

Subcontractor Due Diligence Checklist



The Spark Group

Purpose

The Spark Group recognises the value that skilled, reliable subcontractors bring to our organisation, whether delivering training, consultancy, project work, evaluation services, maintenance, specialist support or other contracted activities.

Before appointing a subcontractor, we undertake proportionate due diligence to ensure they are capable of delivering services safely, legally, ethically and to an appropriate standard of quality.

This checklist provides a consistent approach to assessing prospective subcontractors and supports compliance with funding requirements, safeguarding responsibilities and organisational risk management.

The level of due diligence completed should be proportionate to the nature of the services being provided and the level of associated risk. Some sections may not apply to every subcontractor.

Subcontractor Details

Item	Details
Company/Individual Name	
Main Contact	
Telephone	
Email	
Registered Address	
Company Registration Number (if applicable)	
VAT Registration Number (if applicable)	
Nature of Services	
Proposed Contract Start Date	
Length of Contract	

Due Diligence Checklist

1. Company Information

Check	Yes	No	N/A
Company information verified	☐	☐	☐
Contact details confirmed	☐	☐	☐
Company registration verified	☐	☐	☐
VAT registration verified	☐	☐	☐

2. Health and Safety

Check	Yes	No	N/A
Health & Safety policy reviewed	☐	☐	☐
Appropriate health and safety arrangements in place	☐	☐	☐
Relevant risk assessments available	☐	☐	☐
Incident reporting procedures in place	☐	☐	☐
Relevant training or competency evidenced	☐	☐	☐
Compliance with relevant health and safety legislation confirmed	☐	☐	☐

3. Qualifications and Experience

Check	Yes	No	N/A
Relevant qualifications, memberships or certifications achieved	☐	☐	☐
Experience appropriate to the services being delivered	☐	☐	☐
Portfolio, previous work or examples reviewed	☐	☐	☐
References or testimonials obtained (where appropriate)	☐	☐	☐

4. Financial Stability

Check	Yes	No	N/A
Evidence of financial stability obtained (where appropriate)	☐	☐	☐
No known insolvency concerns	☐	☐	☐
No known legal or financial disputes likely to affect delivery	☐	☐	☐

5. Compliance

Check	Yes	No	N/A
Evidence of compliance with legislation relevant to the services provided	☐	☐	☐
Relevant licences or permits held (where applicable)	☐	☐	☐
Professional body membership verified (where applicable)	☐	☐	☐

6. Quality Assurance

Check	Yes	No	N/A
Appropriate quality assurance arrangements in place	☐	☐	☐
Evidence of maintaining quality standards	☐	☐	☐
Client feedback or quality reviews available (where appropriate)	☐	☐	☐

7. Insurance

Check	Yes	No	N/A
Public Liability Insurance verified	☐	☐	☐
Employers' Liability Insurance verified (where applicable)	☐	☐	☐
Professional Indemnity Insurance verified (where applicable)	☐	☐	☐

Insurance expiry dates recorded	☐	☐	☐
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8. Safeguarding (complete this section where services involve working with children, young people or vulnerable adults)

Check	Yes	No	N/A
Appropriate DBS clearance confirmed	☐	☐	☐
Safeguarding arrangements reviewed or arrangements to comply with The Spark Group's Safeguarding and Prevent Policy	☐	☐	☐
Suitable safeguarding reporting arrangements confirmed	☐	☐	☐

9. Data Protection (GDPR)

Check	Yes	No	N/A
Data Protection Policy reviewed (where applicable)	☐	☐	☐
GDPR compliance confirmed	☐	☐	☐
Data Sharing Agreement required	☐	☐	

10. Sustainability

Check	Yes	No	N/A
Commitment to sustainable working practices demonstrated (where applicable)	☐	☐	☐
Compliance with relevant environmental legislation confirmed (where applicable)	☐	☐	☐

11. Contractual Arrangements

Check	Yes	No	N/A
Scope of work agreed	☐	☐	☐
Deliverables and timescales agreed	☐	☐	☐

Payment arrangements agreed	☐	☐	☐
Acceptance of The Spark Group's terms and conditions	☐	☐	☐
Confidentiality requirements agreed (where applicable)	☐	☐	☐

Overall Assessment

Check			
Overall risk rating	Low	Medium	High
Approved for appointment	Yes	No	
Any conditions of approval			
Review required	Yes	No	
Review date			

Declaration

I confirm that the due diligence checks completed are appropriate and proportionate to the services being provided.

I am satisfied that the subcontractor is suitable to undertake work on behalf of The Spark Group.

Completed by:	
Role:	
Signature:	
Date:	

Approval

This policy checklist has been approved by The Spark Group's Senior Leadership Team.

Version number:	2.0
Document written by:	Debbie Sturridge, Business Manager
Date:	15.07.26

Review due:	June 2027
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