

CAS EVIDENCE MAP AND SUBMISSION TRACKER

Q1 to Q176 — does it apply, what is held, what was submitted, what the assessor said

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

Built against the Common Assessment Standard question set, Version 5 (Build UK, 1 July 2025). Version 6 is due on 1 November 2026 and was not published when this map was written, so nothing on it anticipates Version 6: when your assessment body moves to Version 6, check every line of this map against the new numbering before relying on it.

One line for each of the 176 questions, grouped by the ten sections. The map prints the question number and our own short topic label — read the question itself and its guidance in the question set (free from Build UK) and in your assessment body's portal before answering. The suggested document is a KubitDocs document that can carry the evidence; a template is not evidence until it holds this business's own facts, a director's signature and date, and the records of the work it describes. Some evidence only real work creates, and none of it can be backdated: records dated within the last 12 months (briefings, inspections, adviser examples, consultation, RAMS, subcontractor checks), three years of accident history, two years of accounts. The index of evidence by assessment area is KD-PQ-EI-008; the expiry calendar is KD-CAS-TC-002; the signed not-applicable statements are KD-CAS-ND-010.

1 THE BUSINESS AND THIS MAP

LEGAL NAME — EXACTLY AS AT Q1		TRADING NAME		COMPANY NO.	EMPLOYEES / INDIRECT	COMPANY LOGO stamp, paste or print it here
ASSESSMENT BODY	PRODUCT / LEVEL	CERTIFICATE NO. (WHEN ISSUED)	CERTIFICATE EXPIRY	SIZE ROUTE USED		
MAP KEPT BY	MAP REVISION	LAST UPDATED	CDM / BSA ROLES ANSWERED	EXEMPTING CERTIFICATES HELD		

2 HOW TO READ THE MAP — CODES AND COLUMNS

M — mandatory in the question set: an answer that is not accepted stops certification. A — advisory: it does not stop certification, but an answer not accepted can be flagged when verified data is shared with contractors and clients. A* — advisory only in the case the note states.

TC — time-critical: the certificate stays valid only while this document is renewed on expiry; the thirteen time-critical items are tracked on KD-CAS-TC-002. INT — Build UK statement of 23 July 2026: until Version 6, every supplier certifying answers Q135, Q136 and Q138, even where the rest of section 7 does not apply. The statement does not mention BS 99001, which the Version 5 text exempts from section 7 — a BS 99001 holder confirms Q135, Q136 and Q138 with its assessment body.

CL: Yes / CL:No — the Constructionline Gold & Platinum guide (February 2026) lists this as a question where only that answer is accepted (* = only in the case the note states). Constructionline Gold also needs a valid SSIP certificate; ISO 45001:2018 counts there only where SSIP is within its scope. Other assessment bodies publish their own rules.

MB — the question set gives micro-businesses a different route: a written statement, N/A, advisory or advisory fail, as the note says. <5 — fewer than five employees: a written statement (Q73) or a description (Q79, Q85) instead of written arrangements.

ex (name) — exemption: ex SSIP/45001 means skipped where Q71 is yes; ex 14001/EMAS, ex 9001/99001, ex CE Plus/27001 and ex 19650-2 likewise; ex no subcontractors means skipped where Q21 is no; PC, C, PD, D are the dutyholder roles that answer the question (CDM 2015 in section 4, the Building Safety Act 2022 in section 7). Record every exemption with its reason in the "Applies?" column.

Columns: Applies? (yes / no / exempt — reason) · Answer given (as submitted) · Evidence held (the document or record you will upload, by title and your reference) · Evidence date · Signed off by (the director, or who compiled the record) · Next review · Submitted / status (the date, then verified / rejected / resubmitted) · Comment (the line in the assessor comment log, section 6). A dash marks a cell that cannot hold anything for that question — a text or yes / no answer with no document behind it.

