

SUBCONTRACTOR SELECTION POLICY

POLICY — COMPANY FILE

How subcontractors are chosen and approved, what is checked, and how they are removed

KD-PQ-SS-015 Rev A0

The policy that sits above the subcontractor records: the standard a subcontractor must meet, how the depth of the check rises with the risk of the work, who approves, how quality and environmental performance are watched, how a subcontractor is removed, and how onward sub-letting is controlled. The records do the work and are not repeated here: the questionnaire KD-SUB-PQ-001, the approved register KD-SUB-AR-003, the expiry register KD-SUB-IE-004, the performance review KD-SUB-PR-005, the CIS verification register KD-CIS-VR-001 and the conditions issued with the order KD-SUB-HS-002. Day-to-day health and safety control of subcontractors on site is the arrangement KD-HSA-SC-005 and the CDM competence judgement is KD-CDM-SK-008. The law behind it: CDM 2015 reg 8(3) — whoever appoints a contractor takes reasonable steps to be satisfied it has the skills, knowledge, experience and organisational capability for the role. Building Regulations 2010 reg 11E — before letting anyone carry out building work or design work, take all reasonable steps to be satisfied they meet the competence requirements of reg 11F, or are an individual in training with supervision arranged (reg 11E(2)(a)), and that they can fulfil the reg 11J duty to plan, manage and monitor (reg 11E(3)); on a higher-risk building also ask whether a serious sanction has occurred in the five years to the appointment — which includes a compliance notice about Part A (structure) or Part B (fire safety) — and consider any misconduct information available (reg 11E(2)(b) and (8)). Income Tax (Construction Industry Scheme) Regulations 2005 reg 6 — verify a subcontractor's status with HMRC before the first payment (reg 6(1)); verification is possible only once there is a contract or a formally accepted tender (reg 6(3)); none is needed for a subcontractor included on your return in the current or previous two tax years (reg 6(4)(a)). UK GDPR Article 28 — a subcontractor that processes personal data on this business's behalf does so under a contract with the terms that Article lists. Part 2A of the Building Regulations 2010 applies in England; check the competence rules that apply where the work is.

Evidence for: CAS v5 Q38 — subcontractor finances and tax · Q116 — subcontractor environmental management · Q130 — selection and monitoring · Q131 — supply chain quality criteria · Q139 — fire and structural competence · Q160 — equality · Q165 — cyber security · Q166 — data protection. It also underpins Q84 — health and safety subcontractors.

What this policy cannot supply: an assessor usually also wants to see it working — a subcontractor assessment completed before the start, and a site inspection or post-works review that names the subcontractor, each dated within the last twelve months. Those come only from KD-SUB-PQ-001, section 5 below and KD-SUB-PR-005 filled in on real work.

The question numbers are Build UK's; the topic tags are ours. This document records what the business does; the assessment body decides what it accepts. Version 6 of the question set is due on 1 November 2026 and is not yet published — check the numbers against the version you are assessed on.

1 THE BUSINESS

COMPANY LOGO add it in your PDF editor, or print and paste it here	BUSINESS NAME	COMPANY NO.	PEOPLE EMPLOYED	VERSION
	REGISTERED / TRADING ADDRESS	SUPPLY CHAIN LEAD (DAY TO DAY)		
	POLICY DATE	APPROVING DIRECTOR	POSITION	NEXT REVIEW DUE

2 WHETHER THIS POLICY APPLIES

- ☐ This business uses subcontractors — sections 3 to 7 apply
- ☐ NOT APPLICABLE — this business does not use subcontractors: give the reason below, strike out sections 3 to 6, and the director signs section 8
- IF NOT APPLICABLE — HOW THE WORK IS DONE INSTEAD
- WHAT WOULD BRING THIS POLICY INTO USE

A micro-business, as the question set defines it, may answer Q116, Q160 and Q165 not applicable: strike out those rows of section 4 and write the reason in the last column of each.

