CONTRACTOR'S COMPLIANCE FILE ASSESSMENT CHECKLIST

Project Manager:	
Project name:	
Client:	
Contractor Details:	

No.	items	Approved	Not Approved
1	Principal Contractors Organogram		
2	Letter Of Good Standing With Compensation Fund		
3	General Liability Insurance(Summary of Policy)		
3	Notification Letter Of Construction Work ~ Department Of Labour (If Applicable)		
4	Appointments		
5	Induction: Employees And Visitors		
6	Principal Contractor's SHEQ Policy		
7	Health & Safety Plan		
8	Client Specification.		
9	Fall Protection Plan (If Applicable)		
10	Risk Assessments		
11	Method Statements		
12	Safe Operating Procedures		
13	Incidents / Accidents Register And Investigation Reports		
14	Emergency Contact Telephone Numbers		
15	Emergency Plan		
16	Documented Proof Of Daily Toolbox Safety Talks/ DSTI		
17	Inspections Checklist		
18	All Registers		
19	Welfare Facilities		
20	Electrical Compliance		
21	Mandatary Agreement		

22	Communication Plan		
23	Training Records and Competency Certificates		
24	Staff Medical Certificates		

COVID 19 REQUIREMENTS

1.	Covid 19 Risk assessment		
2.	Covid 19 Risk assessment management plan		
3.	TNPA Covid 19 induction		
4.	Covid 19 Communication plan (Attendance registers DOL Directive 479, Risk assessment, etc.)		
5.	Appointment of Covid 19 Manager/Representative		
6.	Covid 19 Operational Plan(include Return to work questionnaire, Covid 19 Reporting and investigation procedure, social distancing, Symptom screening procedure, sanitising and disinfecting procedures, Cloth masks and other PPE, Measures in respect of workplaces to which public have access, Ventilation, Hygiene and cleaning measures and Waste Management, and not limited to the above specifications).		
7.	Covid 19 Registers and Checklists		

CONTRACTOR'S COMPLIANCE FILE REVIEW

Date	Print Full Name	Designation	Signature
02/10/2018	Anesh Harisinker	Risk Specialist	

Status

Approved		
Not Approved		

Reasons for not approving