

PRE-QUALIFICATION EVIDENCE INDEX

One line per assessment area — the document held, its revision, owner and review

REGISTER — COMPANY FILE

KD-PQ-EI-008 Rev A0

The sheet that answers the first question an assessor or a buyer asks — what do you hold, is it current, where is it? — one line per assessment area. The Common Assessment Standard groups its pre-qualification questions into ten sections, and most client questionnaires cover the same ground; the lines below follow those areas, with health and safety split where assessors ask for separate evidence. Where the KubitDocs range has a document for the area its reference is printed under the area name — write in your own document where you use a different one. The index is not evidence by itself: the assessor asks for the document, and a line with nothing behind it is a gap, not an answer. Update a line the day a document is revised or a certificate renewed. Your own insurance and certificates are listed in section 3; subcontractors' expiries are KD-SUB-IE-004.

1 THE INDEX

BUSINESS NAME	INDEX KEPT BY	LAST UPDATED	USED FOR	NEXT FULL CHECK

2 EVIDENCE HELD — ONE LINE PER ASSESSMENT AREA

ASSESSMENT AREA — KUBITDOCS REF	DOCUMENT HELD — TITLE AND YOUR REF	REV	DATED	OWNER	NEXT REVIEW	FILED WHERE	LAST SENT TO (WHO / DATE)
Company information registration, directors, VAT and tax references, CIS status, trading history							
Financial standing latest filed accounts, management accounts, bank or credit reference							
Insurance employers' liability (certificate displayed at each place of business — Employers' Liability (Compulsory Insurance) Regulations 1998 reg 5), public liability, contractors' all risks, professional indemnity							
Health and safety — policy and arrangements KD-POL-001; KD-HSA-RO-001 to KD-HSA-EW-019; young person and new or expectant mother assessments KD-HR-YP-005, KD-HR-NM-004							
Health and safety — performance and monitoring KD-HSA-AR-003 figures; KD-HSA-PR-020; KD-AUD-SA-001, KD-AUD-CM-002, KD-AUD-AP-003							
Health and safety — competence and training KD-HSA-TC-004; KD-SITE-TC-004; KD-CDM-SK-008							
Subcontractor and supply chain control KD-HSA-SC-005; KD-SUB-PQ-001; KD-SUB-AR-003							
Environmental KD-PQ-EN-002; KD-HSA-EW-019; KD-ENV-RR-002							
Quality KD-PQ-QP-001; KD-QA-SYS-011							
Equality, diversity and inclusion KD-PQ-ED-003							
Modern slavery KD-PQ-MS-004; KD-HR-RW-001							

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ASSESSMENT AREA — KUBITDOCS REF	DOCUMENT HELD — TITLE AND YOUR REF	REV	DATED	OWNER	NEXT REVIEW	FILED WHERE	LAST SENT TO (WHO / DATE)
Anti-bribery and corruption KD-PQ-AB-005							
Data protection KD-PQ-DP-006							
Building safety KD-PQ-BS-007; KD-CDM-SK-008							
Accreditations and memberships SSIP scheme certificate, management system certificates, trade scheme registrations							

OTHER AREA OR CLIENT-SPECIFIC QUESTION	DOCUMENT HELD — TITLE AND REF	REV	DATED	OWNER	REVIEW	FILED WHERE	LAST SENT TO

3 CERTIFICATES AND POLICIES THAT EXPIRE — THIS BUSINESS'S OWN

CERTIFICATE OR POLICY	INSURER / ISSUING BODY	NUMBER	LIMIT OR SCOPE	EXPIRY	RENEWAL CHASED	NEW COPY FILED

INDEX CHECKED AGAINST THE DOCUMENTS BY	DATE	GAPS FOUND AND THE DATE EACH WILL BE CLOSED

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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	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	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.