

## Contractor Pre-Qualification Checklist

<b>Contractor name</b>			
<b>Services provided</b>			
<b>Personnel available</b>			
<b>Company manager</b>		<b>Phone</b>	
<b>email</b>			
As part of the contractor approval process all contractors are required to answer the following questions and provide copies of relevant documents where requested. Failure to do so may impact selection outcome.			
		<b>YES</b>	<b>NO</b>
<b>Insurances, licenses &amp; enforcement</b>			
1. Public liability insurance (provide current policy)		<input type="checkbox"/>	<input type="checkbox"/>
2. Workers compensation insurance (provide current policy)		<input type="checkbox"/>	<input type="checkbox"/>
3. Specialist insurance ie Asbestos, demolition or other. (provide current policy)		<input type="checkbox"/>	<input type="checkbox"/>
4. Asbestos license (A/B class) Demolition license (attach if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
5. Has your business recorded any lost time injuries in the past 3 years (detail)		<input type="checkbox"/>	<input type="checkbox"/>
6. Has your business had any enforcement undertaken against it in the past 5 years? (detail)		<input type="checkbox"/>	<input type="checkbox"/>
7. Has your business had any accidents or incidents in the past 3 year which required reporting to the WHS or Environmental regulators? (detail)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Safe Work Practices and Procedures</b>			
8. OHS/WHS Safe work method statements & or procedures relevant to your services provided.		<input type="checkbox"/>	<input type="checkbox"/>
9. Procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company (leave if not relevant)		<input type="checkbox"/>	<input type="checkbox"/>
10. Procedure for electrical testing and tagging		<input type="checkbox"/>	<input type="checkbox"/>
11. Procedure for tagging or lock out of faulty equipment		<input type="checkbox"/>	<input type="checkbox"/>
12. Competencies as required eg asbestos, confined spaces, working at heights, trades licenses. (supply copies)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation and Records</b>			
13. Safety data sheets available for hazardous substances used		<input type="checkbox"/>	<input type="checkbox"/>
14. Records of safety training conducted (supply register)		<input type="checkbox"/>	<input type="checkbox"/>
15. Plant & equipment maintenance records		<input type="checkbox"/>	<input type="checkbox"/>

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<i>The information provided is true and accurate at the time of submission.</i>		
<b>Completed by:</b> [name]		<b>Position:</b>
<b>Signature</b>		<b>Date:</b>

Office use only:

<b>Approved</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Review Date</b>	
<b>Approved by</b> [Name]:			<b>Position:</b>	
<b>Signature:</b>				
<i>For an approved contractor, that had a NO answer, provide details on exemption/s:</i>				
<i>If not approved, explain:</i>				
<i>Further requirements to be re-considered as an Approved Contractor:</i>				
<i>Retain copies of all approved or rejected applications</i>				