



Independent | Trusted | Certification

KEY DOCUMENTS

Professional Certified Compliance Standards



www.compliance-passport.com



Key Documents Ver. 1.0

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**FOR UMBRELLA COMPANIES
COMPLIANCE IS A LEGAL NECESSITY!**

**COMPLIANCE PASSPORT CERTIFICATION
ENSURES YOU REMAIN LEGALLY PROTECTED!**



1. About Us - The International Certification Agency

The 'CPS' and the **Compliance Passport Service** is a trading name of **International Certification Agency Limited (ICA)**. ICA has been certifying SMEs (**Small to Medium sized Enterprises**) against ISO Management Standards for **over 15 years**. We comprise a team of highly experienced business people with a passion for helping businesses achieve ISO Certifications.

We are a unique independent **Certification Body** as we are the only **Not-for-Profit Certification Body**.

The Approved Suppliers Scheme

ICA also is unique in that it owns the **Approved Suppliers Scheme (APSS Scheme)** which was funded by **£3Million ERDF (European Regional Development Fund)** and **UK Government**, to specifically assist SMEs achieve ISO Certifications which would then allow them to **Qualify for Tenders and Contracts with Government and Public Sector procurers as well as Private Sector Supply Chains** where ISO Certifications are a stipulation for Sub-Contractors.

The APSS Scheme comprises of hundreds of ready-made documents covering all requirements of ISO Standards including:-

- Policies
- Processes
- Procedures
- Standardised Forms

The Approved Suppliers Scheme has been delivered to numerous SMEs through various:-

- Chambers of Commerce
- Universities
- Local Authorities
- SRBs

The International Compliance Agency

The International Compliance Agency is a division of International Certification Agency and comprises an independent Advisory Board which oversees the creation and development of the Compliance Passport Service Standards (**CPS Standards**).

Key roles of the International Compliance Agency's Board are to ensure:-

- The CPS Standards - are specifically relevant for the Umbrella Companies market
- The CPS Standards - are maintained and updated when required
- The CPS Standards - comply with current and future legislation requirements



2. The Umbrella Services Market

What Is an Umbrella Company?

An **Umbrella Companies** essentially employ Agency or Freelance Workers on behalf of Recruitment Agencies or end clients.

The umbrella:-

- Manages payroll (PAYE)
- Processes statutory deductions (Tax, NI, Student Loans)
- Provides employment benefits (SSP, Holiday Pay, Pensions)
- Issues a Contract of Employment to the Worker

This model simplifies Compliance for Recruitment Agencies and Clients by shifting worker management to a Third-Party Specialist.

Market Size & Reach

- Estimated Umbrella Companies in UK: 600-1,200
- Estimated Contractors paid via Umbrella Companies: 600,000+
- Sectors served: IT, Healthcare, Construction, Education, Logistics, Public Sector
- Market Value: Over £4 billion in Contractor Payroll processed annually
- Growth drivers:-
 - IR35 off-payroll reforms
 - Public sector outsourcing
 - Agency contractor volume
 - Demand for low-risk, outsourced payroll handling

Market Challenges

There are various crucial market challenges which specifically face the Umbrella Services Market which makes independent Compliance and Certification to a comprehensive Compliance Standard such as the CPS Standard a necessity to ensure confidence, consistency and adherence to legislation and best-practice within the marketplace.

Some of the Key Market Challenges facing the Umbrella Services Market are listed below:-

- **Regulatory Complexity**
 - IR35 (off-payroll) changes in 2017 and 2021 increased demand for Umbrella Companies - but also **blurred accountability** between Agencies, Clients, and Umbrella Firms.
 - **Tax Compliance is critical, but not always well-enforced within the industry.**



- **Holiday Pay Withholding Scandals**

- Some Umbrella Firms were found to **withhold unclaimed Holiday Pay**.
- This practice drew media attention and prompted **Parliamentary inquiries**.

