

TIME-CRITICAL DOCUMENTS AND REVIEW CALENDAR

The certificates that lapse, the name check, the 30-day reminder — and every policy's 12-month review

CALENDAR — ASSESSMENT FILE

KD-CAS-TC-002 Rev A0

The question set names thirteen items as time-critical: the certificate is valid for one year from issue only while each of them is renewed when it expires, and a lapse shows when verified data is shared. Constructionline sends its reminder, and flags the requirement, 30 days before a requirement expires (Gold guide, February 2026); this calendar sets its own reminder at the same point so the renewal is already in hand. One line per item the business holds — its own insurances and certificates. Subcontractors' expiries are KD-SUB-IE-004; the short expiry list inside the evidence index is KD-PQ-EI-008 section 3. Employers' Liability (Compulsory Insurance) Act 1969 s.1 requires an employer carrying on business in Great Britain to insure against liability for bodily injury or disease sustained by its employees; the question set accepts N/A at Q28 only where the company has no employees. The other lines record what the question set asks about, not what the law requires of every business.

1 THE BUSINESS

LEGAL NAME — EXACTLY AS AT Q1	COMPANY NO.	ASSESSMENT BODY	CAS CERTIFICATE ISSUED / EXPIRES	COMPANY LOGO stamp, paste or print it here
HOW REMINDERS ARE SET	INSURANCE BROKER — NAME AND PHONE (Q34)		CALENDAR LAST CHECKED	
CALENDAR KEPT BY				

2 THE THIRTEEN TIME-CRITICAL ITEMS — ONE LINE EACH (SSIP AND ISO 45001 ARE ALTERNATIVES AT Q71)

Name = Q1: tick only when the insured or certificated name matches the legal name above exactly, or the certification body's scope letter naming the company is attached. Enter limits, excesses and numbers exactly as printed — never "TBC". When an item renews, enter the renewal date and new expiry, upload the new document the same week, and carry the new expiry to next year's sheet.

CAS Q · ITEM	HELD? / N/A — REASON	INSURER / CERTIFICATION BODY	POLICY / CERTIFICATE NO.	LIMIT, EXCESS OR SCOPE	NAME = Q1	EXPIRY	REMINDER	RENEWED	NEW EXPIRY	UPLOADED (DATE / BY)
Q28 Employers' liability Policy number, limit, excess and expiry · N/A only with no employees										
Q29 Public liability Limit and excess as on the schedule										
Q30 Professional indemnity Where the business is a principal designer or designer (Q89)										
Q31 Product liability N/A where no products or materials are supplied										
Q32 Contractors all risks N/A where not held										
Q33 Fleet insurance N/A where no fleet is operated										
Q71 SSIP certificate Scheme and CDM role(s) shown; for deem to satisfy, record the original certificate too										

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CAS Q · ITEM	HELD? / N/A — REASON	INSURER / CERTIFICATION BODY	POLICY / CERTIFICATE NO.	LIMIT, EXCESS OR SCOPE	NAME = Q1	EXPIRY	REMINDER	RENEWED	NEW EXPIRY	UPLOADED (DATE / BY)
Q71 ISO 45001:2018 certificate Alternative to SSIP · accredited certification body										
Q111 ISO 14001 or EMAS certificate Enter the edition shown on the certificate; ask the certification body how long a 2015-edition certificate stays valid										
Q122 BS 99001 certificate Accredited certification body · an ISO 9001 certificate is not a substitute										
Q123 ISO 9001:2015 certificate Accredited certification body · scope covers the work										
Q132 Product conformity FPC certificate where the business marks its own products (UKCA, UK(NI)); otherwise the independent certification relied on										
Q161 Cyber Essentials Plus or ISO/IEC 27001:2022 Build UK's time-critical list also names Cyber Essentials										
Q170 ISO 19650-2:2018 certificate Only where Q24 is yes										

3 OTHER ITEMS THAT EXPIRE — NOT ON THE TIME-CRITICAL LIST, BUT AN OUT-OF-DATE COPY IS STILL AN OUT-OF-DATE COPY

CAS Q · ITEM	HELD? / N/A — REASON	INSURER / CERTIFICATION BODY	POLICY / CERTIFICATE NO.	LIMIT, EXCESS OR SCOPE	NAME = Q1	EXPIRY	REMINDER	RENEWED	NEW EXPIRY	UPLOADED (DATE / BY)
Q118 Waste carrier, broker or dealer registration Tier shown · in the full company name										
Q20 Trade licences and registrations e.g. asbestos licence, gas or electrical scheme registration										
Q77 Fleet management scheme e.g. FORS or CLOCS certificate										
Q60 Memberships and schemes Trade bodies, competent person schemes, considerate constructor registration										
The CAS certificate itself One year from issue										
Other Write in										

