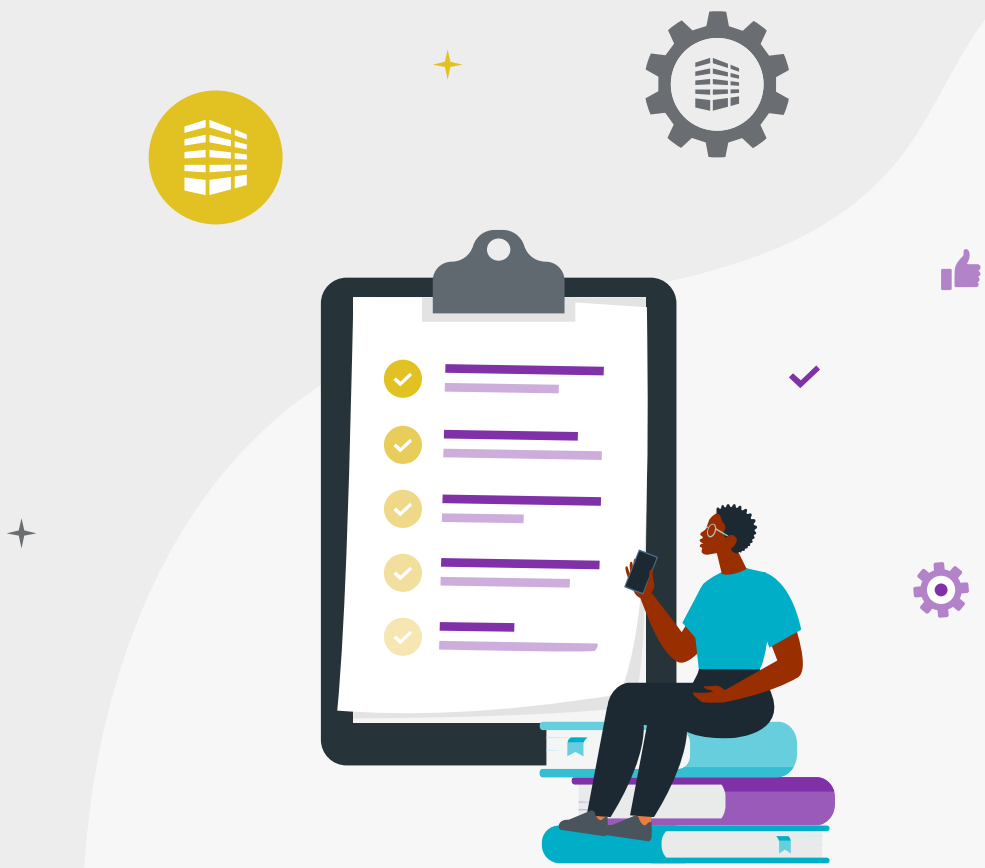
Facilitiesline
a Once For All company

Membership Guide

Gold



Purpose of this document

Buyers choose Facilitiesline 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 Facilitiesline 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 Facilitiesline 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 'Corporate Responsibility and Governance' 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 Facilitiesline 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 signature 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://facilitiesline.co.uk/suppliers-services/membership-bolt-ons/**

Gold Supplier Questions

Our Gold membership is specifically tailored to meet Facilities Management requirements.

We assess a company's credentials for environmental management, quality management and health and safety management. Gold members can also choose to be assessed for SSIP certification.

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

Facilitiesline membership 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 Facilitiesline Gold, the first step is to verify your company's identity. This requires the submission of detailed information regarding your company and the scope of work performed.

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 Facilitiesline 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
291 - 298	- Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - 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

ENQUIRY CONTACT

Ref	Question	Guidance	Info
309	Is the primary contact also the contact for business and/or pre-qualification enquiries?	✓ Please answer Yes or No	N/A
310 - 317	**Enquiry Contact** - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title - Telephone Number - Mobile - Fax Number - Email	✓ Details of the person to contact for enquiries	N/A
3628	Do you have an additional contact for New Business?	✓ Please answer Yes or No	N/A
3628 - 3634	**New Business** - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title - Telephone Number - Mobile - Fax Number - Email	✓ Details of the person to contact for new business	N/A
3636	Is the Supply Chain Manager the same as the Enquiry Contact?	✓ Please answer Yes or No	N/A
3637 - 3643	**Supply Chain** - Title (Mr, Mrs, Ms, etc.) - Forename - Family Name - Job Title - Telephone Number - Mobile - Fax Number - Email	✓ Details of the Supply Chain Manager	N/A