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

3 SECTION SUMMARY — FILL IN FROM THE MAP WHEN EACH SECTION IS READY

SECTION	QUESTIONS THAT APPLY	EVIDENCE HELD	GAPS — LINES	SECTION OWNER	READY BY	SUBMITTED	ALL VERIFIED
1 Identity Q1–26 · 26 questions							
2 Financial Q27–38 · 12 questions							
3 Corporate and professional standing Q39–70 · 32 questions							
4 Health and safety Q71–110 · 40 questions							
5 Environmental Q111–121 · 11 questions							
6 Quality Q122–134 · 13 questions							
7 Building safety Q135–154 · 20 questions							
8 Fairness, inclusion and respect Q155–160 · 6 questions							
9 Information security Q161–169 · 9 questions							
10 Information management Q170–176 · 7 questions							

4 THE EVIDENCE MAP — Q1 TO Q176

Q	TOPIC · CODES · NOTE	APPLIES?	ANSWER GIVEN	EVIDENCE HELD	SUGGESTED KUBITDOCS	EVIDENCE DATE	SIGNED OFF BY	NEXT REVIEW	SUBMITTED / STATUS	COMMENT
SECTION 1 — IDENTITY · Q1–26										
Q1	Legal name M				Own record — Companies House	—	—	—		
Q2	Trading name M				Own record	—	—	—		
Q3	Registered office and website M				Own record	—	—	—		
Q4	Trading and branch addresses M — N/A if the same as Q3				Own record	—	—	—		
Q5	Registered and active in the UK M — yes skips Q25–26				Own record	—	—	—		

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

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Q6	Geographical area of operation M				Own record	—	—	—		
Q7	Pre-qualification contact M				Own record	—	—	—		
Q8	Company type M				Own record	—	—	—		
Q9	Registration number M — N/A if sole trader or unregistered				Own record — Companies House	—	—	—		
Q10	VAT registration number M — N/A if not registered				Own record	—	—	—		
Q11	Unique tax reference M — N/A if none				Own record	—	—	—		
Q12	Incorporation or start date M				Own record — Companies House	—	—	—		
Q13	Group structure and related companies M				Own record	—	—	—		
Q14	Directors, partners and secretary M — every active officer				Own record — Companies House	—	—	—		
Q15	Enterprise size category M — large answers no				Own record — accounts	—	—	—		
Q16	Direct and indirect workforce numbers M — last 12 months				Own record — payroll	—	—	—		
Q17	Earn-and-learn workforce share A				Own record — payroll					
Q18	Sheltered workshop or social enterprise M — no skips Q19				Your own record — not in the pack · or a not-applicable statement on KD-CAS-ND-010					
Q19	Disabled or disadvantaged worker share M — exempt unless yes at Q18				Own record					
Q20	Trades undertaken and licences M — licence copies for licensed trades				Own list of trades · licence expires on KD-CAS-TC-002 section 3					
Q21	Use of subcontractors M — no skips Q38, 116, 130, 139, 160, 165, 166				KD-CAS-ND-010					
Q22	Building work in BSA scope M — no skips section 7 except Q135, 136, 138				KD-CAS-ND-010					
Q23	Higher-risk building work M — no skips Q151–154				KD-CAS-ND-010					

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Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.

TEMPLATE ONLY. Write in what this business actually does and keep the records it names. Not legal advice. Check the current revision at kubitdocs.com.

Basis: Common Assessment Standard; SSIP Core Criteria.

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Page 3

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

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Q24	Structured information management projects M — no skips section 10				KD-CAS-ND-010					
Q25	Non-UK: approved operator list M — exempt if UK-based				Your own record — not in the pack · or a not-applicable statement on KD-CAS-ND-010					
Q26	Non-UK: tax payment certificate M — exempt if UK-based				Your own record — not in the pack · or a not-applicable statement on KD-CAS-ND-010					
SECTION 2 — FINANCIAL · Q27–38										
Q27	Accounts for two years M — full accounts, not abbreviated				Own record — filed accounts					
Q28	Employers' liability insurance M · TC — N/A if no employees				KD-CAS-TC-002					
Q29	Public liability insurance M · TC				KD-CAS-TC-002					
Q30	Professional indemnity insurance M · TC — exempt unless PD or designer (Q89)				KD-CAS-TC-002					
Q31	Product liability insurance M · TC — N/A if no products supplied				KD-CAS-TC-002					
Q32	Contractors all risks insurance M · TC — N/A if not held				KD-CAS-TC-002					
Q33	Fleet insurance M · TC — N/A if no fleet				KD-CAS-TC-002					
Q34	Insurance broker details M				KD-CAS-TC-002					
Q35	Principal bank address M				Own record	—	—	—		
Q36	Payment practice code A				Own record					
Q37	Payment practices reporting duty M — N/A if not required				Your own report — not in the pack · or a not-applicable statement on KD-CAS-ND-010					
Q38	Subcontractor finance and HMRC checks A — ex no subcontractors				KD-PQ-SS-015 · KD-CIS-VR-001					
SECTION 3 — CORPORATE AND PROFESSIONAL STANDING · Q39–70										
Q39	Court judgements, company or directors M				KD-CAS-ND-010					

