

Capability Statement Checklist

Use this to prepare or review your capability statement before submitting to buyers, procurement platforms, or major projects.

GENERAL & BUSINESS OVERVIEW

Business name (as registered)

- ☐ ABN included
- ☐ Business location(s) (including regional footprint)
- ☐ Key contact details clearly listed
- ☐ Concise business summary (vision, values, value proposition)
- ☐ Mention of Indigenous ownership or social enterprise status (if applicable)

CORE CAPABILITIES

- ☐ 3–5 key service areas or specialisations listed
- ☐ Bullet points used for clarity
- ☐ Aligned to priority work packages (e.g. logistics, fabrication, environmental management)
- ☐ Tailored to the specific opportunity or buyer

EXPERIENCE & TRACK RECORD

- ☐ 1–3 brief case studies or project summaries
- ☐ Each includes client name

SCOPE OF WORK

- ☐ Outcomes (budget, time, safety performance)
- ☐ Mentions of experience with Tier 1 contractors, councils, or infrastructure projects

ACCREDITATIONS, INSURANCES & COMPLIANCE

- ☐ Industry certifications (e.g. ISO 9001, ISO 14001)
- ☐ WHS practices or systems
- ☐ Required licences (e.g. trades, building)
- ☐ Insurance coverage stated (e.g. public liability, workers comp)

DIFFERENTIATORS

- ☐ Clear explanation of what makes the business unique or advantageous

Emphasis on:

- ☐ Regional presence
- ☐ Local workforce
- ☐ Fast response times
- ☐ Community engagement
- ☐ Cultural safety practices

SUPPLY CHAIN READINESS

- ☐ Familiarity with ICN Gateway indicated
- ☐ Mention of engagement with C-Res (BHP Local Buying Program), if relevant
- ☐ Willingness to participate in joint ventures
- ☐ Understanding of modern slavery compliance and ESG reporting demonstrated

KEY PERSONNEL

Profiles of 2–3 senior team members with:

- ☐ Role and qualifications
- ☐ Relevant project experience
- ☐ Local knowledge or stakeholder relationships

CONTACT DETAILS & BRANDING

- ☐ Contact info is easy to find
- ☐ Website and/or ICN Gateway profile link included
- ☐ Logo and visual branding used consistently

BEST PRACTICE CHECKS

- ☐ Length is 1–2 pages maximum
- ☐ Starts with a value proposition (“what sets us apart”)
- ☐ Uses plain English
- ☐ Customised for each procurement opportunity
- ☐ Professional layout (clean design, headings, images)