HEAD OFFICE

Ref	Question	Guidance	Info
318 - 329	- Office name - Address line 1 (Property name/ number) - Address line 2 - 4 - Town - County - Postcode - Country - Telephone number - Fax number - Website	✓ Provide the address of your Head Office	N/A

REGISTERED OFFICE

Ref	Question	Guidance	Info
299	Do you have separate Head Office from your Registered Office?	✓ Please answer Yes or No	N/A
300 -308	- Head Office name - Address line 1 - 4 - Town - County - Postcode - Country - Telephone number	✓ Provide the address of your Head Office if different from your Registered Office	N/A

Identity

AREAS OF OPERATION

Ref	Question	Guidance	Info
333	Please provide 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

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
10399 / 347 / 343	Have 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
350 / 351	Have you registered as a charity?	✓ If Applicable, provide the registration number	N/A
348 / 349	Have you registered with an equivalent body?	✓ If Applicable, provide the registration number	N/A
337	Please select your Supplier Type	✓ Select if you are a Contractor, Consultant or Material Supplier	N/A
2308	Please provide your Legal Entity Name	✓ Provide the legal entity, partnership or sole trader name	N/A
339	Please provide your Trade Name	✓ Provide your company trading name	N/A
9800	Please select 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
341	Please enter the date your organisation was set up	✓ This cannot be after date of Incorporation if Applicable	N/A
344 / 345	Do you have a Unique Tax Reference?	If Applicable, provide the reference number	N/A
352 / 353	Have you registered for VAT?	If Applicable, provide the registration number	N/A
3369	Please select 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	N/A

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
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
2311	Please select the type of Organisation you operate as	✓ Select either: - *Sheltered workshop* - *Social Enterprise*	Exemption if answered No to REF: 358
358	Please enter the percentage of disabled or disadvantaged workers in your workforce	✓ Please provide the percentage of disabled or disadvantaged workers	Exemption ifanswered No to REF: 358
2314	Please specify which of the following 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
9947	Do you employ sub-contractors?	✓ Please answer Yes or No	N/A
9801	Please enter the percentage of your directly employed workforce that is in 'earn and learn' positions	✓ If Applicable, provide the percentage	Supplier will receive an advisory pass if answer does not meetstandard
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

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
3603	Please enter 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
3604	Please enter 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
2307	Please enter the total number of your workforce	✓ Provide the total figure (PAYE and non-PAYE)	N/A
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
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
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

Identity

COMPANY AND FINANCIAL INFORMATION

Ref	Question	Guidance	Info
29 - 31 10392 - 10393	Has your organisation, or any of its Directors or Executive Officers, ever had any criminal or civil judgments against them 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
32 - 34 10394 - 10396	Does your organisation, or any of its Directors or Executive Officers, have any ongoing or pending criminal or civil actions 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
35 - 37 10397 - 10398	Has your organisation, or any of its Directors or Executive Officers, received any enforcement or remedial orders 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

BRANCH OFFICE

Ref	Question	Guidance	Info
17	Do you have any Branch offices?	✓ Please answer Yes or No	N/A
18	- Branch Office and Contacts Office Name - Website - Telephone Number - Address Line 1 - Address Line 2 - 4 - City - Country - Postcode - 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

RELATED COMPANIES

Ref	Question	Guidance	Info
331	Do you have any related or associated companies?	✓ Please answer Yes or No	N/A
332	- Company name - Address line 1 (Property name/number) - Address line 2 - 4 - Town - Postcode - Country - Telephone - Number - Fax Number - Website - 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

Identity

ENHANCED COMPANY INFORMATION

Ref	Question	Guidance	Info	CAS Ref	CAS Section
1489	Are you registered, based and active in the UK, Channel Islands and/or Republic of Ireland?	✓ Please answer Yes or No	N/A	5	Identity
1477	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
1478	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
1490	Do you have any associated or group companies? If so, can you provide details of their legal ownership?	✓ Please answer Yes or No	N/A	13	Identity
1491 / 1492	Please provide details of the legal ownership of any group companies or upload details	✓ 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 No to REF: 1490	13	Identity

Identity

COMPANY OVERVIEW

Ref	Question	Guidance	Info
2419	Please give a brief overview of your company	✓ Buyers using the system will read your answer to get a general understanding of your company ✓ We recommend that you provide enough information to enable the buyer to understand your company, its strengths and objectives	N/A
2420	Please provide an overview of your company's products and / or services	✓ Provide an overview of what your company offers its customers ✓ This will be viewed by buyers to help them understand what your company does ✓ Sub-contracted products and services can be mentioned here; however, you must clearly state that they are sub-contracted	N/A
3074	Please provide your company brochure	✓ Please upload a copy of your company brochure to enable users of our system to view it online	N/A

CONTRACT VALUES

Ref	Question	Guidance	Info
2422	What is the minimum contract value you would like to be considered for?	✓ Please provide the minimum contract £ value amount	N/A
2423	What is the maximum contract value you would like to be considered for?	✓ Please provide the maximum contract £ value amount	N/A

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 Facilitiesline profile are required to have Professional Indemnity Insurance.

