

YOUR LOGO

REVIEW DATE

Subcontractor approval check sheet

CDM 2015 REGULATION 8 · HMRC CIS340 · EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969 · VAT NOTICE 735

SUBCONTRACTOR	TRADE	COMPANY NUMBER	UTR
CONTACT	PHONE	EMAIL	VAT NUMBER

Whoever appoints a contractor takes reasonable steps to satisfy themselves of its skills, knowledge, experience and organisational capability: CDM 2015 regulation 8(3). This sheet is that step, written down.

The checks

Tick each check when it is done, with the date and who did it. A check that cannot be ticked is a reason to delay the appointment, not a box to leave for later.

SOURCES IN THE TITLE OF EACH ROW

CHECK	DONE	DATE	BY
Company exists and is active Companies House; sole traders by UTR	☐		
CIS verification with HMRC Verification number and rate: gross, 20% or 30%	☐		
Employers' liability insurance At least £5 million, certificate seen, expiry noted	☐		
Public liability insurance The level the client's contract requires	☐		
All risks or professional indemnity Where they design or hold plant and materials	☐		
SSIP certificate CHAS, Constructionline, SafeContractor or another member	☐		
Health and safety policy Written where five or more employed, HASAWA s2(3)	☐		
RAMS received and reviewed Specific to the job, by a competent person	☐		
Competence evidence Cards, qualifications and training of the people sent	☐		
Right to work Their confirmation that checks are done for everyone sent	☐		
VAT and the reverse charge VAT number checked; end user status recorded	☐		
Bank details confirmed By phone to a number already known, before paying	☐		
References or previous work Two jobs of the same kind, and who you spoke to	☐		

VERIFY A SUBCONTRACTOR WITH HMRC BEFORE THE FIRST PAYMENT UNLESS YOU HAVE PAID THEM IN THE CURRENT OR TWO PREVIOUS TAX YEARS: HMRC CIS340. EMPLOYERS' LIABILITY COVER OF AT LEAST £5 MILLION: EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) REGULATIONS 1998. THE REVERSE CHARGE APPLIES TO MOST CIS SUPPLIES BETWEEN VAT-REGISTERED BUSINESSES: VAT NOTICE 735.

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DECISION

Approved, conditional or declined

Record the decision and its reasons. A conditional approval names the condition and the date it is checked again.

☐ Approved

☐ Approved with conditions

☐ Declined

CONDITIONS

SCOPE

Approved by

The person with authority to add a subcontractor to the list.

APPROVED BY	POSITION	SIGNATURE	DATE

Review

Insurance and SSIP certificates expire. The review date is the earliest expiry, or a year, whichever is sooner.

EL EXPIRES	PL EXPIRES	SSIP EXPIRES	NEXT REVIEW

Review log

Each review, what changed, and whether the subcontractor stays on the list.

DATE	WHAT WAS CHECKED	OUTCOME	BY

The register, one row per subcontractor

[illegible]

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