- **Non-Compliance and Fraud**

- Incidents of **Mini Umbrella Company Fraud, Tax Evasion Schemes**, and **disguised remuneration** damaged industry reputation.
- **The HMRC, BEIS, and the Treasury have all issued warnings to the Umbrella Services industry.**

- **Lack of Effective Oversight**

- There is currently no formal Government Regulator overseeing Umbrella Companies.
- Some voluntary standards do exist, e.g. FSA, but are **widely criticised** for weak enforcement.

- **Government Developments**

- **Employment Standards Taskforce** was formed to review Umbrella Sector conduct.
- **New legislation expected:** Potential statutory regulation or Licensing regime by 2026.
- Agencies may soon have a **legal obligation to verify Umbrella Compliance**.

- **Types of Umbrella Companies**

The general types of Umbrella Companies within the marketplace are listed below:-

Type	Description
Fully Compliant	PAYE, Contracts of Employment, Full Transparency
Margin-Driven	Low Fees, Riskier Practices, Hidden Deductions
Disguised Remuneration	Operate Schemes to Reduce Tax Liability (ILLEGAL)
Mini Umbrellas	Split Companies to Avoid Tax Thresholds (FRAUDULENT)

It is important to note, the Disguised Remuneration and Mini-Umbrellas are both Illegal and Fraudulent.



- **Risks to Workers & Clients**

- Within an unregulated market, there are naturally risks for Workers and Clients:-
- Unpaid or miscalculated **Holiday Pay**
- Deductions for “extras” not disclosed
- Lack of Grievance/Complaints channels
- No real Employment Protections
- Risk of **HMRC Retrospective Enforcement** (e.g. Loan Charge)

- **The Future: Compliance and Certification**

The necessity and requirement for independent trusted Compliance Certification has never been greater.

- **There is a rising demand for:-**

- Transparent payroll models
- Genuine statutory benefit access
- Employer accountability
- **Independent Third-party Certification Schemes** like the **Compliance Passport**

The market is shifting away from “wild west” models towards **professionalization, regulation, and trust-based branding**.

- **Key Players & Associations**

- **FCSA** - Established accreditor, but credibility under pressure
- **Large Umbrella Firms** - Some dominate PSLs but are under scrutiny
- **Compliance Passport** - New independent certification standard (2025+)



3. CPS Certification for Umbrella Companies

The Advantages of CPS Certification for Umbrella Companies

Certification under the **Compliance Passport Standard (CPS)** offers Umbrella Companies a wide range of commercial, operational, and reputational benefits.

In an increasingly regulated and reputation-sensitive industry, CPS Certification provides a structured and credible way for Umbrella Companies to demonstrate that they operate:-

- **Ethically**
- **Transparently, and**
- **Legally**

And that they are ready to meet the expectations of Agencies, Clients, and Workers alike.

Below are the key advantages of obtaining and maintaining CPS Certification:-

1. Independent Verification of Compliance

Certification under CPS is conducted via a **Third-Party Audit Process**.

This gives external assurance that the Umbrella Company meets core Legal Requirements, including PAYE operation, National Minimum Wage Compliance, Holiday Pay Administration, GDPR, and Statutory Employment Rights. This removes ambiguity and gives Stakeholders confidence.

2. Market Differentiation & Competitive Advantage

In a crowded marketplace with varying standards, **CPS Certification acts as a clear badge of quality and reliability**. It distinguishes Certified Umbrella Companies from non-compliant or opaque competitors particularly in Tenders, PSL Reviews, and Contractor decision-making.

3. Streamlined Agency Onboarding

Many Recruitment Agencies now demand Due Diligence evidence before placing Contractors with Umbrella Companies. CPS Certification satisfies multiple compliance requirements **in one go**, making the Onboarding process **faster and friction-free** for Certified Companies.