INSURANCES

Ref	Question	Guidance	Info
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 ✓ Contractors 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

Corporate and Professional Standing

The Corporate and Professional Standing section of Facilitiesline 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 Facilitiesline also contains the Information Security and Data Protection requirements, which encompasses Cyber Security and Data Protection.

CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
10400	Is your company 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

Corporate and Professional Standing

CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
10401 - 10410	Has your company or any connected person been convicted of, subject to, or liable to a penalty under 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* - *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
10411 - 10420	Has your company 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* - *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

ENHANCED CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
1602 - 1604 10421 - 10422	Has your organisation ever been found to be in breach of 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
1605 - 1607 10423 - 10424	Is your organisation 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
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
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
9808	Does your company have any involvement with any tax avoidance schemes on the Governments list of name tax avoidance schemes, promoters, enablers and suppliers?	✓ You must answer No	N/A

Corporate and Professional Standing

ENHANCED CORPORATE AND PROFESSIONAL STANDING

Ref	Question	Guidance	Info
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
1627 - 1628	Are you in scope to CITB?	✓ Please answer Yes or No ✓ If yes, please provide the Registration Number	N/A
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

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info
7352 / 119	Does your company have an Anti-Bribery and Corruption Policy? If you have said yes, please upload your Anti-Bribery and Corruption Policy	✓ Please answer Yes or No ✓ If 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
7353 / 121 - 122	Do you communicate your Anti-Bribery and Corruption policy to staff? Please describe the process that the organisation has in place to communicate your anti-bribery and corruption policy to employees Please provide evidence that demonstrates you have communicated your anti-bribery and corruption policy to employees	✓ Please answer Yes or No ✓ If 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
7348 / 1625 - 1626	Do you have a Whistleblowing Policy?	✓ Please answer Yes or No ✓ If 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 should 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

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info
10429 - 10431	Do you communicate your Whistleblowing policy to your workforce? Please describe 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	✓ Please answer Yes or No ✓ If yes, please provide: ✓ A description or evidence of how you have communicated the Whistleblowing policy to employees, such as staff inductions, staff documentation or training	N/A
9807 / 2391	Does your company have procedures 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 2017?	✓ You must answer Yes ✓ Please provide evidence such as: *-Risk assessments* *- Procedures* *- Communication to staff* *- Training* *- Monitoring and reviewing arrangements*	N/A
2392	How do you check that your workforce, including any supplied by external employment agencies or your supply chain, 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
3613 - 3614	Is your company 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
2392 - 2395	Does your company have a Corporate Social Responsibility (CSR) or 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 your CSR or ESG policy, or relevant documents, which should be approved by a senior manager 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

Corporate and Professional Standing

CORPORATE RESPONSIBILITY AND GOVERNANCE

Ref	Question	Guidance	Info
2396 – 2397	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
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
2400	Does your company pay your workforce, including labour agency workers, at least the National Minimum Wage or National Living Wage (as applicable)?	✓ 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
9831	Does your company 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
9832 / 9833 / 9834	Does your company have an Anti-Bullying Policy?	✓ Please answer Yes or No ✓ If yes, please provide details or a copy of your Anti-Bullying 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) ✓ If you are a Micro-Company, you may provide a statement	Supplier will receive an advisory pass if answer does not meet standard
2403 - 2404	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
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

Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info
7342 / 9809 / 3607 - 3608	Does your company hold a valid Cyber Essentials Plus Certificate or BS EN ISO 27001 (or equivalent) issues 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 (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)*	Supplier will receive an advisory pass if answer does not meet standard
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 answered Yes to REF: 7342 Supplier will receive an advisory pass if answer does not meet standard
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
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

Corporate and Professional Standing

INFORMATION SECURITY

Ref	Question	Guidance	Info
9810	Does your company ensure that any sub-contractors it engages have their own Data Protection Policy and Privacy Notice?	✓ You must answer Yes if you use sub-contractors	Exemption if answered Yes to REF: 7342 and No to REF: 9947
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
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
175	Do you have procedures 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
176	Do you have a Data Protection Officer or someone responsible for data protection?	✓ You must answer Yes	N/A

DATA PROTECTION

Ref	Question	Guidance	Info
2415 - 2417	Does your company have a Data Protection Licence / ICO Registration Certificate?	✓ Please answer Yes or No ✓ If yes, please provide: - *Data Protection Licence / ICO Registration Certificate* - *Expiry date of the certificate*	N/A

Health and Safety

The Health and Safety section of Facilitiesline 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 accredited or non-EA, ILAC or IAF member accredited organisation, please answer 'No'.

