

HIRING A TRADESPERSON CHECKLIST



Choosing a Tradesperson: Essential Tips

Before selecting a tradesperson, consider these detailed guidelines. They offer valuable advice on what to look for, the necessary qualifications, and how to establish a solid contract.

CERTIFICATES AND ACCREDITATIONS

GAS SAFE CERTIFICATION

Legally, any tradesperson conducting gas work must be Gas Safe registered. Verify their personal ID card, including the license number and expiration date. Only Gas Safe registered professionals should be carrying out any Gas related jobs.

PART P CERTIFICATION

For most electrical work in your home, a tradesperson must possess a Part P qualification. Request proof of their Part P credentials. You can also confirm their certification with your local building authority. Although not mandatory in Scotland and Northern Ireland, having a Part P certificate distinguishes a tradesperson's expertise.

SAFECONTRACTOR APPROVAL

Tradespeople with the Safe Contractor blue seal have undergone a thorough audit of their procedures, policies, training, and insurances. This approval signifies high health and safety standards, enhancing your confidence in their services.

TRUSTMARK ACCREDITATION

TrustMark is a government-endorsed scheme representing quality in the trades industry. Tradespeople with this accreditation have been vetted and meet high standards in trading practices, customer service, and technical competence.



GUILD OF MASTER CRAFTSMEN

When hiring tradespeople in the U.K. and Ireland, look for certification from the Guild of Master Craftsmen, a mark of quality that guarantees high standards of craftsmanship and professionalism. Members of the guild are thoroughly vetted to ensure they meet rigorous criteria, so you can trust that any work they carry out will be of top quality. This certification also means the tradesperson has access to ongoing support and resources to stay updated with the latest industry practices. For homeowners and businesses, choosing a tradesperson with this certification ensures reliability, integrity, and a commitment to excellence in every job.



EVALUATING REPUTATION

RATINGS

Tradespeople's ratings are available on their profile page. These ratings reflect previous clients' experiences in terms of quality, reliability, and value, helping you make a well-informed hiring decision.

PREVIOUS WORK

Assessing a tradesperson's past work can be crucial, especially for larger projects. Request to see their portfolio, talk to former clients, and if feasible, visit previous job sites to gauge their suitability for your needs.

ESTABLISHING THE CONTRACT

THE QUOTE

Understand the distinction between an estimate and a quote. An estimate is an approximate price and not binding, useful for initial discussions. Before work commences, ask for a detailed quotation outlining the job specifications, price, conditions, and payment schedule. [You can purchase our draft contract through our website.](#) You can edit this to suit your needs and use for multiple contracts.

PAYMENT SCHEDULE

The quote should include a payment schedule, preventing misunderstandings. Each payment stage should be invoiced and cover only the completed work. Avoid paying the full job cost upfront.

USE OF SUBCONTRACTORS

Clarify if the tradesperson will perform the work themselves or involve subcontractors. This is common practice, but transparency upfront is crucial.

VAT CONSIDERATIONS

Confirm whether the quote includes VAT to avoid unexpected costs. If VAT is excluded, an additional 20% will be added in the UK and 23% in the Rep. of Ireland. A reputable tradesperson will clarify this in advance.

GUARANTEES

Ensure you understand the duration of the tradesperson's workmanship guarantee and have the necessary paperwork to claim if needed.

DEPOSIT

Any deposit should be less than 20% of the total job cost and should cover tools, materials, and travel expenses. Ensure the deposit is documented with a detailed invoice.

Following these guidelines will help you choose a qualified tradesperson and establish a clear, fair contract, ensuring a successful project.



Purchase Our Draft Contract

With this draft document you can edit it to suit your needs. By having a signed contract, it gives you peace of mind and security should any difficulties arise. The bonus of purchasing this is that you can use multiple times for multiple contracts.

