

# Bronze Membership Checklist

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

The below checklist will help you get started gathering the information needed to complete your Facilitiesline profile.

**Please note this checklist does not include every question or requirement within your profile.**

**Micro-Businesses** – To ensure that the Facilitiesline is accessible to all companies regardless of size, the assessment standards for certain questions have been revised for companies that meet the following criteria:

- Less than ten employees, **and**
- Turnover below £1.8 million (€2 million) or balance sheet total less than £1.8 million (€2 million).

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## Identity

- Head office:** Please add your Head Office address. Please ensure your postcode is in the correct format.
- Registered office:** Please add the address of your registered office if different from your Head Office.
- Primary Contact:** Please add the details of the person you would like us to contact. Please note all system emails will be sent the Primary Contact.
- Enquiry Contact:** Please add your enquiry contact unless the same as Primary Contact.
- Company Details:** Please complete all information, including Company type, Incorporation date, Companies House number, and VAT number. If your turnover is £85,000 or above, you must be VAT registered and your assessment will be. If you have a different trade name to your legal name, please update it within this section if you're an existing member or if you're signing up, you can add during the sign up process. Please do not add this to your company name.

*If incorporated, the name of Legal Entity must be entered as shown on Companies House.*

## Identity

### Are you a Micro, a Small, or a Mediums-Sized Enterprise?

Please pick your company size as outlined below:

- Micro:** 1) Less than 10 employees, and 2) Turnover below €2m (£1.8m) or balance Sheet total less than €2m (£1.8m).
- Small:** 1) Less than 50 employees, and 2) Turnover below €10m (£9m) or balance Sheet total less than €10m (£9m).
- Medium:** 1) Less than 250 employees, and 2) Turnover below €50m (£45m) or balance Sheet total less than €43m (£38.5m).
- Branch office:** Please add the Address and Contact details of any Branch offices.
- Director/Partner Details:** Please make sure that all fields are completed as they are all required.  
*\*For Ltd Companies, everyone listed on Companies House must be listed with Constructionline, including Secretaries.*
- Related Companies:** Please add any related companies (Parent / Group)  
*If you are part of a Group and information has been provided of the Group, we can accept Group policies/statements providing the details are added in related companies.*
- Areas of Operation:** Please ensure that you input all areas/regions of the UK in which your company operates within. Add a realistic minimum contract value that you would be happy to work for/supply.
- Staffing:** Please select the total number of staff including directly employed management and clerical; directly employed off site; directly employed site and self-employed site.
- Trade Associations and Professional Bodies:** Please make sure that all information on your certificates is put into the fields provided, as well as the website address.
- Company Overview:**
  - Please give a brief overview of your company
  - Please provide an overview of your company's products and/or services
  - Please provide your company brochure

## Financials

- Financials:** Please complete the follow information and upload your accounts to support the data you have entered.
  1. Select what type of organisation
    - Limited Liability Partnership
    - Public Limited Company
    - Private Limited Company
    - Partnership
    - Sole Trader
    - Unlimited Company
    - Other
  2. Enter the year for the Financial accounts information you are providing
  3. Enter your last accounts date as stated on your annual accounts
  4. Enter the period, in months, for which your Financial accounts cover e.g. 12 months
  5. Complete the fields from your latest financial accounts
- Limited Companies;** Please provide
  - We cannot accept Abbreviated, Draft, Partial, Filleted or Management Accounts
  - Please provide your full and final or abridged accounts
- New Companies;** Please provide
  - An opening balance sheet as at the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships),
  - and either a 12-month cash flow forecast, or a 12-month forecast profit and loss account from the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships).
- Sole Trader;** Please upload either a profit and loss account or your self-assessment tax return, showing your details, the turnover and net profit. We will be pleased to accept your balance sheet, if available.
- Partnerships;** Please upload your full accounts or partnership tax return (profit and loss account, balance sheet and reconciled capital account are required) to support the data you have entered.

## Insurances

- Insurances:** Please make sure each insurance type is added and that the corresponding document is uploaded.
- Complete the information making sure it matches the document. We cannot accept 'TBC' or 'awaiting policy number', you must provide a full policy number. All Supplier types must hold Employers Liability insurance if they have any staff and you must hold the following if you are a:

**Contractor** – Public Liability

**Consultant** - Professional Indemnity

**Material Supplier** – Public & Product Liability

**Contractor who holds a design work category** – Professional Indemnity insurance

*(Please note, if this section does not allow you to submit, please check that you have not entered any symbol/punctuation e.g. '£,.' And that only numerical figures are entered).*

## Corporate and Professional Standing

- Anti-Bribery and Corruption policy:** This needs to be in your company name and signed and dated by a Managing Director or equivalent in the last 3 years. If you are a small micro-business, you may provide a statement rather than a policy. The statement must include at least the following points:
  1. How the organisation ensures compliance with antibribery and corruption laws
  2. How the organisations ensure compliance with Competition Law
  3. What arrangements are in place to detect and avoid anticompetitive behaviour
  4. How are potential acts of bribery, corruption or anticompetitive behaviour reported and investigated within the organisation
- Data Protection Policy and Privacy Notice:** This needs to be in your company name. You must upload a Data Protection Policy and Privacy Notice which has to be signed by a Managing Director or equivalent.
 

Please answer all the questions, please either upload a document or add a comment in the comment box provided.
- Enhanced Corporate and Professional Standing:** Does your organization have adequate procedures in place in respect of the Corporate Criminal Offenses of failing to prevent those acting on its behalf from the criminal facilitation of tax evasion under the Criminal Finance Act 2017? Please ensure you are answering this question as YES, and provide an explanation or supporting document to cover the procedures you have in place to prevent Tax Evasion.
- Do you have a Whistle Blowing Policy?** If you answer YES to this question, please upload your Whistle Blowing Policy which is signed and dated by a Managing Director or equivalent.

## Health & Safety

- Health and Safety General:** If applicable please upload your Fleet Management System certificate here in your full company name.
  - Health and Safety Policy:** If Yes - Please provide a physically signed and dated copy of your Health & Safety Policy signed and dated within the last 12 months by a Managing Director or equivalent.
  - Health and Safety Assistance:** This register commenced in early 2011. You can search online by company name or by the individuals name at [www.oshcr.org](http://www.oshcr.org) to check whether your advisor is registered. If your advisor is not registered, simply answer 'No' and answer the additional questions. Evidence can be in the form of a certificate, letter from the Health & Safety advisor, or a contract or written agreement. These documents will usually contain details of the service being offered and the contractual period. If the contract/documentation is dated more than 12 months ago please attach confirmation that the agreement is still in place for example an email or letter from your advisor.
  - Capability to Work:** To the question in this requirement - Examples of training records/certificates. Evidence should show that supervisors have demonstrated their competence through training where possible. Certificates should be dated within the last 5 years. If older, look for records of appraisals or similar to show their capability has been evaluated by the company should be provided.
  - Subcontracting:** You may need evidence to demonstrate evidence that you ensure subcontractors work safely on client sites.
  - Risk Assessment:** Risk Assessments should be within the last 12 months, complete and clearly show who carried out the assessment. If you ever go onto a client sites then we need to see a site-based risk assessment. In the case of consultants/advisors you should at least have a generic risk assessment that takes into account the risks involved in undertaking your activities.
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## Work Categories

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