Please note: To achieve Facilitiesline 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 CERTIFICATES

Ref	Question	Guidance	Info
3372 / 2826 / 373 / 9996 / 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
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

Health and Safety

PERMIT SYSTEMS

Ref	Question	Guidance	Info
2507 - 2508	Do you have experience of working under a permit system operated by a client?	✓ Please answer Yes or No ✓ If yes, please confirm if you are happy to work under a permit system operated by a client if required	N/A

PERSONAL PROTECTIVE EQUIPMENT

Ref	Question	Guidance	Info
2511 - 2512	Has your risk assessment identified the need for PPE for your staff?	✓ Please answer Yes or No ✓ If yes, please provide: - *Evidence to demonstrate that you have provided PPE to your staff such as sign off sheets, Toolbox Talks, Induction records* - *Evidence should be signed by a Director within the past two years*	N/A

CONSTRUCTION INDUSTRY SCHEME (CIS)

Ref	Question	Guidance	Info
2457 - 2459	Is your company registered with the Construction Industry Scheme (CIS)?	✓ Please answer Yes or No If yes, please provide: - *Your Unique Taxpayer Reference number* - *Your National Insurance Number (if you are a Sole Trader)*	N/A

Fairness, Inclusion and Respect

The Fairness, Inclusion and Respect section of Facilitiesline 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.

FACILITIES MANAGEMENT - FAIRNESS, INCLUSION AND RESPECT

Ref	Question	Guidance	Info
2260 - 2261	Does your company meet the Equality duties under the Equalities Act? Please upload a copy of your Fairness, Inclusion and Respect (FIR), also known as Equality, Diversity and Inclusion (EDI) 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
9947	Do you employ sub–contractors?	✓ Please answer Yes or No	N/A
3371 / 3619	Does your company ensure that your sub-contractors 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

Environmental Management

The Environmental Management section of Facilitiesline 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 accredited or non-EA, ILAC or IAF member accredited organisation, please answer 'No' and complete the additional questions.

FACILITIES MANAGEMENT - ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info
217 - 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, 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) or* - *EMAS certificate*	N/A
9815 - 9816	Does your company 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
2266 - 2267	Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant 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 evidence that your company's environmental management procedures: - *Confirm how the company aims to discharge relevant legal responsibilities* - *How these arrangements are communicated to your workforce, in relation to environmental matters including: sustainable materials procurement (e.g. BES6001, FSC/PEFC, waste management, energy management and carbon reduction)* - *Includes arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints*	Exemption if answered Yes to REF: 217

Environmental Management

FACILITIES MANAGEMENT - ENVIRONMENTAL MANAGEMENT

Ref	Question	Guidance	Info
10003 - 10004 / 241 / 243 - 244	Do you have a waste carrier, broker or dealers (England) licence or are a registered professional carrier and transporter of waste (Scotland)?	✓ 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 dealers (England) licence or registered as a professional carrier and transporter of waste (Scotland), please answer Not Applicable ✓ If you are required to hold a waste carrier, broker or dealers (England) licence or registered as a professional carrier and transporter of waste (Scotland) but do not, please answer No	N/A

REDUCING, RE-USING AND RECYCLING

Ref	Question	Guidance	Info
2453 - 2454	Do you make any efforts to reduce, re-use and / or re-cycle the amount of materials and /or products used by your company?	✓ Please answer Yes or No ✓ If yes, please describe your efforts to reduce, re-use and / or recycle materials and / or products	N/A

Quality Management

The Quality Management section of Facilitiesline 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.