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CAS Q · ITEM	HELD? / N/A — REASON	INSURER / CERTIFICATION BODY	POLICY / CERTIFICATE NO.	LIMIT, EXCESS OR SCOPE	NAME = Q1	EXPIRY	REMINDER	RENEWED	NEW EXPIRY	UPLOADED (DATE / BY)
Other Write in										

4 POLICIES — THE 12-MONTH REVIEW, ONE LINE PER POLICY

Most policies are expected to carry a director's signature and a date within the last 12 months. At each review the director reads the policy against how the business now works, signs and dates it — "no change" is still a new date — and the revised or re-dated policy is briefed and recorded on KD-CAS-PB-005 Policy Briefing and Acknowledgement Record. Strike out a line the business does not need, with the reason on KD-CAS-ND-010. Write your own document in the KubitDocs column where you use a different one.

POLICY · CAS Q	KUBITDOCS	YOUR REF / REV	SIGNED OFF BY (DIRECTOR)	DATE SIGNED	NEXT REVIEW	CHANGED / NO CHANGE	BRIEFED — PB-005 REF / DATE
Health and safety policy Q73, Q93	KD-POL-001						
Health and safety arrangements Q73, Q80	KD-HSA-RO-001 to SA-022						
Drugs and alcohol policy Q74	KD-OH-DA-006						
Behavioural safety programme Q75	Own						
Health, wellbeing and fatigue Q76	KD-PQ-MH-019						
Anti-bribery and corruption Q50–51	KD-PQ-AB-005						
Tax evasion and fraud prevention Q52–53	KD-PQ-TE-010						
Illegal working prevention Q55	KD-PQ-IW-018						
Whistleblowing Q57–58	KD-PQ-WB-009						
ESG and carbon reduction plan Q62, Q120	KD-PQ-ES-014						
Modern slavery statement or policy Q63–65	KD-PQ-MS-004						
Anti-bullying and harassment Q68–69	KD-PQ-AH-011						
Subcontractor selection Q38, Q116, Q130	KD-PQ-SS-015						
Environmental management policy Q112	KD-PQ-EN-002						

KD-CAS-TC-002 | Rev A0 | Issued 2026-09-13 | Effective 2026-09-13 | Next review 2027-09-13

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; Employers' Liability (Compulsory Insurance) Act 1969 s.1.

Build against the Common Assessment Standard question set, Version 5 (Build UK, July 2025). Independent — not affiliated with or endorsed by Build UK, Constructionline or any assessment body.

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POLICY · CAS Q	KUBITDOCS	YOUR REF / REV	SIGNED OFF BY (DIRECTOR)	DATE SIGNED	NEXT REVIEW	CHANGED / NO CHANGE	BRIEFED — PB-005 REF / DATE
Quality management policy Q125, Q131	KD-PQ-QP-001						
Risk management policy Q126	KD-PQ-RM-016						
Complaints and non-conformance Q127	KD-PQ-CN-017						
Competence management and TNA Q135	KD-CAS-CM-006						
Supervision structure and matrix Q136	KD-CAS-SV-007						
Building safety competence statement Q135–136	KD-PQ-BS-007						
Fairness, inclusion and respect Q155, Q157	KD-PQ-ED-003						
Cyber security policy Q163	KD-PQ-CY-013						
Data protection policy and privacy notice Q164	KD-PQ-DP-006						
DPIA and rights request log Q168–169	KD-PQ-DI-012						
Information management policy Q171–175	Own						
Other policy Write in the title and CAS question	—						
Other policy Write in the title and CAS question	—						
Other policy Write in the title and CAS question	—						

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[illegible]

I have checked this calendar against the insurance schedules, certificates and signed policies on the date below. Every expiry is the date printed on the document, and every "N/A" has a reason that is true for this business.

NEXT REVIEW DUE

WHAT CHANGED AT THIS REVISION

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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.