


	Checklist COVID-19 – Contractor Evaluation	Template Identifier	240-43921804	Rev	6
		Document Identifier	PDPMAN-CS-170	Rev	2
		Effective Date	May 2020		
		Review Date	May 2023		

Grid			
Project Name			
Project Manager			
Contractor			
General			
No.	Item	Yes /No	Comments/Action Required
1.	Does the contractor have the COVID-19 Policy/Safe Work Procedure (SWP)? (Does it include issues such as social distancing, vulnerability & morbidity employees and control etc.?)		
2	Is the contractor COVID-19 Policy/ SWP accepted?		
3	Does the contractor Induction include COVID-19?		
4	Does the induction include all the employees, security personnel, deliveries, suppliers, visitors?		
5	Is the awareness programme in place for the employees related to COVID-19?		
6	Have the COVID-19 PPE such as Sanitizers, face shield, face masks, gloves etc, addressed in the SWP as per the issue based risk assessment?		
7	Have the tools to be used listed such as scanners (fever temperature screening device). Scanners specification NB! An appropriate device is the GUIDE T120H Fever Screening Thermal Camera.		

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8	Does transportation for employees to site in accordance with COVID-19 Government Regulations? Does the COVID-19 address how transportation of workers will be?		
9	Considering the responsibilities entrusted upon this appointment, has the employer designated in writing a suitable person as the Compliance Officer? (Proof of appointment).		
10	Has the manager been appointed to take care of the concerns on site and keep employees informed? (Proof of appointment).		

Baseline Risk Assessment (BRA)

No.	Item	Yes /No	Comments/Action Required
11	Has the contractor received the client BRA?		
12	Has the contractor submitted their BRA?		
13	Does the contractor BRA address the COVID-19?		
14	Is the contractor BRA sufficient?		
15	Can the BRA be accepted by the client?		

Health & Safety (H&S) Specification, Health & Safety Plan

No	Item	Yes /No	Comments/Action Required
16	Has the contractor being issued with revised H&S Specifications?		

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17	Has the Contractor submitted the revised H&S Plan?		
18	Does the revised H&S Plan incorporate all the H&S Specifications elements including COVID-19?		
19	Does the revised H&S Plan take in consideration the government COVID-19, Regulations, Directive and Guidelines?		
20	Can the revised H&S Plan be approved by the Client?		
Emergency Preparedness and Response (EP&R)			
No	Item	Yes /No	Comments/Action Required
21	Is the EP&R submitted?		
22	Does it include all the critical issues such as identification of COVID-19 health facility (identified local quarantine area), emergency numbers, tools (scanners, shields etc.?)		
23	Are emergency numbers displayed in strategic areas? NB!: Indication on how and where are the emergency numbers going to be displayed		
24	Is EP&R sufficient and acceptable?		

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Waste Management			
No	Item	Yes /No	Comments/Action Required
25	Does the COVID-19 SWP address waste generation; separation and disposal of all waste considered infectious?		
26	Is a service provider appointed to dispose this waste?		

Evaluated by:

	First Evaluator	Second Evaluator
Full Name		
Designation		
Date:		

Reviewed by:

Full Name:	
Designation:	
Date:	
Signature	

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