FACILITIES MANAGEMENT - QUALITY

Ref	Question	Guidance	Info
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 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)*	N/A
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 (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)*	N/A
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
9817 / 9826	Does your company 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: 13091 or REF: 13124

Quality Management

FACILITIES MANAGEMENT - QUALITY

Ref	Question	Guidance	Info
2282 - 2283	Does your company 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: 13124 Micro-Companies will receive an advisory pass if answer does not meet standard
2278 / 2279	Does your company have arrangements in place for ensuring that your sub-contractors 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: 13124
9947	Do you employ sub-contractors?	✓ Please answer Yes or No	Exemption if answered Yes to REF: 13091 or REF: 13124
2290	Please upload details to evidence the processes in place for the selection and control of sub-contractors	✓ Please answer Yes or No ✓ 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: 13124 Exemption if answered No to REF: 9947
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
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

Quality Management

FACILITIES MANAGEMENT - QUALITY

Ref	Question	Guidance	Info
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
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

Information Management

Information Management within Facilitiesline 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
9830	Does your company 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
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 (the certificate **must** have the UKAS, IAF, EA or ILAC logo present*	Exemption if answered No to REF: 9832
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

Information Management

INFORMATION MANAGEMENT

Ref	Question	Guidance	Info
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
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
3366 / 3623	Does your company 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
3367 / 3624	Does your company 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
3368 / 3625	How have you used 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

Building Safety

The Building Safety Act 2022 introduces a system of duty holders who are responsible for ensuring building safety throughout the lifecycle of a building, from design and construction through to operation and management. The Building Safety Act imposes significant responsibilities on the Facilities Management supply chain, especially regarding compliance, safety, and risk management for high-risk buildings.

Facilitiesline Gold introduces 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 Facilities Management - 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

BUILDING SAFETY

Ref	Question	Guidance	Info
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

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
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
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
9947	Do you employ sub-contractors?	✓ Please answer Yes or No	N/A
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
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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

Building Safety

BUILDING SAFETY

Ref	Question	Guidance	Info
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
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
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
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

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. Higher risk Work Categories will require you to complete additional capability related questions, these are listed against each category.

TRADES (WORK CATEGORIES)

Ref	Question	Guidance	Info
N/A	Needs Verified Facilitiesline Work Category (What types of 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)* - *To what extent you would sub-contract this category of work* ✓ You may select work categories from these types: - *Facilities Management*	N/A

ASBESTOS AWARENESS TRAINING

Ref	Question	Guidance	Info
2524 - 2525	Please confirm that all of the operatives undertaking invasive works on client sites have been provided with Asbestos Awareness Training within the last 12 months	✓ Please answer Yes or No ✓ If yes, please evidence demonstrating that you have provided Asbestos Awareness Training on an annual basis such as certificates or arrangements for providing training	N/A

ASBESTOS SURVEYS

Ref	Question	Guidance	Info
2526	Please provide evidence to show that those carrying out Asbestos Survey work on your behalf are competent to do so	✓ Evidence must clearly show experience and qualification of those carrying out asbestos surveys ✓ This could include CVs, a statement of work experience AND a recognised and relevant qualification ✓ If a P402 is provided, this must be dated within the last 5 years	N/A
2527	Have you been UKAS accredited to undertake Asbestos Surveys?	✓ You must answer Yes	N/A
2528	Please provide evidence to show that you have been UKAS accredited to undertake Asbestos Surveys.	✓ Please provide your UKAS accredited certification to undertake Asbestos Surveys	N/A
2529 - 2531	Do you ever outsource Asbestos Survey work?	✓ Please answer Yes or No ✓ If yes, please describe your process for ensuring that you only use competent organisations for outsourced Asbestos Survey work ✓ Please also provide evidence of the competence of the organisations you use for outsourced Asbestos Survey work	

Work Categories

ASBESTOS TESTING

Ref	Question	Guidance	Info
2532 - 2533	Have you been UKAS accredited to analyse asbestos samples at permanent laboratory premises?	✓ Please answer Yes or No ✓ If yes, please evidence to show that you have been UKAS accredited to analyse asbestos samples at permanent laboratory premises	N/A
2534 - 2535	Have you been UKAS accredited to analyse asbestos samples away from the permanent laboratory?	✓ Please answer Yes or No ✓ If yes, please evidence to show that you have been UKAS accredited to analyse asbestos samples away from the permanent laboratory ✓ The certificate scope must include testing for asbestos fibres	N/A

WORKING WITH ASBESTOS

Ref	Question	Guidance	Info
2566 - 2568	Do you hold a HSE licence to work with asbestos?	✓ You must answer Yes ✓ If yes, please provide: - *Your Standard HSE licence* - *Expiry date of the licence*	N/A
2569 - 2571	Do you ever outsource licensed asbestos work?	✓ Please answer Yes or No ✓ If yes, please describe your process for ensuring that you only use competent organisations for outsourced asbestos work ✓ Please also provide evidence of the competence of the organisations you use for outsourced asbestos work	N/A