4. Improved Internal Systems & Risk Management

The Certification process prompts Umbrella Companies to review and strengthen internal policies, documentation, payroll processes, and data handling practices. **This leads to improved governance, fewer errors, and a stronger overall compliance culture.**



5. Use of Certification Mark & Trust Signals

CPS Certified Umbrella Companies gain access to the **Compliance Passport Certification Mark** and Marketing Toolkit. These trust signals can be used on:-

- Websites and email footers
- Marketing materials
- Payslips and contracts
- Social media and Public Registers

This boosts brand credibility with both Contractors and Clients.

6. Reduced Legal & Regulatory Risk

By aligning with CPS standards which are mapped to UK Employment Law and relevant ISO Standards (ISO 9001, ISO 14001, ISO 27001 and ISO 45001), Certified Companies reduce the risk of:-

- Tribunal claims over holiday pay or sick leave
- HMRC non-compliance findings
- Breaches of the Data Protection Act
- Negative media exposure or contractor backlash

Certification is a proactive Risk Management Tool.

7. Enhanced Client & Contractor Confidence

Clients and contractors are increasingly aware of malpractice in the umbrella market. CPS Certification signals that the Umbrella Company has **nothing to hide**, and that it upholds fairness, transparency, and legal obligations.

8. Support for Continuous Improvement

The annual re-certification model and optional internal reviews support **ongoing compliance**, rather than one-time pass/fail checks. CPS offers **constructive feedback** and resources to help Umbrella Companies improve their systems year-on-year.

9. Preparedness for Future Regulation

The UK government is actively considering statutory regulation of Umbrella Companies.

CPS Certification **future-proofs** Umbrella Companies, by aligning with likely regulatory expectations, reducing the risk of being caught unprepared when rules tighten.





10. Positive Commercial Impact

Certified Umbrella Companies are better positioned to:-

- Win new agency partnerships
- Retain contractor loyalty
- Increase referral rates
- Protect brand reputation
- Command higher margins based on value, not volume

CPS Certification becomes not just a compliance tool - but a **Growth Enabler**.

In Summary

The Compliance Passport is not just a stamp - it's a strategic investment in your business reputation, resilience, and growth.

It's the Certification that says: **"We're not just compliant. We're proud of it."**



4. The unique Compliance Passport Standards (CPS Standards)

The Compliance Passport Standard is a **fully Integrated Standard** that incorporates all crucial aspects of Compliance requirements specifically pertinent to the Umbrella Services industry.

Unlike any other Standard in the marketplace, the CPS Standard fully incorporates four Key ISO Management Standards which are stipulated requirements for Procurement Pre-Qualification Tenders and Contracts with:-

- Government Departments
- Public Sector Agencies
- Local Authorities
- Supply Chains



The 15 Sections - Compliance Passport Standard Model



CPS Compliance Passport Standards for specific industries

The CPS Compliance Passport Standards are available for various industries which need to demonstrate and show evidence of their Compliance Certification to their stakeholders.





ISO CERTIFICATION



The International Standards Organisation (ISO) has published over 25,000 International ISO Standards!



5. Why are ISO Standards incorporated within the CPS Standards?

The Compliance Passport Standard is a **fully Integrated Standard** that incorporates all crucial aspects of
So what are ISO Standards?

The International Standards Organisation (ISO) was founded in 1947 and so far it has published over 25,000 International ISO Standards covering almost all aspects of technology and manufacturing. It has over 800 Technical Committees to take care of standards development.

ISO Standards are extensively used throughout the world to ensure, safety, quality, consistency and efficiency across products, services and systems. This facilitates international trade by establishing a common framework and set of requirements that businesses adhere to, thereby enabling easier regulatory compliance throughout the world which boots international trade.

ISO Management Standards are by far the most widely used ISO Standards throughout the world.

