

# 27-POINT CIS & COMPLIANCE HEALTH-CHECK

Stop payment delays before they happen

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## HOW TO USE

- ✓ Tick every box for each subcontractor.
- ✓ If any box empty → fix before invoice submission.
- ✓ Scan completed list to your QS 48 h before month-end.

## A. ID & TAX

- ☐ 1. CIS registration status verified on HMRC portal
- ☐ 2. UTR matches invoice header exactly
- ☐ 3. VAT number active & shown on invoice
- ☐ 4. NI number matches CIS portal (sole traders)
- ☐ 5. Email domain = company domain (no Gmail/Hotmail)

## B. INSURANCE

- ☐ 6. Public liability  $\geq$  £5 m – expiry >30 days
- ☐ 7. Employers' liability  $\geq$  £10 m – expiry >30 days
- ☐ 8. Professional indemnity (if design)  $\geq$  £1 m – expiry >30 days
- ☐ 9. Insurance renewal diary reminder set in calendar

## C. CONTRACT & PAYMENT

- ☐ 10. Contract signed & dated (JCT or bespoke)
- ☐ 11. Payment terms  $\leq$  30 days written in contract
- ☐ 12. Retention clause  $\leq$  5 % & release schedule attached
- ☐ 13. Purchase order quoted on every invoice
- ☐ 14. Site address on invoice matches contract address

## D. INVOICE CONTENT

- ☐ 15. Invoice numbering sequential (no gaps)
- ☐ 16. Materials & labour split correctly (no VAT on labour)
- ☐ 17. CIS deduction rate stated (20 % / 30 % / gross)
- ☐ 18. Previous CIS statements attached to invoice

## E. SITE & SAFETY

- ☐ 19. Health & safety policy expiry >30 days
- ☐ 20. Method statement / RAMS attached
- ☐ 21. Waste carrier licence (if removing waste) valid
- ☐ 22. COVID-19 / site vaccination policy (if required)

## F. SUB-SUBCONTRACTOR CHECK

- ☐ 23. Sub-subcontractor CIS status verified on portal
- ☐ 24. Sub-subcontractor insurance certificates on file
- ☐ 25. Sub-subcontractor contract  $\leq$  30 days payment
- ☐ 26. Sub-subcontractor PO quoted on invoice
- ☐ 27. Sub-subcontractor bank details confirmed on file

Need help fixing the red boxes?

Book a free 15-min diagnostic call – we'll audit your live certs.

<https://calendly.com/compliancelabs/15min>