

Contractor approval checklist

Check the register, not the certificate. Certificates circulate; registrations lapse.

Gas and electrical work carry their own registration regimes and a general approval says nothing about them. Fill in the section on attending tenanted properties — it is omitted from most contractor checklists and it is the one that affects actual people in their homes.

CONTRACTOR	TRADES COVERED	APPROVED FOR
ASSESSED BY	DATE	REVIEW DUE

COMPANY

Registered name and number

Address

Contact and position

How long trading, and in these trades

Will work be sub-let, and to whom?

Out-of-hours availability

INSURANCE

Employers' liability — insurer, number, expiry

Public liability — insurer, number, expiry

Professional indemnity, where required — expiry

Certificates seen and copied on (date)

TRADE REGISTRATION — CHECKED AGAINST THE REGISTER

An engineer's registration can lapse or be restricted, and a certificate can belong to a business the person has left.

Gas — registration number — business name on the register — expiry

Gas — individual engineer(s) and the work each is qualified for

Electrical — scheme and membership number — expiry

Electrical — scope of the registration

Other regulated trade — scheme and number — expiry

Register checked on (date), by

COMPETENCE AND TRACK RECORD

	SEEN	GAP	N/A
References for comparable work	☐	☐	☐
Evidence of work for other agents or landlords	☐	☐	☐
Health and safety policy, where the size of the business requires one	☐	☐	☐
Risk assessment and method statement arrangements	☐	☐	☐
Waste carrier registration, where they remove waste	☐	☐	☐
Qualifications relevant to the trades covered	☐	☐	☐

	SEEN	GAP	N/A
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ATTENDING TENANTED PROPERTIES

The section most contractor checklists omit, and the one that affects actual people.

	AGREED	N/A
Operatives carry photographic identification	☐	☐
No attendance without an appointment the tenant has agreed	☐	☐
Tenant contacted before attending, not on arrival	☐	☐
No entry with a managing agent's key unless the tenant has agreed	☐	☐
Conduct expectations understood — no smoking, no radios, shoes covered	☐	☐
Vulnerable occupiers flagged, and how they are handled	☐	☐
Safeguarding concerns reported, and to whom	☐	☐
Property left secure and clean	☐	☐
Tenant told what was done before leaving	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

APPROVAL AND REVIEW

Approval decays silently. Insurance lapses, registration expires, the registered individual leaves.

APPROVED BY	DATE
ANYTHING CONDITIONAL, AND BY WHEN	EARLIEST EXPIRY ON FILE
REVIEW DUE	EVIDENCE HELD AT