These are the 4 x Key Management Standards used by millions of SMEs throughout the world:-



- **ISO 9001** - Quality Management Systems
- **ISO 14001** - Environmental Management Systems
- **ISO 27001** - Information Security Management Systems
- **ISO 45001** - Health & Safety Management Systems

The Key Advantages of integrating ISO Standards within the CPS Standard

The Compliance Passport Standard (CPS) is uniquely designed to raise the bar for operational, legal, and ethical performance within the UK Umbrella Company sector. As part of its framework, CPS integrates key elements from globally recognised ISO Standards.

This deliberate integration strengthens the integrity and robustness of the CPS Framework; ensuring certified companies meet international best practices - not just UK minimum legal standards.

ISO Standards underpin CPS Compliance Certification



1. Alignment with Globally Recognised Best Practice

ISO standards are used by millions of responsible organisations worldwide to guide how they manage quality, data, environment, and worker wellbeing. By incorporating relevant ISO principles into CPS, Umbrella Companies benefit from an internationally proven framework that is:-

- Proven
- Auditable
- Scalable
- Credible across multiple industries

This adds rigour to the CPS Certification, ensuring companies don't just appear compliant - they operate effectively at every level.

2. Enhancing Operational Quality (ISO 9001)

CPS includes ISO 9001-inspired principles such as:-

- Documented policies and procedures
- Internal reviews and continuous improvement
- Defined roles and responsibilities
- Client and contractor feedback processes

These elements promote consistency, accountability, and reliability in service delivery - essential traits for Umbrella Companies managing sensitive payroll and employment services.

3. Protecting Data and Digital Assets (ISO 27001)

Umbrella Companies handle large volumes of sensitive data: payslips, NI numbers, bank details, and contracts. CPS integrates key ISO 27001 controls, such as:-

- Data classification and access control
- Information Security Policies
- Breach logging and incident response procedures
- Employee GDPR training

This ensures certified firms operate in line with GDPR and best-in-class data protection protocols.



4. Promoting Environmental Responsibility (ISO 14001)

While not traditionally applied to payroll services, CPS includes ISO 14001 inspired requirements to:-

- Maintain an Environmental Policy
- Reduce unnecessary waste (e.g., printing, energy use)
- Prioritise digital-first, paperless processing

These expectations reflect modern procurement standards and corporate social responsibility, helping umbrella firms align with public sector and ESG-conscious clients.

5. Supporting Employee Health & Safety (ISO 45001)

Though umbrella employees may not work on-site, they remain employed and entitled to basic protections. CPS includes key health & safety expectations such as:-

- Office or remote risk assessments
- Display screen equipment (DSE) guidance
- Mental health awareness
- Clear reporting lines for safety issues

This helps Umbrella Companies uphold their legal duties as employers, even in remote and distributed settings.

6. Compatibility with Larger Client & Agency Frameworks

Agencies and end-clients particularly in the public sector, construction, education, and finance — increasingly demand that their suppliers meet ISO-style principles. CPS Certification makes Umbrella Companies more compatible with:-

- PSL requirements
- Public sector contracts
- Corporate governance checklists
- Modern Slavery and ESG declarations

This makes CPS not only a compliance tool, but a commercial enabler.



7. Bridging the Gap between Law and Practice

Whereas UK law defines minimum standards, ISO-aligned frameworks help businesses create repeatable, auditable systems. By weaving ISO best practices into CPS, Umbrella Companies are guided to not just *avoid doing wrong*, but to consistently do what's right — ethically, operationally, and commercially.

Summary: ISO Integration Makes CPS Smarter, Stronger, and Future-Proof

Incorporating ISO Standards gives the CPS Framework greater integrity, maturity, and long-term value. It prepares Umbrella Companies not only for Certification today but for growth, scrutiny, and partnerships in the evolving UK contractor economy.

ISO Standards Matrix

The ISO Standards Matrix on the next two pages shows how the four key ISO Management Standards are interconnected in terms of Clause structure thereby making integration and implementation for companies much easier to achieve ISO Certification.