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Q40	Pending court actions M				KD-CAS-ND-010					
Q41	Unresolved enforcement orders, three years M				KD-CAS-ND-010 · KD-CAS-AS-003					
Q42	Government debarment list M				KD-CAS-ND-010					
Q43	Mandatory exclusion events M				KD-CAS-ND-010					
Q44	Discretionary exclusion events M				KD-CAS-ND-010					
Q45	Sanctions list dealings M · CL:No				KD-CAS-ND-010					
Q46	Corporate governance statement duty A — N/A below the reporting thresholds				Your own report — not in the pack — or a not-applicable statement on KD-CAS-ND-010					
Q47	Blacklisting breach or proceedings M				KD-CAS-ND-010					
Q48	Public official in control M				KD-CAS-ND-010					
Q49	Public official benefiting from award M				KD-CAS-ND-010					
Q50	Anti-bribery and corruption policy M · CL:Yes · MB — MB: written statement				KD-PQ-AB-005					
Q51	Anti-bribery policy communicated M · CL:Yes				KD-CAS-PB-005					
Q52	Fraud prevention procedures M · CL:Yes* — N/A unless a large company				KD-PQ-TE-010 · KD-PQ-AB-005					
Q53	Tax evasion facilitation procedures M · CL:Yes				KD-PQ-TE-010					
Q54	Named tax avoidance schemes M · CL:No				KD-CAS-ND-010					
Q55	Right to work checks M · MB — MB: written statement				KD-PQ-IW-018 · KD-HR-RW-001					
Q56	Competition law investigations, five years M				KD-CAS-ND-010					
Q57	Whistleblowing policy M · CL:Yes				KD-PQ-WB-009					

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continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

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Q58	Whistleblowing policy communicated M · CL:Yes				KD-CAS-PB-005					
Q59	CITB scope and registration A				Own record					
Q60	Trade and scheme memberships A				Own record — certificates					
Q61	Membership suspension, three years M				KD-CAS-ND-010					
Q62	ESG policy A · MB — MB: N/A				KD-PQ-ES-014					
Q63	Modern slavery statement or policy M · A* — advisory below the turnover threshold; N/A if not required				KD-PQ-MS-004					
Q64	Modern slavery statement communicated M · A* · CL:Yes* — as Q63				KD-CAS-PB-005					
Q65	Supply chain modern slavery checks A				KD-PQ-MS-004					
Q66	Minimum wage paid M · CL:Yes — including agency workers				Own record — payroll	—	—	—		
Q67	Real Living Wage paid A				Own record — payroll	—	—	—		
Q68	Anti-bullying and harassment policy A · MB — MB: written statement				KD-PQ-AH-011					
Q69	Sexual harassment prevention steps M · CL:Yes — including third parties				KD-PQ-AH-011 · KD-PQ-ED-003					
Q70	Gender pay gap report duty M — N/A under 250 employees				Your own report — not in the pack · or a not-applicable statement on KD-CAS-ND-010					
SECTION 4 — HEALTH AND SAFETY · Q71–110										
Q71	SSIP or ISO 45001 certificate M · TC — yes skips Q73–110; Gold needs SSIP				KD-CAS-TC-002					
Q72	Director responsible for health and safety M				KD-HSA-RO-001					
Q73	Health and safety policy M · <5 — ex SSIP/45001 · <5: written statement				KD-POL-001 · KD-HSA-RO-001 and the KD-HSA arrangements, incl. KD-HSA-CD-021 and KD-HSA-SA-022					
Q74	Drugs and alcohol policy A · MB — ex SSIP/45001 · MB: statement				KD-OH-DA-006					