3 POLICY

This business gives work only to subcontractors it has checked can do that work safely, to the standard and on the terms agreed — checked before the order, watched while they work, scored when they finish, and removed when they fall short. The same standard applies to a labour-only gang as to a specialist package; how deep the check goes rises with the risk of the work. We commit to:

- 1 No order is placed, and nobody starts on site, until the checks in section 4 for that level of risk are complete and recorded — on KD-SUB-PQ-001, and for work affecting fire safety or structure on the building safety competence check in section 5 — and the subcontractor is on KD-SUB-AR-003 for that trade and value.
- 2 The subcontractor's CIS status is verified with HMRC before the first payment where the Regulations require it, and recorded on KD-CIS-VR-001.
- 3 Every subcontractor is told in writing what we expect — the conditions KD-SUB-HS-002, this policy, and our environmental, equality, anti-bribery, data protection and cyber security (KD-PQ-CY-013) policies — with the order.
- 4 Its quality and environmental performance is monitored during the work and every package is scored at completion (section 6); day-to-day health and safety control on site follows KD-HSA-SC-005.
- 5 No subcontractor lets any part of our work to another business, or brings in agency or labour-only workers, without our written consent; any business it brings in passes the same checks first.
- 6 A subcontractor whose insurance, accreditation or registration lapses is suspended until it is renewed (KD-SUB-IE-004).
- 7 A subcontractor that falls short is told why and removed from the register where the review decides; no subcontractor is kept or removed for a reason unrelated to its work.
- 8 This policy, the criteria and the register are looked at together at least once a year.

COMMITMENTS NOT ADOPTED — NUMBER AND REASON

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4 SELECTION CRITERIA — WHAT IS CHECKED, AND HOW THE CHECK RISES WITH RISK

Each row prints the check this business makes of every subcontractor, then what is added for higher-risk work (defined below the table). Change the wording to what this business actually does; strike out a row that does not apply and say why.

CRITERION — EVERY SUBCONTRACTOR, THEN HIGHER RISK	CHECKED BY	RECORDED ON	APPLIES? / WHY NOT
Financial standing Every: filed accounts or a credit report, and no insolvency proceedings. Higher risk or high value: two years' accounts, and the order value against turnover			
Tax — CIS and VAT Every: CIS status verified with HMRC before the first payment where reg 6 requires it; VAT number checked where VAT is charged. The subcontractor's own answer is not the verification			
Health and safety Every: a current SSIP member scheme certificate checked with the scheme, or section 2 of KD-SUB-PQ-001 answered with evidence. Higher risk: its RAMS scored, accident and enforcement history, supervisor qualification			
Building safety — fire and structure Every subcontractor whose work affects fire safety or structure: the competence check in section 5, before the order. Higher-risk buildings: the serious sanction question and any misconduct information, in the same check			
Quality Every: comparable work and a reference taken. Higher risk: its own inspection records, the handover records it gives, and how it deals with a non-conformance (KD-SUB-PQ-001 6.4, 6.5)			
Environmental Every: how it controls its own waste, spills, dust and noise; its waste carrier registration if it removes waste. Higher risk: its environmental policy and any incidents (KD-SUB-PQ-001 6.1 to 6.3)			
Equality Every: confirms in writing it will work to KD-PQ-ED-003 on our sites. Higher risk or large gangs: its own equality policy, and how it recruits and treats agency and labour-only workers			
Data protection Every: it holds a data protection policy and a privacy notice for the people it sends. Where it processes personal data on our behalf: the Article 28 contract terms			
Cyber security Every: who looks after its IT, whether it keeps backups, whether email and accounts use multi-factor sign-in, and any cyber security certificate it holds. Where it connects to our systems or shares our files: our access rules in KD-PQ-CY-013			
Insurance Every: employers' liability if it employs anyone, and public liability, to the limits in the order — the name on the certificate matching the company — diarised on KD-SUB-IE-004. Design: professional indemnity			
Right to work Every: how it checks everyone it sends (KD-SUB-PQ-001 7.1). From 1 October 2026, where we are contracted to deliver the work, the terms in KD-PQ-IW-018 section 4 go into the order			

HIGHER-RISK WORK FOR THIS BUSINESS — WHAT BRINGS IN THE EXTRA CHECKS

5 BUILDING SAFETY COMPETENCE CHECK — FIRE SAFETY AND STRUCTURAL WORK

KD-SUB-PQ-001 does not ask about building safety competence: this check supplements it. Complete it before the order for each subcontractor whose work affects fire safety or structure, and again when its people or its work change. Evidence means a document seen — a certificate, card, scheme registration or training record — not a description. A subcontractor acting as a designer or contractor may also give its own Part 2A declaration on KD-BR-CS-002; keep it with this check. One check per subcontractor — copy this section for the next.