ELECTRICAL ASSOCIATION MEMBERSHIP

Ref	Question	Guidance	Info
2536 - 2539	Which Electrical Associations is your company a registered member of?	✓ Please select either NICEIC, ECA or Other ✓ If NICEIC OR ECA, please provide a copy of your current membership ✓ If Other, please provide details of the other Electrical Association your company is a member of	N/A

LEGIONELLA CONTROL ASSOCIATION

Ref	Question	Guidance	Info
2540 - 2542	Are you registered under the LCA (Legionella Control Association) code of conduct?	✓ Please answer Yes or No ✓ If yes, please provide: - *Your LCA (Legionella Control Association) certificate of registration* - *Expiry date of the certificate*	N/A

Work Categories

PAT TESTING

Ref	Question	Guidance	Info
2543	Do your employees ever use work equipment while working on your clients' premises?	✓ Please answer Yes or No ✓ Work equipment refers to any mains powered portable tools used on site	N/A
2544	Do your employees ever use owned mains powered portable tools (110v and/or 240v) while working on your clients' premises?	✓ Please answer Yes or No	N/A
2545	Are your mains powered portable tools PAT tested?	✓ Please answer Yes or No ✓ If your mains powered portable tools are more than 12 months old, they MUST be PAT tested	N/A
2547	Please provide evidence to demonstrate that your mains powered portable tools have been PAT tested.	✓ Evidence can be provided in the form of a test certificate or test report, listing the electrical portable equipment tested or copy of a test record clearing demonstrating that mains powered portable tools have been checked within the last 12 months	N/A

SECURITY SERVICES

Ref	Question	Guidance	Info
2548 - 2550	Does your company hold any contractor approvals that relate directly to security services?	✓ Please answer Yes or No ✓ If yes, please: *- List the security service approval(s) you hold* *- Upload a current certificate for each security scheme listed*	N/A
2551 - 2552	Does your company employ persons who are licensed by the Security Industry Authority?	✓ Please answer Yes or No ✓ If yes, please upload a current copy of a Security Industry Authority certificate / card for one of your employees	N/A
2553	Do all your front-line employees hold a Security Industry Authority licence relevant to the work they carry out?	✓ Please answer Yes or No	N/A
2554 - 2555	Is your company a member of any industry bodies that are directly related to the security industry?	✓ Please answer Yes or No ✓ If yes, please list the security industry body or bodies that your company holds memberships with	N/A
2556 - 2557	Does your company insurance contain any exclusions relating to security work?	✓ Please answer Yes or No ✓ If yes, please list the exclusions relating to security work that are contained within your company insurance	N/A

TM44 INSPECTIONS

Ref	Question	Guidance	Info
2558	Do any of your staff carry out TM44 inspections on client premises?	✓ Please answer Yes or No	N/A
2559 - 2560	Do you hold any accreditations for undertaking TM44 inspections?	✓ Please answer Yes or No ✓ If yes, please evidence of the accreditation you hold for TM44 inspections	N/A
2561	Please provide evidence to show that your operatives are competent to undertake TM44 inspections.	✓ Evidence could include accreditations or qualifications such as Level 3-4 Air Conditioning Energy Assessors qualification	N/A

Work Categories

WORKING WITH ELECTRICITY

Ref	Question	Guidance	Info
2572	Do your employees ever work with electricity (as defined by the Electricity at Work Regulations) while working on your clients' sites?	✓ Please answer Yes or No	N/A
2573	Please provide a copy of your Electrical Isolation Policy.	✓ Your policy should include at a minimum: - *Details of the person with ultimate responsibility for Health & Safety within the company and details of the person to be contacted in the event of any doubt regarding safety during work on electrical circuits* - *That only competent people will undertake the work* - *That work is only done 'dead', or clear guidance on when 'live' working would be permissible*	N/A
2574	Please provide a copy of your Electrical Isolation Procedure.	✓ Your procedure should include at a minimum: - *Confirmation of who is authorised to carry out the electrical work* - *The process for switching off/shutting down electrically connected equipment* - *The steps taken for each type of circuit encountered* - *Lock-out/Tag-out arrangements (e.g. steps to ensure re-energisation can't take place accidentally)* - *The re-energisation process* ✓ Please note, we cannot accept copies of HSE or NICEIC guidance	N/A
2575 / 2578	Have you trained your staff on your Electrical Isolation Procedure?	✓ Please answer Yes or No ✓ If yes, please provide evidence that demonstrates you have provided training in your Electrical Isolation Procedure to your staff	N/A
2576 / 2579	Do any of your staff hold recognised electrical certifications, qualifications or competency cards?	✓ You must answer Yes ✓ If yes, please provide evidence of the recognised electrical certifications, qualifications or competency cards held by your staff	N/A
2577 / 2580 - 2581	Have any of your staff achieved certification under the Electrotechnical Certification Scheme and are current registered card holders?	✓ Please answer Yes or No ✓ If yes, please detail how many of your staff are current Electrotechnical card holders and provide examples of valid Electrotechnical cards that your staff hold	N/A

