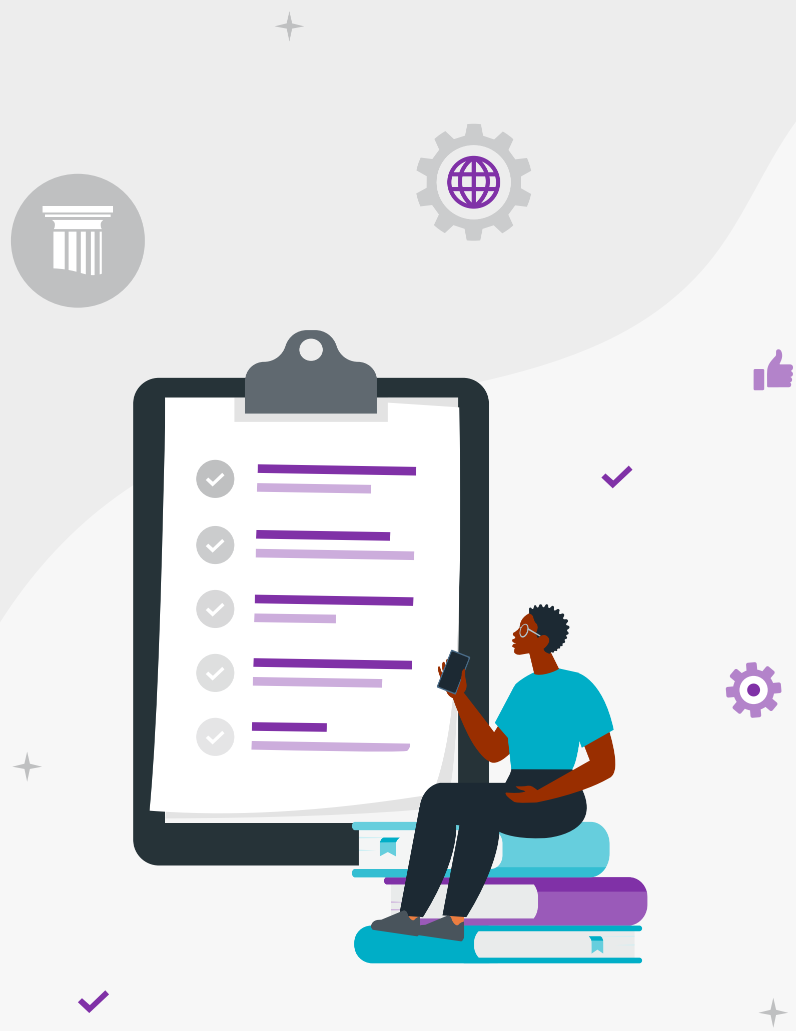
Constructionline

Membership Checklist

Silver



Purpose of this document

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

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

An Introduction to Compliance

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

1

What is the Issues Tab?

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

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

2

What is the Company Profile Tab?

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

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

3

What is the Status Tab?

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

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

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

4

What is the Work Categories Tab?

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

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

Gaining and Maintaining a Verified Status

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

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 'Staffing 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:

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

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

How do I submit?

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

What to remember

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

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

Please note, this excludes certificates.

What does my status mean?

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

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

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

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

How do I stay Verified?

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

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

We offer a '**Concierge**' service, that gives you a dedicated advisor that will contact you when something is due to expire. They will help you to submit all requirement documentation and assist with any other questions.

