



Achilles BuildingConfidence Audit

The Achilles BuildingConfidence Audit is designed for suppliers of high risk products and services. It enables suppliers to go through a single audit process, developed by Achilles in conjunction with the Achilles BuildingConfidence Steering Group, and has been approved by representatives of buyers in the construction industry.

The construction industry is under increasing pressure from clients and their shareholders to improve the management of supply chain risk. This includes being able to demonstrate how their supply chains meet all current and upcoming legislative and regulatory requirements, as well as the increasing corporate governance agenda. All suppliers who subscribe to Achilles BuildingConfidence prequalification questionnaire + 2 Day, + 1 Day or + Desktop audit will undergo a rigorous audit to assess their capability, competence and compliance in line with the relevant audit protocol. The purpose of the audit is to identify areas for business improvement and risk reduction, and to validate the prequalification questionnaire, either via a desktop assessment or face-to-face with an auditor at your premises.

Benefits of the Achilles BuildingConfidence Audit

- Reduced costs of prequalification for multiple clients through a single process
- Real business improvements identified, potentially increasing your organisation's competitive advantage
- Opportunity to increase your organisation's profile to a wider buying community
- Confidence of a fairer, open and transparent process for supplier selection

There are four guideline levels for an Achilles BuildingConfidence Audit

The annual investment cost for your level audit is determined by your organisation's annual turnover.

Prequalification Questionnaire + 2 Day Audit: 2 day audit for companies with an annual turnover of £5 million or more.

Prequalification Questionnaire + 1 Day Audit: 1 day audit for companies with an annual turnover between £2 million and £5 million.

Prequalification Questionnaire + Desktop Audit: desktop audit for companies with an annual turnover between £250,000 and £2 million.

Prequalification Questionnaire only: prequalification questionnaire only for companies with an annual turnover of less than £250,000.

Types of Audits available

There are five types of audits available to ensure that the questions asked during the audit are focussed on your organisation's activities and avoid non-applicable questioning:

- Contractor/installer
- Manufacturing
- Material supply
- Professional services
- Labour supply

What to expect

Upon receipt of the subscription payment, your organisation will be asked to complete the prequalification questionnaire. You must ensure your organisation's prequalification questionnaire is up-to-date and published at least 24 hours before your audit. If this is not completed, your audit cannot be undertaken. Please note it can take at least 5 working days to data validate and publish your prequalification questionnaire.

What happens if my organisation fails the audit?

The only way your organisation can technically 'fail' the audit is for non-compliance arisen from legislative or legal reasons. For non-legislative issues, we will work with your organisation on an action plan regarding areas of improvement and agree suitable timescales to rectify areas of non-compliance.

Desktop Audit

- Once payment is made, your organisation will be contacted with details of the prequalification questionnaire + desktop audit protocol
- You will then need to send across all the relevant information via post, CD or email (please number your emails to ensure all information is received)
- The information is then sent to the Auditor
- The Auditor will arrange a date and time to telephone you to discuss the audit, clarify any points and then summarise the findings
- The Auditor will complete a review of the submitted evidence
- The Auditor will then give their recommendation following the close out of any issues raised during the telephone call
- The report is then sent for data validation
- Once the recommendation is agreed, the report is published within 20 working days of audit taking place for you and buyers to view.

1 and 2 day on-site Audit

- Once payment is made, your organisation will be contacted with details of the audit protocol and arrangements will be made with you to book a date(s) for your organisation's audit to take place
- An email will be sent confirming date, time, location and Auditors' contact details
- Audit will be conducted
- The Auditor will then give their recommendation to you on the day
- The report is then sent for data validation
- Once the recommendation is agreed, the report is published within 20 working days of audit taking place for you and buyers to view.

Please note the Auditor will require evidence from on-site projects and access to personnel files, so please ensure that these are available on the day(s) of the audit. The Auditor will accept either electronic or hard-copy evidence, so there is no need to print out evidence specifically for the audit.

If at any time you wish to reschedule your audit or have any queries regarding your audit booking, please telephone +44 (0)1235 838140 or email BuildingConfidenceSc@achilles.com