

Your application checklist

Please complete the checklist below to ensure you have included all the relevant information.

Please note: All policy statements must be signed and dated within the last year.

- Main details:**
1. Head office details
 2. Contact details
 3. Company details - should your company be Limited, please remember to upload a copy of your Certificate of Incorporation.

- Other offices (if applicable):**
1. Address details
 2. Contact details

- Director/Partner:**
Evidence supporting the Director/Partner's qualifications have been uploaded.

- Business & Professional Standing:**
The Business & Professional Standing questionnaire has been completed and supporting evidence has been uploaded.

- Financial:**
A copy of your latest full accounts (not abbreviated or draft) has been uploaded. This must be signed, dated and include your profit & loss, balance sheet, directors report as well as the notes.

For companies who have been trading for less than 2 years, please ensure the following information is uploaded:

1. Turnover forecast
2. Opening balance sheet which includes:
 - Initial loan from Directors / owners to start the business
 - Fixed assets, i.e. motor vehicles, specialised tools, specialised computer programmes and computer equipment used.

- Insurances:**
A copy of your current insurance certificate (i.e. Public Liability, Employers Liability or Professional Indemnity) has been uploaded.

- Accreditations & Licences:**
Evidence of any Licences & Accreditations (i.e. Waste Carriers licence, Gas Safe Certificate, ISO or NICEIC) have been uploaded.

Please note: We will only accept uploaded accreditations that are mandatory. Any other accreditations should be uploaded to your company profile.

**Staffing:**

A breakdown of the staffing (PAYE or sub-contracted) for the business has been supplied.

**Categories & References:**

Two references have been supplied for each work category you have registered for. All references must be for contracts that have been completed within the last four years

The reference form (which can be downloaded from this section of the application) has been completed.

Please note: More than 1 work category can be added to a reference.

**Areas of Operation:**

All areas/regions of the UK that the company operates in have been stated, along with the minimum contract value for each area/region.

**Health & Safety:**

- a. A certificate with an SSIP member assessment scheme has been uploaded. Visit www.ssip.org.uk for the full list of the member schemes.
- b. The Health & Safety questionnaire has been completed and a supporting health & safety policy statement has been uploaded (for companies with over 5 employees).

**Equal Opportunity & Diversity:**

The Equal Opportunity & Diversity questionnaire has been completed and a supporting equal opportunity policy statement has been uploaded.

**Environmental Management:**

- a. A supporting UKAS Accredited certificate, BS EN ISO 14001 or EMAS certificate has been uploaded.
- b. The Environmental Management questionnaire has been completed and a supporting environmental policy statement has been uploaded.

**Building Information Modelling:**

The Building Information Modelling questionnaire has been completed and supporting evidence has been uploaded.

**Quality:**

The Quality questionnaire has been completed and supporting evidence has been uploaded.

**Trade Federations & Professional Bodies:**

Evidence supporting Trade Association or Professional qualifications have been uploaded.

If we do not receive all the necessary information to process your application then you will not appear on buyer searches and you could miss out on potential work opportunities. Don't delay, buyers are searching Constructionline right now for suppliers just like you! Take a look at all our benefits:

Access more buyers: Over 8,000 buyers use Constructionline to find new suppliers.

Get 'Fit to Supply': Our buyers will recognise that your company meets industry and Government standards.

Opportunities Notice Board: Get alerts on construction projects relevant to you.

Boost your profile: Use our respected logo on your stationery and company vehicles.

Save time and money: Reduce time and money on paperwork - fill out just one PQQ form.

Meet the Buyer events: Meet key decision makers face-to-face at our regional networking events.