SUBCONTRACTOR	FIRE SAFETY OR STRUCTURAL WORK IT WILL DO	DATE CHECKED	CHECKED BY
QUESTION ASKED — BUILDING SAFETY COMPETENCE	ANSWER, AND THE EVIDENCE SEEN	RESULT	
Who will do and who will supervise the work names and roles of the people, not the company			
Their training, qualification, card or scheme for this work course, third-party scheme, manufacturer training for the products installed — with expiry dates			
How that competence is kept current refresher training, CPD, product updates — the last date for each person			
How the company makes sure the work meets the Building Regulations (reg 11F) its procedures, supervision, and how anyone in training is supervised			
How it plans, manages and monitors the work (reg 11J) its own inspections, hold points, photographs before work is covered, records handed over			

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QUESTION ASKED — BUILDING SAFETY COMPETENCE

ANSWER, AND THE EVIDENCE SEEN

RESULT

Higher-risk buildings only — serious sanctions in five years, and misconduct information we hold (reg 11E(2)(b))
compliance notice on Part A or B, stop notice, conviction, inquiry finding — "none" or the details; or "not a higher-risk building"

COMPETENT for the work listed — order may be placed for it

COMPETENT WITH CONDITIONS — stated below and on KD-SUB-AR-003

NOT COMPETENT — no order for this work; the reason told to the subcontractor

CONDITIONS OR REASONS

KD-SUB-AR-003 UPDATED

6 APPROVAL, MONITORING, REMOVAL AND SUB-LETTING

Approval: the person named below adds a subcontractor to KD-SUB-AR-003 for named trades up to a stated value. A zero on the health and safety or insurance questions of KD-SUB-PQ-001, or "not competent" on the section 5 check, stops approval for that work whatever the total. During the work: day-to-day health and safety control follows KD-HSA-SC-005 section 2, where held. Quality is monitored through inspection requests and hold points (KD-QA-SYS-003, KD-QA-SYS-002) and non-conformances raised against the subcontractor (KD-QA-SYS-007, KD-QA-SYS-008). Environmental performance is watched on site: waste segregated and transfer notes kept (KD-SITE-WT-021), spills (KD-SITE-FL-022), dust and noise complaints, and incidents (KD-ENV-IR-007). At completion: KD-SUB-PR-005 scores safety, quality, programme, paperwork and cooperation, and the environmental result below is recorded with it. Removal: a lapsed certificate, a serious incident under investigation or a failed review suspends a subcontractor; a director decides removal and records the reason on the register; it returns only through a fresh questionnaire.

APPROVES SUBCONTRACTORS — UP TO WHAT VALUE

DECIDES SUSPENSION AND REMOVAL

WHOLE REGISTER CHECKED

ENVIRONMENTAL PERFORMANCE AT COMPLETION — RECORDED WITH KD-SUB-PR-005

ONWARD SUB-LETTING — THE RULE WRITTEN INTO EVERY ORDER

7 RESPONSIBILITY, COMMUNICATION AND MONITORING

ROLE

NAME

WHAT THEY DO UNDER THIS DOCUMENT

Business and site induction

On the notice board in the office and site cabins

On the website

Briefing or toolbox talk, signed for

Issued with subcontract and supply orders

In the staff handbook or contract pack

HOW IT IS COMMUNICATED — THE DETAIL

Evidence that the document reached people: record each induction, briefing and issue on KD-CAS-PB-005 Policy Briefing and Acknowledgement Record — names, dates and signatures. Assessors ask for that record, dated within the last twelve months; only briefing people creates it.

LATEST BRIEFING RECORD — SHEET REF AND DATE

NEXT BRIEFING DUE

NEW STARTERS BRIEFED WITHIN

HOW IT IS MONITORED, AND WHAT TRIGGERS AN EARLY REVISION

8 SIGNED FOR THE BUSINESS

I adopt this subcontractor selection policy for the business named in section 1 — or, where section 2 says so, I confirm this business does not use subcontractors — and I will make sure it is resourced, briefed and revised when it needs to be.

SIGNED — PRINTED NAME

POSITION

SIGNATURE

DATE

NEXT REVIEW DUE

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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	2026-09-13	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.