ISO Standards Enable Seamless Integration



International Certification Agency Limited

ISO Management Standards Matrix

CPS Training
Programme

ISO Management System Standards Matrix

ISO Certified	✓	ISO Certified	✓	ISO Certified	✓	ISO Certified	✓
ISO 9001:2015 Quality Management System (QMS)	Freecert Scheme Certified	ISO 14001:2015 Environmental Management System (EMS)	Freecert Scheme Certified	ISO 27001:2022 Information Security Management System (ISMS)	Freecert Scheme Certified	ISO 45001:2018 Health & Safety Management System (HSMS)	Freecert Scheme Certified
1-3 Scope, Normative References, Terms & Definitions	✓	1-3 Scope, Normative References, Terms & Definitions	✓	1-3 Scope, Normative References, Terms & Definitions	✓	1-3 Scope, Normative References, Terms & Definitions	✓
4. Context of the Organisation	✓	4. Context of the Organisation	✓	4. Context of the Organisation	✓	4. Context of the Organisation	✓
4.1 Understanding the Organisation	✓	4.1 Understanding the Organisation	✓	4.1 Understanding the Organisation	✓	4.1 Understanding the Organisation	✓
4.2 Understanding Needs	✓	4.2 Understanding Needs	✓	4.2 Understanding Needs	✓	4.2 Understanding Needs	✓
4.3 Determining Scope of the QMS	✓	4.3 Determining Scope of the EMS	✓	4.3 Determining Scope of the ISMS	✓	4.3 Determining Scope of the HSMS	✓
4.4 The QMS and its Processes	✓	4.4 The EMS	✓	4.4 The ISMS	✓	4.4 The HSMS	✓
5. Leadership	✓	5. Leadership	✓	5. Leadership	✓	5. Leadership	✓
5.1 Leadership & Commitment	✓	5.1 Leadership & Commitment	✓	5.1 Leadership & Commitment	✓	5.1 Leadership & Commitment	✓
5.2 Policy	✓	5.2 Environmental Policy	✓	5.2 Policy	✓	5.2 Policy	✓
5.3 Roles & Responsibilities	✓	5.3 Roles & Responsibilities	✓	5.3 Roles & Responsibilities	✓	5.3 Roles & Responsibilities Consultation and participation of workers	✓
6. Planning	✓	6. Planning	✓	6. Planning	✓	6. Planning	✓
6.1 Risks & Opportunities	✓	6.1 Risks & Opportunities	✓	6.1 Risks & Opportunities	✓	6.1 Risks & Opportunities	✓
6.2 Quality Objectives/Planning	✓	6.2 Environmental Objectives/Planning	✓	6.2 IS Objectives/Planning	✓	6.2 HSMS Objectives/Planning	✓
6.3 Planning of Changes	✓	-	-	6.3 Planning for Changes to ISMS	✓	-	✓
7. Support	✓	7. Support	✓	7. Support	✓	7. Support	✓
7.1 Resources	✓	7.1 Resources	✓	7.1 Resources	✓	7.1 Resources	✓
7.2 Competence	✓	7.2 Competence	✓	7.2 Competence	✓	7.2 Competence	✓
7.3 Awareness	✓	7.3 Awareness	✓	7.3 Awareness	✓	7.3 Awareness	✓
7.4 Communication	✓	7.4 Communication	✓	7.4 Communication	✓	7.4 Communication	✓
7.5 Documented Information	✓	7.5 Documented Information	✓	7.5 Documented Information	✓	7.5 Documented Information	✓
8. Operation	✓	8. Operation	✓	8. Operation	✓	8. Operation	✓
8.1 Operational Planning & Control	✓	8.1 Operational Planning & Control	✓	8.1 Operational Planning & Control	✓	8.1 Operational Planning & Control	✓
8.2 Products/Services Requirements	✓	8.2 Emergency Preparedness/Response	✓	8.2 IS Risk Assessment	✓	8.2 Emergency Preparedness/Response	✓
8.3 Design & Development	✓	-	-	8.3 IS Risk Treatment	✓	-	-
8.4 Control of External Processes	✓	-	-	-	-	-	-
8.5 Production & Service Provision	✓	-	-	-	-	-	-
8.6 Release of Products & Services	✓	-	-	-	-	-	-
8.7 Control of Non Conformance	✓	-	-	-	-	-	-