WORKING WITH GAS

Ref	Question	Guidance	Info
2582	Do your employees ever work with gas while working on your clients' sites?	✓ Please answer Yes or No	N/A
2584 / 2586 - 2587	Does your company possess a current Gas Safe Certificate?	✓ Please answer Yes or No ✓ If yes, please provide: - *Your Gas Safe certificate* - *Expiry date of the certificate*	N/A
2583	Do you ever undertake work that may require you to use a sub-contractor to carry out work with gas on your clients' sites?	✓ Please answer Yes or No	N/A
2585	Do you ensure that you only sub-contract relevant gas work to competent, Gas Safe certificated companies and operatives in compliance with the Gas Safety (Installation and Use) Regulations 1998, and always check their current status for every job you sub-contract?	✓ You must answer Yes	N/A

Work Categories

WORKING WITH LIQUID FUELS

Ref	Question	Guidance	Info
2588	Do you manufacture, install, or maintain liquid fuel fired heating or cooking systems, or their components?	✓ Please answer Yes or No	N/A
2589 - 2591	Is your Company registered with OFTEC (Oil Firing Technical Association)?	✓ Please answer Yes or No ✓ If yes, please provide: - *Your OFTEC certificate which is held by your organisation* - *An example of an OFTEC certificate which is held by one of your technicians*	N/A
2592	Please explain how you ensure your organisation and operatives maintain up to date competence, understanding and compliance with all relevant building regulations and standards in relation to liquid fuel fired heating or cooking systems?	✓ Please detail how you manage competence and compliance, such as using a training matrix	N/A
2593 - 2594	Do you ever purchase equipment or subcontract installation and maintenance of liquid fuel fired heating or cooking systems?	✓ Please answer Yes or No ✓ If yes, please explain how you ensure your suppliers and subcontractors maintain up to date competence, understanding and compliance with all relevant building regulations and standards in relation to liquid fuel fired heating or cooking systems	N/A

WORKING WITH REFRIGERANT

Ref	Question	Guidance	Info
2595 / 2597 - 2598	Do your employees ever work with Refrigeration and/or Air Conditioning Equipment while working on your clients' sites?	✓ Please answer Yes or No ✓ If yes, please provide: - *Your current F-Gas Company certificate* - *Expiry date of the certificate*	N/A
2596	Do you ever undertake work that may require you to use a sub-contractor to carry out work with refrigeration and/or air conditioning equipment on your clients' sites?	✓ Please answer Yes or No	N/A
2599	Do you ensure that you sub-contract work with refrigeration and/or air conditioning equipment to competent, F-Gas registered companies and operatives in compliance with the Fluorinated Greenhouse Gases Regulations 2015, and always check their current status for every job you sub-contract?	✓ You must answer Yes	N/A

ENFORCEMENT AUTHORITY VISITS

Ref	Question	Guidance	Info
2600 - 2601	Has any Enforcement Authority visited within the last five years?	✓ Please answer Yes or No ✓ If yes, please provide details of visits from an enforcement authority within the last 5 years	N/A

Work Categories

HOT WORKS

Ref	Question	Guidance	Info
2602 - 2603	Do you subcontract any work that will be undertaken at your clients' sites or premises?	✓ Please answer Yes or No ✓ If yes, please confirm if your subcontractors ever undertake 'Hot Works' while working on your clients' premises	N/A
2604 - 2605	Do your employees ever undertake 'Hot Works' while working on your clients' premises?	✓ Please answer Yes or No ✓ If yes, please provide a method statement for a client's site which takes into account 'Hot Works' ✓ This must lay out the procedures and sequence of operations to be undertaken, to ensure a safe system of work	N/A
2606	Please provide a statement from your insurance company, confirming that your Public Liability insurance does not exclude 'Hot Works'.	✓ Evidence can be either a dated email or letter on headed paper from your insurance / broker. The document must display: *- The date* *- Policy Number* *- Evidence that Hot Works is covered on client premises* *- Any other applicable conditions*	N/A
2607	What date does your Public Liability policy expire?	✓ Please provide the date of expiry	N/A