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

Silver Supplier Checklist

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

IDENTITY

Requirement	Question Reference	Guidance
Head Office	318-329	✓ The company's main office address must be provided. Ensure the postcode is provided in the correct format.
Registered Office	299-308	✓ If the Registered Office is different from the company's Head Office, this requirement must be completed. The Registered Office details input, must match that on Companies House (Limited Companies Only).
Primary Contact	219-298	✓ 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).*
Enquiry Contact	309-317	✓ Details must be provided of the company's enquiry contact. This can be the same as the Primary Contact.
Company Details	2308	✓ All fields must be completed. ✓ Legal Entity name input must match that registered on Companies House, or your Financial Accounts document.
	339	✓ If the company has an alternative trading name, please be aware we cannot accept this If it is a separate Legal Entity (Ltd).
	340-352	✓ All information will be cross checked with Companies House if you are a Limited Company.
	3369	✓ You must select the size of your company. This is based on the size of your turnover and number of staff. - **Micro:** Less than 10 Employees • Turnover below £1.8 Million - **Small:** Less than 50 Employees • Turnover below £10 Million - **Medium:** Less than 250 Employees • Turnover below £45 Million - **Large:** 250 Employees or more • Turnover £36 million+ ***or*** Balance Sheet Assets of £18 Million+
	2310-2287	✓ NO is an acceptable response to this series of questions. ✓ If however you answer YES, all sufficient information must be provided and all questions answered.
Branch Office	17-18	✓ If you have a Branch Office, ensure all fields have been completed. ✓ If you do not have any Branch Offices, NO is an acceptable response.
Director/ Partner Details	330	✓ All Company Directors and Secretaries must be listed. ✓ If you are a Limited Company, please ensure all listed directors have been added to this requirement. ✓ Please ensure all information provided such as Post Code and DOB matches that as per Companies House. ✓ Please input all required contact information requested. *(Email address and contact number).*
Related Companies	331-332	✓ Please add all details for any related companies. ✓ Please note, if you have documents or policies in a related company's name, please ensure the company is listed here to enable us to accept the documents you provide. *(This excludes certificates).*
Areas of Operation	333	✓ Please ensure you have entered all postcodes and regions of the UK in which your company operates in. ✓ Input a realistic minimum contract value that you would agree to work for. *(This must exceed £1).*
Staffing	2307 3603 3604	✓ Please input the number of your Directly and Indirectly employed staff. ✓ The 1st field, should total to the sum of these.
Trade Associations and Professional Bodies	335-336	✓ Please use this space to upload any certificates or memberships you wish to provide. ✓ You must ensure that all certificates are in the full company's name, or you have provided a scope letter. ✓ You must also ensure all certificates and memberships are in date. ✓ All information input must match exactly what is on the supporting document *(Expiry date/ membership number etc).*

FINANCIAL

Question Reference	Guidance
19-24	✓ You must select the correct option that suits your company accounts. This is checked against your turnover and number of staff. ✓ We request that you provide your last 2 years worth of accounts here.
340	✓ You must select the type of organisation that suits your company, this will be cross checked with your Identity requirement.
1971	**Limited Companies** ✓ The company's latest full and final accounts must be uploaded here (Last accounts filed with Companies House). These should consist of Profit and Loss Page, Balance Sheet, and Notes to the Financial Statement. ✓ The AI will scan your document and input the figures for you, you must confirm that the figures input are correct before submitting. **New Companies** **Limited/LLP** ✓ If you are a new Start Up Limited Company, you are required to provide an Opening Balance Sheet as at the date of incorporation. ✓ You must also provide either a 12-month cash flow forecast or a 12-month forecast profit and loss account from the date of incorporation. **Sole trader** ✓ If you are a new Start Up Sole Trader, you are required to provide a profit and loss account or a self-assessment tax return. ✓ This must display your details, the turnover and net profit. We are also able to accept your Balance Sheet, if available. **Partnership** ✓ If you are a new Start Up Partnership, you are required to provide your full accounts or partnership tax return (profit and loss account, balance sheet and reconciled capital accounts are required) to support the data you have entered.