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Page 6

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

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Q75	Behavioural safety programme A · MB — ex SSIP/45001 · MB: N/A				Own programme — KD-SITE-SO-011 as its observation record					
Q76	Occupational health, mental health, fatigue A · MB — ex SSIP/45001 · MB: statement				KD-PQ-MH-019 · KD-HSA-OH-016					
Q77	Fleet management scheme A — ex SSIP/45001 · N/A if no fleet				Own certificate					
Q78	Checking and improving H&S performance M — ex SSIP/45001				KD-HSA-MA-007 · KD-AUD-CM-002					
Q79	Hazard identification and risk assessment M · <5 — ex SSIP/45001 · <5: describe · PC: sample CPP				KD-HSA-RA-002 · KD-CDM-CP-001					
Q80	Arrangements that prevent harm M — ex SSIP/45001				KD-HSA-RO-001 to KD-HSA-SA-022					
Q81	Competent health and safety advice M — ex SSIP/45001 · two examples in 12 months				KD-CAS-HA-004					
Q82	Workforce training and information M — ex SSIP/45001				KD-HSA-TC-004 · KD-SITE-TC-004					
Q83	Workforce skills and post-holder qualifications M — ex SSIP/45001				KD-SITE-TC-004 · KD-CAS-CM-006					
Q84	Subcontractor health and safety standards M — ex SSIP/45001				KD-HSA-SC-005 · KD-SUB-PQ-001					
Q85	Workforce consultation on health and safety M · <5 — ex SSIP/45001 · under 12 months old · <5: describe				KD-HSA-CC-006 · KD-CDM-WC-011					
Q86	CSCS Alliance cards held A — ex relevant SSIP				KD-SITE-TC-004					
Q87	Accidents, incidents and follow-up M — ex SSIP/45001 · large: three-year figures				KD-CAS-AS-003 · KD-SITE-IV-027					
Q88	Occupied buildings and their occupants M — ex SSIP/45001 · CPP, consultation, risk assessments				KD-CDM-CP-001 · KD-CDM-WC-011 · KD-TM-PI-005					
Q89	CDM dutyholder roles held M — ex relevant SSIP/45001 · routes Q90–110				KD-HSA-CD-021					
Q90	Skills for the dutyholder role M — ex SSIP/45001 · all roles				KD-CDM-SK-008 · KD-CAS-CM-006					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

Q	TOPIC · CODES · NOTE	APPLIES?	ANSWER GIVEN	EVIDENCE HELD	SUGGESTED KUBITDOCS	EVIDENCE DATE	SIGNED OFF BY	NEXT REVIEW	SUBMITTED / STATUS	COMMENT
Q91	Reviewing effectiveness in the role M — ex SSIP/45001 · PC, C, PD				KD-AUD-AP-003 · KD-CAS-MR-009					
Q92	Coordinating with other dutyholders M — ex SSIP/45001 · PC, C				KD-SITE-MT-032 · KD-HSA-CD-021					
Q93	On-site welfare M — ex SSIP/45001 · PC, C				KD-HSA-WF-017 · KD-INS-SU-011					
Q94	Managing the construction phase M — ex SSIP/45001 · PC				KD-CDM-CP-001 · KD-HSA-CD-021					
Q95	Construction phase plans M — ex SSIP/45001 · PC				KD-CDM-CP-001 · KD-CDM-CP-002					
Q96	Cooperation on site-wide issues M — ex SSIP/45001 · PC				KD-SITE-MT-032 · KD-SITE-PS-009					
Q97	Site inductions M — ex SSIP/45001 · PC				KD-CDM-IN-009 · KD-SITE-IR-003					
Q98	Health and safety file information M — ex SSIP/45001 · PC (Q89 also routes PD)				KD-CDM-HF-004					
Q99	Building fire safety information handover M — PC (Q89 also routes PD) · v5 lists no SSIP exemption here				KD-HO-FS-007 · KD-HO-OM-003					
Q100	Site-specific emergency plan M — PC · v5 lists no SSIP exemption here				KD-FIRE-FP-002 · KD-SITE-EB-031					
Q101	Client aware of CDM duties M — ex SSIP/45001 · PD, D				KD-CDM-CD-007					
Q102	Designing out foreseeable risks M — ex SSIP/45001 · PD, D				KD-CDM-DR-013 · KD-CDM-DI-014					
Q103	Design changes and the file M — ex SSIP/45001 · PD, D				KD-CDM-DD-015 · KD-CDM-HF-004					
Q104	Monitoring design safety performance M — ex SSIP/45001 · PD, D				KD-AUD-AP-003 · KD-CAS-MR-009 · KD-CDM-DD-015					
Q105	Pre-construction information to the client M — ex SSIP/45001 · PD				KD-CDM-PI-003					
Q106	Coordinating pre-construction information M — ex SSIP/45001 · PD				KD-CDM-PI-003					
Q107	Managing pre-construction risk information M — ex SSIP/45001 · PD				KD-CDM-DR-013					
Q108	Designers' duties and cooperation M — ex SSIP/45001 · PD				KD-CDM-DD-015					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

