



Constructionline Application Checklist

Company name

Completed by

Date

Prepare your Constructionline application evidence and check which areas need work. Requirements depend on your work, chosen membership and certificates held. This checklist is general guidance and does not guarantee verification.

Requirement	Have it	Review	Need help	N/A
Company details (Bronze, Silver, Gold and Platinum)				
Companies House number and registered address	☐	☐	☐	☐
Tax and VAT details	☐	☐	☐	☐
Trade licences or registrations your work requires, for example asbestos or waste	☐	☐	☐	☐
Description of your trades and activities	☐	☐	☐	☐
Insurance (Bronze, Silver, Gold and Platinum)				
Employers' liability certificate	☐	☐	☐	☐
Public liability certificate	☐	☐	☐	☐
Professional indemnity or product liability where relevant	☐	☐	☐	☐
Each certificate shows policy number, limit, excess and expiry, in your exact company name	☐	☐	☐	☐
Health and safety (Bronze, Silver, Gold and Platinum)				
Health and safety policy signed by a director and reviewed in the last 12 months	☐	☐	☐	☐
Risk assessments and method statements for your real work	☐	☐	☐	☐
Named source of competent advice with recent examples	☐	☐	☐	☐
Training and competence records	☐	☐	☐	☐
Accident and incident records with actions taken	☐	☐	☐	☐
Subcontractor selection and monitoring arrangements, if you use subcontractors	☐	☐	☐	☐
Workforce consultation evidence	☐	☐	☐	☐
Corporate and professional standing (Silver, Gold and Platinum)				
Answers on any convictions, insolvency or legal proceedings	☐	☐	☐	☐
Professional or trade body memberships	☐	☐	☐	☐
Recent accounts	☐	☐	☐	☐

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Common Assessment Standard (Gold and Platinum)				
Environmental policy and arrangements	☐	☐	☐	☐
Quality policy and arrangements	☐	☐	☐	☐
Fairness, inclusion and respect (equality) policy	☐	☐	☐	☐
Anti-bribery and corruption policy	☐	☐	☐	☐
Modern slavery statement or policy	☐	☐	☐	☐
Whistleblowing policy	☐	☐	☐	☐
Data protection policy and privacy notice	☐	☐	☐	☐
Cyber security policy or certification	☐	☐	☐	☐
Building Safety Act arrangements, if you work on in-scope buildings	☐	☐	☐	☐
Site audit readiness (Platinum)				
Your documented arrangements are actually in use at your premises	☐	☐	☐	☐
Records are up to date and easy to find on the day	☐	☐	☐	☐
Staff can explain the arrangements that apply to them	☐	☐	☐	☐
Recent inspections or internal audits are recorded	☐	☐	☐	☐

Need help with Constructionline?

We can review your evidence and help you prepare a stronger application for your required level.

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