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Originated by: Research

Approved by: QA

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International Certification Agency Limited	CPS Training Programme
ISO Management Standards Matrix	

ISO Management System Standards Matrix (Continued)															
ISO Certified			✓	ISO Certified			✓	ISO Certified			✓				
ISO 9001:2015 Quality Management System (QMS)			Freecert Scheme Certified	ISO 14001:2015 Environmental Management System (EMS)			Freecert Scheme Certified	ISO 27001:2022 Information Security Management System (ISMS)			Freecert Scheme Certified				
ISO 45001:2018 Health & Safety Management System (HSMS)			Freecert Scheme Certified												
9.	Performance Evaluation		✓	9.	Performance Evaluation		✓	9.	Performance Evaluation		✓	9.	Performance Evaluation		✓
9.1	Monitoring/Analysis/Evaluation		✓	9.1	Monitoring/Analysis/Evaluation		✓	9.1	Monitoring/Analysis/Evaluation		✓	9.1	Monitoring/Analysis/Evaluation		✓
9.2	Internal Audit		✓	9.2	Internal Audit		✓	9.2	Internal Audit		✓	9.2	Internal Audit		✓
9.3	Management Review		✓	9.3	Management Review		✓	9.3	Management Review		✓	9.3	Management Review		✓
10.	Improvement		✓	10.	Improvement		✓	10.	Improvement		✓	10.	Improvement		✓
10.1	General		✓	10.1	General		✓	-	-		-	10.1	General		✓
10.2	Non Conformity & Corrective Action		✓	10.2	Non Conformity & Corrective Action		✓	10.1	Non Conformity & Corrective Action		✓	10.2	Incident, Non Conformity & Corrective Action		✓
10.3	Continual Improvement		✓	10.3	Continual Improvement		✓	10.2	Continual Improvement		✓	10.3	Continual Improvement		✓
End				End				End				End			

6. Why Umbrella Companies need CPS Certification? The Top 10 Reasons

1. Build Trust with Agencies and Clients

Agencies increasingly require assurance that their supply chain partners are fully compliant and ethical. Certification provides a **trusted third-party guarantee** that the umbrella company is safe to use.

2. Demonstrate Legal and Ethical Integrity

The Certification proves that the company complies with:-

- PAYE rules
- National Minimum Wage
- Holiday pay legislation
- GDPR
- Employment law

This removes doubts and helps avoid reputational risk or HMRC scrutiny.

3. Stand Out from Non-Compliant Competitors

The UK umbrella market is saturated — and still contains many **non-compliant or exploitative providers**. Certification gives companies a **clear competitive edge**.

4. Use the Certified Badge in Marketing

Display the **Compliance Passport logo** on:-

- Website
- Payslips
- Tenders & agency contracts
- Email signatures
- LinkedIn & social posts

This becomes a **trust signal** that directly drives client acquisition and retention.



5. Improve Internal Processes and Controls

The Certification process helps companies:-

- Review and update policies
- Identify risks
- Standardise payroll and complaints handling
- Strengthen internal audits and GDPR controls
- It's a **management tool**, not just a badge.

6. Attract More Contractors & Freelancers

Certified companies can **prove to workers** that:-

- Holiday pay is not withheld
- Payslips are clear and honest
- Data is protected

This makes it easier to win over contractor talent.

7. Reduce the Risk of Enforcement or Litigation

By complying with the Standard, companies are less likely to face:-

- Employment tribunals
- Holiday pay disputes
- Whistle-blower investigations
- HMRC tax compliance issues

It's **preventative protection**.

