

Re-verification process (annual assessment)

Continued registration as an approved contractor is dependent on (amongst other things) a successful assessment every 12 months.

You may wish to consider whether re-verification will be undertaken by your original assessing body or by an alternative assessing body.

Approximately 12 weeks before your assessment is due, we will write to you about submitting a new self assessment and arranging your re-verification visit.

What re-verification involves

Your chosen assessing body will independently verify whether you continue to meet the ACS requirements. You must select an assessing body, arrange and pay for the verification visit which must take place within twelve months of your previous verification, or as advised by us.

Prior to the re-verification visit, you must review and update your previous self assessment, taking account of any organisational changes over the past twelve months, along with the assessor's comments from the last visit report.

This self assessment requires use of the self-assessment workbook, plus reference to your previous on-line achievement record.

Your on-line achievement record can be accessed using the same user ID and password as previously used.

Once you have completed your new self assessment and entered your achievement levels into the on-line achievement record, your independent assessment can go ahead. Your assessing body will assess you and report back to us.

Guidance for Approved Contractors 005

For your re-verification, the assessor may not cover all indicators, but will cover the following:

- verification of any scores that have changed
- verification of scores for the mandatory indicators
- review of previously raised improvement needs/options
- indicators affected by any significant change in circumstances, e.g. additional sectors, substantial growth, merger or acquisition
- indicators that have changed following ACS Annual Review
- other specific indicators as instructed by the SIA

For business enquiries, please contact us through your online portal account.

www.sia.homeoffice.gov.uk/acs