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Q109	Liaison with the principal contractor M — ex SSIP/45001 · PD				KD-SITE-MT-032					
Q110	Information for other dutyholders M — ex SSIP/45001 · PD				KD-CDM-PI-003 · KD-CDM-HF-004					
SECTION 5 — ENVIRONMENTAL · Q111–121										
Q111	ISO 14001 or EMAS certificate M · TC — yes skips Q112–116				KD-CAS-TC-002					
Q112	Environmental management policy M · CL:Yes · MB — ex 14001/EMAS · MB: statement				KD-PQ-EN-002					
Q113	Managing environmental impacts M · MB — ex 14001/EMAS · MB: N/A				KD-HSA-EW-019 · KD-ENV-RR-002					
Q114	Environmental training and refreshers M — ex 14001/EMAS				KD-CAS-CM-006 · KD-SITE-TC-004					
Q115	Improving environmental performance M · MB — ex 14001/EMAS · MB: N/A				KD-CAS-MR-009					
Q116	Subcontractor environmental standards M · MB — ex 14001/EMAS · ex no subcontractors · MB: N/A				KD-PQ-SS-015 · KD-SUB-PQ-001					
Q117	Competent environmental advice A · MB — two examples in 12 months · MB: N/A				KD-CAS-HA-004					
Q118	Waste carrier registration M — N/A if not required · state the tier				KD-CAS-TC-002 section 3					
Q119	Carbon reporting duty M · A* · CL:Yes* — N/A and advisory unless a large company				KD-PQ-ES-014 · KD-CAS-ND-010					
Q120	Carbon reduction plan A · MB — MB: N/A				KD-PQ-ES-014					
Q121	Sustainability standards, charters or pledges A				KD-PQ-ES-014					
SECTION 6 — QUALITY · Q122–134										
Q122	BS 99001 certificate M · TC — yes skips Q125–154 under the v5 text — but see Q135, Q136, Q138				KD-CAS-TC-002					
Q123	ISO 9001 certificate M · TC — yes skips Q125–134				KD-CAS-TC-002					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

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Q124	Director responsible for quality A				KD-PQ-QP-001					
Q125	Quality management policy M · CL:Yes · MB — ex 9001/99001 · MB: statement				KD-PQ-QP-001					
Q126	Risk management policy M · MB — ex 9001/99001 · MB: advisory fail				KD-PQ-RM-016					
Q127	Complaints and non-conformance procedures M · MB — ex 9001/99001 · MB: advisory				KD-PQ-CN-017 · KD-QA-SYS-007					
Q128	Quality training programme M · MB — ex 9001/99001 · MB: advisory				KD-CAS-CM-006					
Q129	Reviewing and improving quality M · MB — ex 9001/99001 · MB: advisory				KD-QA-SYS-011 · KD-CAS-MR-009					
Q130	Selecting and monitoring subcontractors M — ex 9001/99001 · ex no subcontractors				KD-PQ-SS-015 · KD-SUB-AR-003					
Q131	Subcontractor quality management M — ex 9001/99001				KD-PQ-SS-015 · KD-QA-SYS-010					
Q132	Product conformity and independent certification M · TC · CL:Yes — ex 9001/99001 · FPC certificate if you mark products				KD-QA-SYS-005 · KD-ITP range					
Q133	Products classified within sub-systems M · CL:Yes — ex 9001/99001				Written explanation					
Q134	Installation checked by a competent person M · CL:Yes — ex 9001/99001				KD-ITP range · KD-QA-SYS-003					
SECTION 7 — BUILDING SAFETY · Q135–154										
Q135	Managing and recording competence M · INT — BS 99001 exempts under the v5 text; Build UK's 23 July 2026 statement says all suppliers — confirm with your assessment body				KD-CAS-CM-006					
Q136	Supervision, instruction and information M · INT — BS 99001 exempts under the v5 text; Build UK's 23 July 2026 statement says all suppliers — confirm with your assessment body				KD-CAS-SV-007					
Q137	Client aware of BSA duties M — ex Q22 no / 99001				KD-BR-CB-006					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

