

# Company Registration Checklist

*Monitors' Checklist for registered companies (turnover up to £250k)*



This Checklist should be used as a basis for discussions that complement direct observations by the Monitor. Questions highlighted in bold on the Checklist must be satisfactorily addressed in order for the company to achieve compliance and this indicates that a company has reached a standard beyond statutory requirements. Companies are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the Checklist may result in a higher score.

The Checklist contains a number of prompts that highlight specific areas the Monitor may take into consideration when reviewing that question. The prompts shown are not exhaustive and inevitably other items will need to be considered.

Monitors will use their discretion when assessing whether questions or prompts are relevant, particularly when visiting subcontractors. Where they are not, they will not be considered when assessing performance or awarding a score. Monitors will decide whether a question has been adequately addressed taking into account the size, type and location of the company. Credit will not be given for activities that are planned but have yet to be carried out.

The safety of the working site and of the completed project is outside of the scope of the Code of Considerate Practice and the Scheme's monitoring process.

## Company details

Scheme ID		Visit No.		Date	
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Brief description of the company's activities, sector, the location and context of the office/work area being visited, any 'sensitive' matters, and other relevant circumstances.

Are there any constraints that restrict the company's ability to address certain areas of the Checklist?

## Care about Appearance

Constructors should ensure sites appear professional and well managed

<b>1.1 Does the appearance of sites or work areas present a positive image?</b>	<i>Initial impressions, signage, enclosures, obstructions, mud, debris, litter, accommodation, company vehicles, vehicle and plant cleanliness</i>
<b>1.2 Is the appearance of the workforce professional?</b>	<i>Onsite dress code, offsite appearance, smoking and vaping, workforce congregating outside</i>
1.3 What actions are taken to keep surrounding areas clean and tidy?	<i>Inspection, rubbish, surrounding roads/pavements, fixtures and fittings, dust prevention, housekeeping</i>
1.4 How is all smoking and vaping managed?	<i>Guidance, discreet areas, ashtrays</i>
1.5 How does the company promote itself?	<i>Branding, website, social media, First Impressions standards</i>

## Respect the Community

Constructors should give utmost consideration to their impact on neighbours and the public

<b>2.1 Are customers and neighbours kept informed and shown courtesy and respect?</b>	<i>Advance notice of disruptive works, company contact information, working hours, complaints</i>
<b>2.2 Is the company actively promoting the benefits of the Scheme?</b>	<i>Workforce, consultants, clients, Scheme posters and vehicle stickers</i>
2.3 How does the company minimise the impact of parking and deliveries?	<i>Timings, unloading, obstruction</i>
2.4 How does the company minimise nuisance?	<i>Local needs, operative conduct and behaviour, noise, privacy, radios, site lighting, dust</i>
2.5 What is being done to leave a positive impression of the industry?	<i>Goodwill, charities</i>

## Protect the **Environment**

Constructors should protect and enhance the environment

<b>3.1 Are environmental issues considered?</b>	<i>Initial environmental assessment</i>
<b>3.2 Is waste minimised and suitably disposed of?</b>	<i>Reducing, reusing and recycling</i>
<b>3.3 How does the company minimise its negative impact?</b>	<i>Watercourses, dust, noise, spill control</i>
<b>3.4 How is the company minimising its use of resources?</b>	<i>Water/energy saving measures</i>
<b>3.5 What is being done to improve the company's environmental credentials?</b>	<i>Working methods and equipment, monitoring, training, promoting achievements</i>

## Care about **Safety**

Constructors should attain the highest levels of health and safety performance in the workplace and care for public safety during work activities

Note: The CCS Code of Considerate Practice expects constructors to have practices and approaches in place which demonstrate that they care about health and safety for visitors and the workforce in the workplace. In relation to the public, we expect constructors to have practices and approaches in place which demonstrate that they care about the public's safety around the site or in relation to the construction activity.

<b>4.1 Are safety practices and approaches in place?</b>	<i>Risk information, PPE, protected and controlled access</i>
<b>4.2 Have all risks to occupiers, neighbours and the public been considered and addressed?</b>	<i>Site/work area/boundary/property security, scaffold protection, traffic management, child safety, pedestrian and cycle safety, special needs</i>
<b>4.3 How are accidents and near misses managed, and what is done to learn from them?</b>	<i>Identification of near misses, recording, training</i>
<b>4.4 What arrangements are in place for dealing with emergencies?</b>	<i>Emergency procedures, A&amp;E/UTC, first aid, emergency contact details; medical conditions</i>
<b>4.5 How does the company ensure health and safety performance?</b>	<i>Attitudes, RAMS review, workforce consultation and information, training, , occupational health risks assessed and addressed, worker fatigue, weather protection</i>

## Value their **Workforce**

Constructors should provide a supportive and caring working environment

<b>5.1 Does the company demonstrate respect and fair treatment to its workforce?</b>	<i>Equality, bullying, inappropriate language, open door policy, feedback</i>
<b>5.2 Does the company care for the wellbeing of the workforce?</b>	<i>Healthy lifestyle and mental health advice, helplines, diet</i>
<b>5.3 How does the company provide suitable arrangements for welfare facilities?</b>	<i>Secure storage, toilets, client permission</i>
<b>5.4 How does the company ensure appropriate training is up to date?</b>	<i>CSCS, skills cards, qualifications</i>
<b>5.5 How does the company care for the wellbeing of the workforce?</b>	<i>Mental health, stress, vaping, quit smoking</i>

# Additional Information

## Innovation

Please detail any measures implemented by this company that demonstrate innovation and original thinking.

## Company-specific data

This information is used to capture key information and identify trends within the industry. These questions are for the annual office visit only.

How many operatives are employed by the company?	
Of these operatives, how many are women?	
How many branded vehicles are in use on the public highway?	
What percentage of the total company workforce holds a CSCS card?	%
How many companies within the supply chain are registered with the Scheme?	
Has the company updated its profile on the Construction Map?	Y / N

Please note that questions below refer to the **previous 12 months**

How many compliments have been received and recorded by the company?	
How many complaints have been received and recorded by the company?	
How many reportable accidents have there been?	
How many non-reportable accidents have there been?	
Have there been any fatalities on any of your sites?	Y / N
If so, were any construction related?	Y / N

## Feedback

Does the company contact have any comments, questions or suggestions for the Scheme?

## Notes

Does the administration office need to be informed of any changes to the company details or are there any product queries?