



CONTRACTOR EVALUATION

The Club Nominee must ensure details on this form are completed and kept on the contractor's file.

Contractor Details	
Name of Company	
Contact Person	
Contact Number	
Assessment Date	
Type of Service to be Provided	

Mandatory - Evidence of Documents of Explanation of Processes	Yes	No
H&S Policy		
Pre-Work Application Completed		
Insurance Policy		
H&S Accreditation or Conduct Internal Auditing		
Training Register / Trade Qualification (use NZCTA Task Analysis Worksheet as Default Template if company does not have one)		
Incident Reporting Process (use NZCTA Incident Reporting Template as Default if company does not have one)		
Plant & Equipment Register or Explanation of how contractor maintains equipment fit for purpose		
Emergency Procedures (Default to NZCTA Emergency procedures except for High-Risk Work e.g., Rescue Plan at Heights)		
Hazard Risk Management Process		
Task Analysis Worksheet (use NZCTA Task Analysis Worksheet as Default Template if company does not have one)		
Selection of Sub Contractors Process		
NZCTA Health and Safety Agreement – Signed and Returned		



Authorisation

- When the Mandatory Requirements has not been met - then the contractor will **NOT** be engaged for services.

Does the Contracting Company Qualify as an Approved Contractor?

Yes No

Review completed by Club Nominee:

Signature:

Date:
