27-Point CIS & Compliance Health-Check

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HOW TO USE

Tick every box for each subcontractor. If any box is empty, fix before invoice submission.

SECTION 1 – 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)

SECTION 2 – INSURANCE

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

SECTION 3 – CONTRACT & PAYMENT

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

SECTION 4 – 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

SECTION 5 – 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)

SECTION 6 – SUB-SUBCONTRACTOR CHECK

- ■ 23. Sub-subcontractor CIS status verified on portal
- ■ 24. Sub-subcontractor insurance certificates on file
- ■ 25. Sub-subcontractor contract ≤ 30 days payment

■ 26. Sub-subcontractor PO quoted on invoice

■ 27. Sub-subcontractor bank details confirmed on file

CALL TO ACTION

Need help fixing the red boxes?

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

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