WORKING AT HEIGHT

Ref	Question	Guidance	Info
2608 - 2609	Do you subcontract any work that will be undertaken at your clients' sites or premises?	✓ Please answer Yes or No ✓ If yes, please confirm if your subcontractors ever undertake working at height while working on your clients' premises	N/A
2610 - 2611	Do your employees ever undertake working at height while working on your clients' premises?	✓ Please answer Yes or No ✓ If yes, please provide a method statement for a client's site which takes into account working at height ✓ This must lay out the procedures and sequence of operations to be undertaken, to ensure a safe system of work	N/A
2612	Please provide a statement from your insurance company, confirming that your Public Liability insurance does not exclude working at height.	✓ Evidence can be either a dated email or letter on headed paper from your insurance / broker. The document must display: *- The date* *- Policy Number* *- Evidence that working at height is covered on client premises* *- Any other applicable conditions*	N/A
2613	What date does your Public Liability policy expire?	✓ Please provide the date of expiry	N/A

Work Categories

WORKING IN CONFINED SPACES

Ref	Question	Guidance	Info
2614 - 2615	Do you subcontract any work that will be undertaken at your clients' sites or premises?	✓ Please answer Yes or No ✓ If yes, please confirm if your subcontractors ever undertake work in confined spaces while working on your clients' premises	N/A
2616 - 2617	Do your employees ever undertake work in confined spaces while working on your clients' premises?	✓ Please answer Yes or No ✓ If yes, please provide a method statement for a client's site which takes into account work in confined spaces ✓ This must lay out the procedures and sequence of operations to be undertaken, to ensure a safe system of work	N/A
2618	Please provide a statement from your insurance company, confirming that your Public Liability insurance does not exclude work in confined spaces.	✓ Evidence can be either a dated email or letter on headed paper from your insurance / broker. The document must display: *- The date* *- Policy Number* *- Evidence that working at height is covered on client premises* *- Any other applicable conditions*	N/A
2619	What date does your Public Liability policy expire?	✓ Please provide the date of expiry	N/A

HAZARDOUS MATERIALS

Ref	Question	Guidance	Info
2620 / 2643	Do you subcontract any work that will be undertaken at your clients' sites or premises?	✓ Please answer Yes or No ✓ If yes, please confirm if your subcontractors ever work with Hazardous Materials while working on your clients' premises	N/A
2621	Do your employees ever work with Hazardous Materials while working on your clients' premises?	✓ Please answer Yes or No	N/A
2622 - 2623	Do you document your COSHH Assessments?	✓ Please answer Yes or No ✓ If yes, please provide a completed example of a COSHH Assessment from the last 12 months	N/A

MANUAL HANDLING

Ref	Question	Guidance	Info
2633 / 2637	Do you subcontract any work that will be undertaken at your clients' sites or premises?	✓ Please answer Yes or No ✓ If yes, please confirm if your subcontractors ever undertake 'Manual Handling' while working on your clients' premises	N/A
2634	Do your employees ever undertake 'Manual Handling' while working on your clients' premises?	✓ Please answer Yes or No	N/A
2635 - 2636	Do you document your Manual Handling Assessments?	✓ Please answer Yes or No ✓ If yes, please provide a completed example of a Manual Handling Assessment from the last 12 months	N/A

Work Categories

WORK EQUIPMENT

Ref	Question	Guidance	Info
2638 - 2639	Do your employees ever use work equipment while working on your clients' premises?	✓ Please answer Yes or No ✓ Work equipment is any machinery, appliance, apparatus, tool or installation used for work ✓ If yes, please list the types of work equipment that your employees use while on your clients' premises (including whether the equipment is owned or hired)	N/A
2640	Please provide evidence to demonstrate that you have undertaken checks (other than PAT testing) on the work equipment your employees use while on your clients' premises.	✓ Please provide evidence via a form, calibration report or an onsite inspection report that covers the following: *- Work Equipment Check* *- Ladder Checklist* *- Or a copy of an invoice for repair/ maintenance* ✓ All evidence provided must be dated within the last 12 months	N/A
2641	Do you ensure that your employees have been provided with training to ensure they are competent to use their work equipment?	✓ Please answer Yes or No ✓ If yes, please evidence should be in the form of: *- Valid certificates* *- Toolbox talks (including the contents and attendance sheet) clearly showing safe use of work equipment* *- Valid IPAF cards/certificates* *- PASMA etc*	N/A