8. Satisfy Agency PSL/Compliance Audits

Agencies increasingly demand proof of due diligence. Certification simplifies this by ticking **multiple compliance boxes** all in one go — faster Onboarding, fewer questions.

9. Raise Company Valuation & Exit Readiness

Investors, buyers, and consolidators prefer **regulated, low-risk businesses**. Certification can help command a **higher sale price** or attract partnership opportunities.

10. Join a Modern, Transparent, Trusted Network

Being part of the **Compliance Passport Certified Register** increases visibility and credibility. It shows the company is **part of the solution**, not the problem, in a controversial sector.



7. How much does the CPS Certification cost?

Applicant Companies are provided with a fully costed price for each Stage of the CPS Service they will receive.

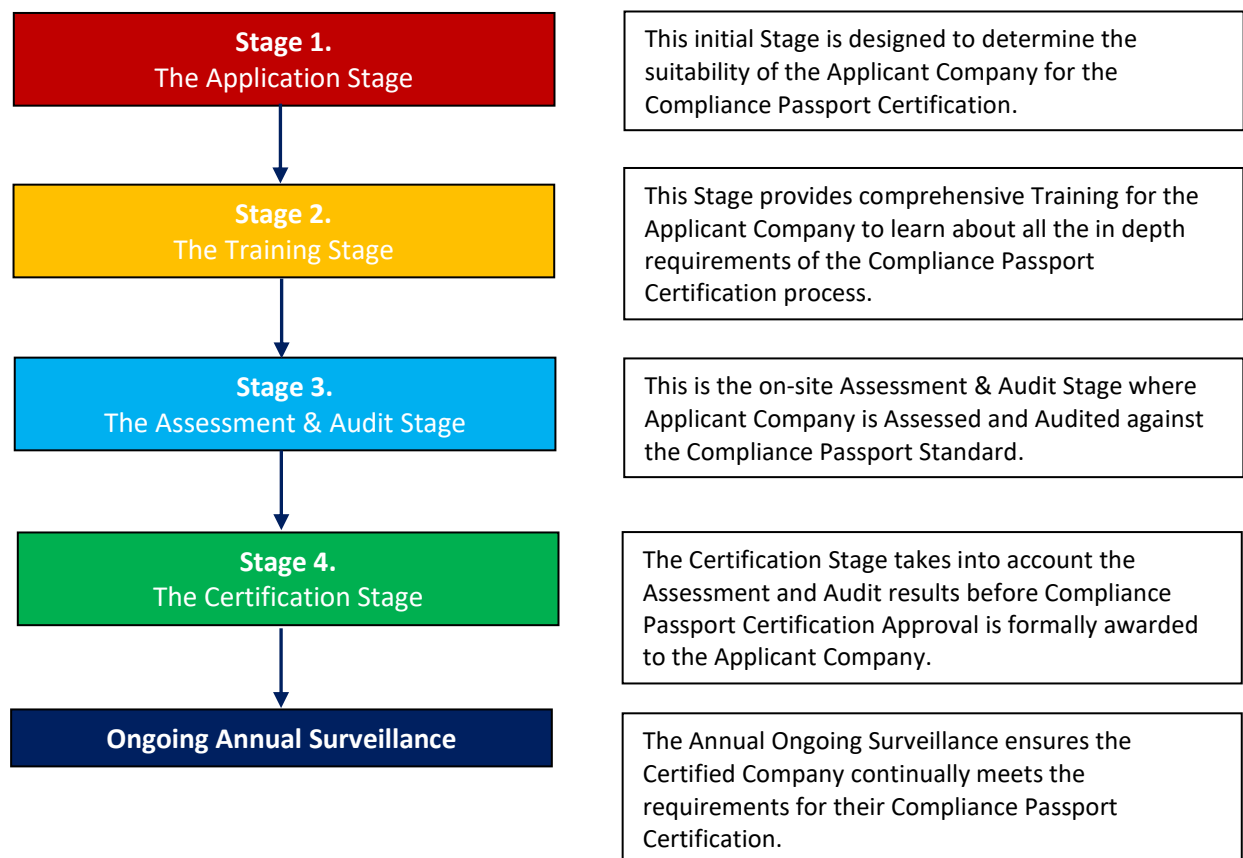
CPS Certification is cost-effective and based on the Payroll Turnover of Umbrella Companies.

