call 0333 3003066

If you wish to discuss your membership or any outstanding requirements, please email
support@constructionline.co.uk or call our customer support team on 0333 3003066