

## START HERE

Sign up & pay

Pre-payment protects the objectivity and integrity of the assessment process.

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## INFORMATION REQUEST

🕒 Allow approx. 8hrs

✉️ You have 10 business days to respond

Once you have returned your payment remittance, you will receive an email within one business day requesting details about your:

- ✓ **Primary personnel (for key person checks)**  
We ask for the contact details of your critical personnel so the background screening process can begin.
- ✓ **Operations**  
Team structure, organisation chart, services/specialisation, oversight, level of experience.
- ✓ **Projects**  
Current & past project details.
- ✓ **Controls**  
Group structure, contracts, quality assurance, management systems, insurance and claims.
- ✓ **Financials**  
Three years of financial statements, recent interim accounts, funding facilities, revenue projections, valuations, guarantees, inventories, debtors & creditors.
- ✓ **Conduct**  
Responses to legal, regulatory & statutory obligations. Outline your business response to disputed issues, if applicable, over the past 24 months.

This Request For Information document asks for specific details and supporting evidence for each category above.

We supplement the information you provide with thousands of public and private sector-endorsed data points across a wide range of sources, including the government, financiers, insurers, courts, bureaus and suppliers.



## BACKGROUND CHECKS

🕒 Allow approx. 30min each

✉️ You have 5 business days to respond

Once we receive the contact details of your primary personnel, we email them a link to obtain their consent. They must upload their ID and associated documents to the fit2work platform as part of this online screening.

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## VIDEO MEETING

🕒 1 hour

We schedule this virtual meeting at a time convenient for you.

This is the stage where we meet with the key managers or directors in your business to better understand:

- ✳️ How your business operates
- ✳️ Any gaps in the information supplied in Step 2
- ✳️ The capability and maturity of your systems and processes, including operational controls, OH&S, quality & environmental, risk, defects/ dispute handling.

## FOLLOW UP DOCUMENTS

🕒 Allow 2-4 hours

✉️ You have 5 business days to respond

You may receive a request for documentary evidence of the systems and processes discussed at the meeting. Examples may include ITPs, PCG minutes, HSEQ plans, risk registers, third party monitoring and/ or a defects/disputes register.

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## DRAFT REPORT SHARED

Within five days of returning these requested documents, we share a draft report with you including your star-rating. You have the option to meet with us to understand the outcome and amend any errors of fact.

## FINAL ASSESSMENT COMPLETE

The process is complete, and you receive your final iCIRT assessment report, which includes your star-rating. Depending on the rating engagement, your rating outcome can remain confidential or, at your request, be published and recognised on the register of trustworthy constructors.

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Contact the iCIRT Team about getting your business rated.