

Gold Membership Checklist

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).

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.
- Enhanced Company Details: C1-Q13-2** Please indicate your organisations role, answer yes and select:
 1. Sole Supplier/Lead entity
 2. Group member
 3. Other entity (relied upon)
 4. Other entity (not relied upon)

Please note this question is only visible if you answer yes to question C1-Q13-1

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).
- Enhanced Company Details:** Please make sure that all fields are completed as they are all required.
- 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/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
- Contract Values:** This is the minimum and maximum contract values that would be supported.

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.
- Enhanced financials:** Please provide details of your principle bankers address.

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.
 - Your Drug and Alcohol policy needs to contain your full company name and must include as a minimum:
 1. What preventative measures your company takes to ensure employees do not attend site under the influence of alcohol and/or drugs.
 2. Addresses items such as testing requirement, frequency, substances tested for and management of test results.
 3. Whether the policy addresses post-incident and/or reasonable cause drug and alcohol testing.
 4. Whether the policy addresses a return-to-duty testing process and unannounced testing programmes
- Health and Safety Third Party / Exemption certificates:** If you answer yes to this question, please upload your SSIP certificate in your full company name, OHSAS 18001 or ISO 45001:2018 (from a UKAS awarding body only).
If the expiry date on your certificate is for more than one year, please only add this for 12 months. Your SSIP certificate must be showing on the SSIP portal for us to validate.
- Enhanced Health and Safety:** Does all your workforce (including those who are self-employed), who are working on construction sites undertaking a recognised construction occupation, hold CSCS or CSCS partner scheme cards? If 'No', please provide further details below, and specify whether your company workforce undertakes one or more of the following construction occupations:
 - Ground Specialist
 - Physical Security Equipment Installer
 - Smoke Outlet Panel Installer
 - Structural Bonding Operative
 - Surface Treatment Specialist
 - Systems Integrator
- Construction Industry Scheme (CIS):** This covers off membership of the Construction Industry Scheme.
- 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 Arrangements:** This covers arrangements and certifications for Health and Safety.

Health & Safety

- 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 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.
- Consultation & Information:** This covers evidence of consultation with employees, representatives on Health and Safety Matters.
- 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.
- Method Statements:** This covers examples of any method statements.
- Permit Systems:** This covers whether there is experience of working under a permit system operated by a client.
- Monitoring and Audit:** This covers inspections to ensure that preventative Health & Safety measures are in place.
- Personal Protective Equipment:** This covers evidence demonstrating that PPE is provide to staff.
- Accidents, Prosecutions and Sanctions:** This covers any reported incidents to the HSE.
- RIDDOR:** Details of any reported injuries, diseases or dangerous occurrences at work in the last three years.

Equal Opportunities and Diversity

- Please ensure you are answering 'Yes' to all questions within this question set if you have over 5 Employees. Excluding O1-Q3 to O1-Q8.
 1. Equal Opportunities policy; needs to be in your full company name and signed and dated by a Managing Director or equivalent in the last 12 months.
 2. All supporting documents provided must contain your full company name.
 3. Training Matrix; Needs to contain your full company name.
 4. Appropriate recruitment advertisements; Please provide supporting documents to show you include equality into job advertising – This can include a job advert that refers to your company having equality in mind when taking on new staff.

This is not a mandatory requirement, however, if answered as YES, these supporting documents must be provided.

Please answer all the questions, with a YES or NO. If you say YES upload a document. We are unable to accept N/A as an answer in the comment box.

Environmental Management

- Environmental Management:** Policy; Needs to be in your full company name and signed and dated by a Managing Director or equivalent in the last 12 months.
 1. ISO 14001; Providing an ISO 14001 Certificate is not mandatory however, if you hold one of these it must be UKAS Accredited and in your Company Name. We are unable to accept any Certificate that's are not UKAS Registered.
 2. Do you have access to competent environmental advice on environmental issues? If 'Yes', please provide details of source of advice (e.g. contact details, company name if applicable). The advice could be from an internal source, a trade association or external company.

Please answer all the questions, with a YES or NO. If YES, please upload a document. We are unable to accept N/A as an answer in the comment box.

- Energy and Carbon Management:** This covers details of measuring carbon footprint.
- Reducing, reusing and Recycling:** This covers efforts to re-use and recycle materials / products.
- Sustainability Policy:** This covers the sustainability policy along with any Environmental Awards.

Must be signed and dated with the last 12 months.

Quality Management

- Quality Management:** Policy; Needs to be in your company name and signed and dated by a Managing Director or equivalent in the last 12 months.

ISO 9001; Providing an ISO 9001 is not a requirement. If however, you wish to provide this, please ensure it is UKAS Accredited and in your full company's name.

Who is ultimately responsible for quality within your company? Please provide details of the quality contact, who should be a director of the company or equivalent.

Building Information Management

- Building Information Modelling:** PAS 11922; Needs to be in the full company name.

If Building Information Modelling does not apply, please answer NO. However, if you answer YES to the first question, you must answer the rest of the question set as YES and provide supporting information.

Corporate Social Responsibility

- Do you have a Corporate Social Responsibility Policy?** If 'Yes', please upload copies of relevant documents – this could be either a single corporate social responsibility policy or multiple codes of practice.

The documents could include examples of your company's approach to: compliance; protecting people and the environment; volunteering; learning; supporting the community; business ethics; treatment of workers etc.

- If uploading a Corporate Social Responsibility policy, please ensure that it has:

1. Been signed off by a senior manager
2. Contains details of regular reviewing period and processes
3. Sets out the responsibilities for corporate social responsibility throughout the organisation

- Do you have an Anti-slavery and Human Trafficking statement?** If your turnover is £36M or more then you must upload a policy, this is a legal requirement. The policy must have been reviewed in the past 18 months and have your company name on it which is signed and dated by a Managing Director or equivalent.

- Data Protection:** Does your company have a Data Protection Licence / ICO Registration Certificate?

SSIP Acclaim (Optional)

- Acclaim Assessment:** Please ensure you have selected the correct staffing level, and this matches what you have inputted into Identity.

As you have chosen to be assessed you must answer 'yes' to these questions and provide documents and comments to support these.

Please go to the Acclaim checklist for more information:

www.facilitiesline.co.uk/acclaimchecklist

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.
- License:** If your work category requires a License to allow you to complete this work, please upload the licence in your company name or a director of the company.
- Work Category Requirements:** If your work category requires additional capability type questions, these will be listed against the work category. These cover:
 - Enforcement Authority Visits
 - Hot Works
 - Working at Height
 - Work in Confined Spaces
 - Hazardous Materials
 - Manual Handling
 - Work Equipment
 - PAT Testing
 - Working with Asbestos
 - Asbestos Awareness Training
 - Asbestos Surveys
 - Asbestos Testing
 - Working with Electricity
 - Legionella Control Association
 - TM44 Inspections
 - Working with Gas
 - Working with Liquid Fuels
 - Working with Refrigerant