The Payroll Bands are:-

- **Up to £2 Million**
- **£2 Million - £5 Million**
- **£5 Million - £10 Million**
- **£10 Million +**

The Process of CPS Certification Compliance

For Umbrella Companies, there are 4 Key Stages to CPS Compliance Passport Certification; these are shown below:-



8. Key Resources for Umbrella Companies

CPS has developed a series of **Key Resources for Umbrella Companies** some of which are displayed in this Section.

Each of these CPS Key Resources is explained in further detail throughout this document within each respective Section.

Essentially, CPS Key Resources are designed to enable Umbrella Companies to learn about our **Professional Certified Compliance Standards** and the process they are required to follow in order to achieve **Compliance Passport Certification**.

The Key Resources are listed below:-

- **Services for Umbrella Companies**
This document details the core services provided by CPS for Umbrella Companies.
- **The Compliance Passport Standards**
This document details the Compliance Passport Standards.
- **The Certification Process**
This document covers the CPS Certification Process; Umbrella Companies are required to follow.
- **The Training Programme**
This document details the CPS Training Programme for Umbrella Companies to gain Certification.
- **The Internal Audit Process**
This document covers the CPS Certification Process Umbrella Companies are required to undertake.
- **The Internal Auditor's Guide**
This document provides a comprehensive Guide for Internal Auditors of CPS Certified Companies.
- **The External Audit Process**
This document provides a comprehensive overview of the CPS Audit Process.
- **The Ongoing Compliance Process**
This document provides a comprehensive overview of the CPS Ongoing Compliance Process.



Key Resources for Umbrella Companies



9. CPS - Services for Umbrella Companies

This Document details the comprehensive Services provided by CPS for Umbrella Companies.



10. CPS - The Compliance Passport Standards

This Document covers the Compliance Passport Standards in detail and the specific requirements which need to be met for each Clause of the Standards.



11. CPS - The Certification Process

This Document covers the Compliance Passport Certification Process in detail.



12. CPS - The Training Programme

This Document covers the Training Process and the Training Resources provided to Applicant Companies.



13. CPS - The Internal Audit Process

This Document provides a detailed overview of the Internal Audit Process which Applicant Companies must undergo before their External Assessment and Audit.



14. CPS - The Internal Auditor's Guide

This Document provides an in-depth resource for Internal Auditors who are responsible for undertaking regular Internal Audits for their Companies against the requirements of the CPS Standards.



15. CPS - The External Audit Process

This Document provides full details of the External Audit Process which Applicant Companies undergo as part of their Assessment for Certification against the requirements of the CPS Standards.



16. CPS - The Ongoing Compliance Process

This Document provides full details of the Ongoing Compliance Process which Certified Companies must undergo annually to retain their Compliance Passport Certification.



17. Our commitment to UN's Sustainable Development Goals

CPS Commitment to UN's Sustainable Development Goals

As a Not-For-Profit organisation, CPS is proud to support the UN's Sustainable Development Goals (SDGs).

We try to ensure all the business processes we follow and implement minimise wherever possible, the impact on the environment.

We encourage our staff to participate in their chosen local charities and help their communities wherever possible. Each staff member has 3 paid days a year to participate and help their chosen charity.

The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future.

At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership.

They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth - all while tackling climate change and working to preserve our oceans and forests.

