**Template Letter from Contractors to Supply Chain**

Dear Supply Chain Member

**Introducing the Common Assessment Standard**

We are delighted to be part of rolling out an industry-wide pre-qualification (PQ) system. PQ has been a major barrier to improved productivity in the construction sector for a long time, and Build UK has worked with a wide range of clients, contractors and supply chain companies to develop the **Common Assessment Standard**, an agreed set of questions and assessment standards, which will mean a more efficient PQ process for us all.

As a member of Build UK, we will be adopting the Common Assessment Standard and **requiring all our construction-related sub-contractors and suppliers to be certified to the standard**.

There are two levels to the Common Assessment Standard: desktop and site-based. We will require the **desktop level/site-based level** for all suppliers/certain [high-risk] trades as follows: [*insert list here*].

There are a number of [Recognised Assessment Bodies](https://builduk.org/priorities/increasing-productivity/pre-qualification/#Recognised-Assessment-Bodies) that are able to certify companies against the Common Assessment Standard and you can get it from any one of them. An up to date list of Recognised Assessment Bodies can be found at [www.BuildUK.org/RecognisedAssessmentBodies](http://www.BuildUK.org/RecognisedAssessmentBodies). Whilst we will continue to use [Recognised Assessment Body] to provide PQ data for our internal supply chain management system, we will also now be able to accept the Common Assessment Standard from the other Recognised Assessment Bodies via the data sharing solution.

Many of you will still hold a current pre-qualification which will continue to be recognised by us until it expires or you obtain the appropriate Common Assessment Standard certification. There is a cost to obtain the Common Assessment Standard, which will be dependent on the level of certification and size of your organisation.

If you already hold the appropriate Common Assessment Standard certification, then no further action is required.

**This is now a mandatory process for all current and new supply chain partners.**

Further information on the Common Assessment Standard can be found at [www.BuildUK.org/pre-qualification](http://www.BuildUK.org/pre-qualification).

Thank you for your continued support, and If you have any concerns or questions, please contact [*insert name and/or email address*]/the members of our team with whom you regularly work.

Yours sincerely