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Q138	Keeping up with requirement changes M · INT — BS 99001 exempts under the v5 text; Build UK's 23 July 2026 statement says all suppliers — confirm with your assessment body				KD-CAS-LU-008					
Q139	Subcontractor fire and structural competence M — ex Q22 no / 99001 · ex no subcontractors				KD-PQ-SS-015 section 5 · KD-CAS-CM-006					
Q140	Cooperating so work meets requirements M — ex Q22 no / 99001				KD-SITE-MT-032 · KD-BR-AP-001					
Q141	Reporting product and system defects M — ex Q22 no / 99001				KD-PQ-CN-017 · KD-QA-SYS-007					
Q142	BSA dutyholder roles held M — ex Q22 no / 99001 · routes Q143–154				KD-BR-AP-001					
Q143	Planning and monitoring work to requirements M — ex Q22 no / 99001 · all roles				KD-PQ-BS-007 · KD-QA-SYS-001					
Q144	Coordinating dutyholders' cooperation M — ex Q22 no / 99001 · PC, PD				KD-BR-AP-001 · KD-SITE-MT-032					
Q145	PC and PD information liaison M — ex Q22 no / 99001 · PC, PD				KD-SITE-DR-033 · KD-SITE-MT-032					
Q146	Acting on PC or PD comments M — ex Q22 no / 99001 · PC, PD				KD-CA-RQ-007					
Q147	Client information and role record M — ex Q22 no / 99001 · PC, PD				KD-BR-DS-004					
Q148	Contractor information to dutyholders M — ex Q22 no / 99001 · C				KD-SITE-MT-032					
Q149	Products suitable as a system M — ex Q22 no / 99001 · PD, D				KD-QA-SYS-005					
Q150	Design, construction and maintenance information M — ex Q22 no / 99001 · D				KD-CDM-DI-014 · KD-HO-OM-003					
Q151	Golden thread information (HRB) M — higher-risk only (Q23) · PC, PD				KD-BSA-G2-005 · KD-QA-CO-006					
Q152	Change control log information (HRB) M — higher-risk only (Q23) · all roles				KD-BSA-CC-001					
Q153	Mandatory occurrence reporting system (HRB) M — higher-risk only (Q23) · PC, PD				KD-BSA-MS-003 · KD-BSA-MR-004					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

Q	TOPIC · CODES · NOTE	APPLIES?	ANSWER GIVEN	EVIDENCE HELD	SUGGESTED KUBITDOCS	EVIDENCE DATE	SIGNED OFF BY	NEXT REVIEW	SUBMITTED / STATUS	COMMENT
Q154	Coordinating breach and concern reports (HRB) M — higher-risk only (Q23) · C, D				KD-BSA-MS-003					
SECTION 8 — FAIRNESS, INCLUSION AND RESPECT · Q155–160										
Q155	Fairness, inclusion and respect policy M · CL:Yes				KD-PQ-ED-003					
Q156	FIR policy communicated M				KD-CAS-PB-005					
Q157	FIR embedded; discrimination eliminated A				KD-PQ-ED-003					
Q158	Discrimination, immigration, wage findings, three years M				KD-CAS-ND-010					
Q159	Inclusive, accessible recruitment A				Own adverts and literature					
Q160	Subcontractors meet equality duties A · MB — ex no subcontractors · MB: N/A				KD-PQ-SS-015 · KD-PQ-ED-003					
SECTION 9 — INFORMATION SECURITY · Q161–169										
Q161	Cyber Essentials Plus or ISO 27001 A · TC — yes skips Q163–169				KD-CAS-TC-002					
Q162	Data protection lead named M · CL:Yes				KD-PQ-DP-006	—	—	—		
Q163	Cyber security policy A · MB — ex CE Plus/27001 · MB: statement				KD-PQ-CY-013					
Q164	Data protection policy and privacy notice M · CL:Yes · MB — ex CE Plus/27001 · MB: statement plus notice				KD-PQ-DP-006					
Q165	Subcontractor cyber security arrangements A · MB — ex CE Plus/27001 · ex no subcontractors · MB: N/A				KD-PQ-SS-015 · KD-PQ-CY-013					
Q166	Subcontractor data protection documents A · CL:Yes* — ex CE Plus/27001 · ex no subcontractors				KD-PQ-SS-015					
Q167	Records of personal data processing M · CL:Yes — ex CE Plus/27001				KD-PQ-DP-006	—	—	—		
Q168	Data protection impact assessment M · CL:Yes — ex CE Plus/27001				KD-PQ-DI-012	—	—	—		