INSURANCE

Question Reference	Guidance
25	✓ Please ensure all Insurance Types are listed separately. ✓ All information input to each insurance type must match the supporting document. ✓ Please note, all requested information must be provided, we are unable to accept 'TBC' or anything else in place of a Policy Number. ✓ All supplier types must provide Employers' Liability Insurance if they have any staff. ✓ Contractors must provide Public Liability. ✓ Consultants must provide Professional Indemnity. ✓ Material Suppliers must provide Public and Product Liability. *Any Contractors that hold a Design work category are required to also provide professional indemnity insurance.*

CORPORATE AND PROFESSIONAL STANDING

Question Reference	Guidance
Please note, most questions within this requirement within this requirement refer to offences, convictions, breaches etc. If you answer YES to one of these questions you will be required to provide further information on the incident such as: Date of the conviction • Reason for the conviction • The identity of who has been convicted Relevant documentation • A remedial plan • What actions have been taken for the remediation	
118	✓ If you answer NO to this question, this is an acceptable response. ✓ If, however you answer YES to this question you are required to provide evidence of your policy. Please ensure it has been signed and dated within the last 36 Months.
176	✓ Please ensure you have provided the relevant information for your Data Protection Officer.
3605	✓ You are not required to hold a Cyber Security Certificate however if you answer YES, you must provide your certificate ensuring it is in the Company name and in date.
3610	✓ If you hold a Cyber Security Certificate, you are exempt from providing a Data Protection Policy. ✓ However, If you do not hold a Cyber Security Certificate, this question is mandatory and you are required to upload your Data Protection Policy. **Your Data Protection Policy must cover the following points:** - The company's programme to comply with GDPR. - Sets out the responsibilities for handling sensitive materials and data throughout the organisation. - Arrangements in place regarding IT Data Security (Firewalls, virus scanning, laptops being password protected etc). - Data Protection training for staff. *Your Policy requires a signature from the relevant company director but does not require a Date.*

HEALTH AND SAFETY

Requirement	Question Reference	Guidance
Health and Safety Third Party/ Exemption Certificate	3054	✓ If you answer YES to this question, please upload your SSIP Certificate. ✓ This must clearly show the Company Name, Expiry Date and SSIP Logo. ✓ OHSAS 18001 or ISO 45001:2018 from a UKAS Awarding Body are also acceptable. ✓ Your certificate must be showing on the SSIP Portal for us to validate.
Health and Safety Third Party/ Exemption Certificate	3054	✓ If you have had any accidents or incidents within the last 5 years you must provide clear records, evidencing all events and preventive actions.
Health and Safety	3455	✓ As a minimum, please provide your Health and Safety Policy. ✓ You must ensure this clearly displays the Full Company Name or Logo. ✓ This must be dated within the last 12 months and signed by a Managing Director or equivalent.
SSIP Acclaim	2813-3052	✓ Optional: You may complete the Acclaim Assessment or upload a Third Party SSIP. ✓ If you choose to complete the Acclaim Question Set, please ensure you have selected the correct staffing level and that this matches the answer input in the Identity Requirement. ✓ As you have chosen to complete the Acclaim Assessment, you must answer YES to the questions and provide documents and comments to support these. ✓ Please go to the Acclaim Checklist for more Information: Acclaim-Question-Set-December-2022.pdf (constructionline.co.uk)
SSIP DTS	2204-2208	**If you choose to provide a Third Party SSIP, please upload your SSIP/ UKAS or equivalent Certificate.** ✓ This must clearly show the Company Name, Expiry Date and SSIP/ UKAS or equivalent Logo. ✓ ISO 45001:2018 from a UKAS Awarding Body are also acceptable. *Your certificate must be showing on the SSIP Portal for us to validate.*

WORK CATEGORIES

Requirement	Guidance
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 Supplier categories, the value entered should be the fee paid for the selected category. ✓ The maximum contract value or fee must not exceed 75% of your turnover.
Licences	✓ If the work category you have selected requires a licence to enable you to complete the work, please provide this evidence. ✓ Please ensure all information has been entered correctly. (Provider of Certificate, Expiry Date, Licence Number etc).