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

Q	TOPIC · CODES · NOTE	APPLIES?	ANSWER GIVEN	EVIDENCE HELD	SUGGESTED KUBITDOCS	EVIDENCE DATE	SIGNED OFF BY	NEXT REVIEW	SUBMITTED / STATUS	COMMENT
Q169	Individuals' rights request procedures M · CL:Yes — ex CE Plus/27001				KD-PQ-DI-012	—	—	—		
SECTION 10 — INFORMATION MANAGEMENT · Q170–176										
Q170	ISO 19650-2 certificate M · TC — ex Q24 no · yes skips Q171–176				KD-CAS-TC-002					
Q171	Information control and exchange policy M · CL:Yes — ex Q24 no / 19650-2				Own information management policy					
Q172	Lead appointed party resources M · CL:Yes — ex Q24 no / 19650-2				Own information management policy					
Q173	Information management team and structure M · CL:Yes — ex Q24 no / 19650-2				Own organisation chart					
Q174	Information management training M · CL:Yes — ex Q24 no / 19650-2				KD-CAS-CM-006					
Q175	UK information management framework commitment M · CL:Yes — ex Q24 no / 19650-2				Own information management policy					
Q176	How information management added value M · CL:Yes — ex Q24 no / 19650-2 · up to two examples				Own project examples					

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

5 PRE-SUBMISSION SELF-CHECK — BEFORE EACH SECTION IS SUBMITTED

A check of the submission against the evidence rules the question set and the assessment bodies publish, in the order Constructionline's Gold guide (February 2026) suggests building a profile: identity and company and financial information first, then work categories, insurance, corporate and professional standing, health and safety, fairness inclusion and respect, environmental, quality, information management and building safety — later requirements draw on earlier answers. Other assessment bodies set their own order. Tick only what someone has opened the document and seen; the check does not predict an assessor's decision. Each submission can wait in a queue of up to ten working days (Constructionline, February 2026), so a line caught here can save a resubmission.

A Every document uploaded

- ☐ The company name or logo shows on every page, not only the first.
- ☐ The name is the legal name given at Q1 — or, for a policy only, a related company listed under the group structure at Q13. Certificates are in the full company name or come with the certification body's scope letter. Every policy shows the approving director's name, position, signature and a date within the last 12 months, a next-review date, a revision and the named person responsible — never just "the Company".
- ☐ No square brackets, "insert", "TBC", example text or unfilled fields remain; commitments the business cannot keep are struck out, not left in.
- ☐ Where the question asks for records of implementation, they are dated within the last 12 months and are records of real work.
- ☐ Where two examples are asked for (adviser advice Q81, environmental advice Q117, information management Q176) two are attached; RAMS samples come from two separate projects.
- ☐ Scans are legible, the right way up, and the file name says what it is.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

B Identity and financial (Q1–27)

- ☐ Every active officer listed at Companies House appears at Q14.
- ☐ Direct and indirect workforce figures cover the last 12 months and neither is left at zero where people work for the business — a sole trader counts as one.
- ☐ The incorporation or start date agrees with Companies House.
- ☐ Accounts are the full accounts for two years (or the period traded), not the abbreviated filing; a start-up gives its forecast and funding statement.
- ☐ At least one work category or trade is entered — Once For All does not assess the SSIP without a verified work category — with a copy of every licence the trade needs, in the company's, a director's or a partner's name, or a PAYE employee's with a work category declaration.
- ☐ The largest contract value entered for a work category is no more than 75% of turnover (Constructionline Gold guide, February 2026).

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

C Insurance (Q28–34) — see KD-CAS-TC-002

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

- Each policy is entered separately, and the policy number, limit, excess and expiry typed in match the certificate exactly — no "TBC".
- The insured name on every certificate matches the legal name at Q1.
- The broker's name and telephone number are given.
- Public liability is entered by every supplier, employers' liability wherever there are employees, and professional indemnity wherever a consultant or design work category is chosen (Constructionline Gold guide).
- A policy not held is answered N/A with the reason (no employees, no design, no products, no fleet) and the statement is on KD-CAS-ND-010.
- Nothing uploaded expires within the next 30 days; if it does, the renewal is chased and diarised.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

D Corporate and professional standing (Q39–70)

- Every yes / no declaration has been read and answered by a director against the facts. KD-CAS-ND-010 holds the signed declarations for Q39–45, Q47–49, Q54, Q56, Q61 and Q158, and the not-applicable statements; the company facts and statutory reports (Q18, Q25, Q26, Q37, Q46, Q70) come from the business's own records.
- The anti-bribery and whistleblowing policies — and the modern slavery statement where the business must publish one — each have communication evidence dated within 12 months (KD-CAS-PB-005).
- The right to work evidence covers agency, self-employed and subcontracted labour and states how long check copies are kept.
- The sexual harassment answer shows the steps taken, whether a risk assessment was done and how the steps were communicated.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

E Health and safety (Q71–110)

- The SSIP (or ISO 45001:2018) certificate is in date, in the full company name, and covers the CDM dutyholder role(s) the business actually takes.
- The SSIP question set chosen matches the work and the CDM role — contractor, principal contractor, designer, principal designer, design and build, or non-construction. A wrong set can be turned back without the evidence being looked at, and the role is not changed after approval.
- The health and safety policy statement is signed by the managing director or equivalent and dated within 12 months; the organisation section names people.
- The arrangements show that the business inducts its own people itself rather than leaving it to the principal contractor, cover its CDM 2015 role duties, and include at least one health and one safety arrangement suited to its work.
- The adviser's name, qualifications, membership and retention evidence are attached, with dated examples of advice and the action taken (KD-CAS-HA-004).
- The training matrix shows expiry dates; each toolbox talk sent carries its content and a signed attendance list.
- Two site-specific RAMS from two projects, two COSHH assessments, and a construction phase plan where the business is principal contractor — all dated within 12 months.
- Consultation evidence shows a two-way exchange within 12 months — minutes, emails or message screenshots — or, under five employees, a description.
- Three years of accident figures including subcontractors, investigations showing what changed, and the HSE register search under every company name (KD-CAS-AS-003).
- A completed subcontractor assessment made before start, plus an inspection or appraisal naming that subcontractor, both within 12 months.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

F Fairness, inclusion and respect; environmental; quality (Q111–134, 155–160)

- ☐ The FIR policy names responsibilities and how its effectiveness is checked, with communication evidence.
- ☐ The environmental arrangements cover aspects, incidents, emergencies and complaints; training has a refresher programme; the waste carrier registration is in date, in the full company name, with its tier.
- ☐ Every ISO certificate is from an accredited certification body and can be found on the accreditation body's certificate search; an ISO 9001 certificate is not offered in place of BS 99001.
- ☐ Complaints and non-conformance procedures say how they are communicated; the risk management policy covers every point the question guidance lists.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

G Information security and information management (Q161–176)

- ☐ A named person is responsible for data protection; the record of processing, the DPIA and the rights request procedure exist before "yes" is answered (KD-PQ-DP-006, KD-PQ-DI-012).
- ☐ The cyber security policy covers incident response and backups, logging, home working, and says whether the NCSC ten-step guidance is adopted (KD-PQ-CY-013).
- ☐ Section 10 is answered only where Q24 is yes; the Cyber Essentials Plus, ISO/IEC 27001:2022 or ISO 19650-2:2018 certificate is in date.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

H Building safety (Q135–154)

- ☐ Q135, Q136 and Q138 are answered even where Q22 is no (the interim rule until Version 6); a BS 99001 holder has confirmed with its assessment body whether it answers them too.
- ☐ The organisation chart names an accountable supervisor for each team, and the skills matrix shows the supervision level for each activity (KD-CAS-SV-007).
- ☐ Evidence to clients names Building Safety Act 2022 duties specifically, not CDM 2015 duties.
- ☐ Q151–154 are answered only where Q23 is yes.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

I Before pressing submit

- ☐ Submit each requirement as soon as it is complete rather than holding everything back.
- ☐ Enter the submission date against every line on the map, and keep a copy of exactly what was uploaded — file name and revision.
- ☐ Enter the expiry of every certificate and requirement on KD-CAS-TC-002 with a reminder 30 days ahead.
- ☐ After a rejection, diary day 30: after that, answers already approved are checked again and anything that has expired by then is rejected (Once For All guidance, October 2025) — renew first, then resubmit.

CHECKED BY	DATE	ITEMS NOT TICKED — AND THE ACTION

CAS EVIDENCE MAP AND SUBMISSION TRACKER

continued

TRACKER — ASSESSMENT FILE

KD-CAS-EM-001 Rev A0

NO.	RECEIVED	REQUIREMENT / Q	ASSESSOR'S COMMENT	REPLY BY	OUR RESPONSE	RESUBMITTED	OUTCOME	HANDLED BY

7 SIGNED OFF FOR THE BUSINESS

I have looked at this map and the self-check above. The evidence listed is held by the business, the dates are the dates on the documents, and every "no" or "exempt" answer has a reason that is true for this business.

DIRECTOR — PRINTED NAME	POSITION	SIGNATURE	DATE	NEXT REVIEW DUE
RESPONSIBLE DAY TO DAY	YOUR REVISION	WHAT CHANGED AT THIS REVISION		

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.