

Contractor Management Automation Audit Checklist

Two pages. Audit each of the 8 automations in one afternoon, then list the decisions that stay with a person. Use it with the guide [What to Automate in Contractor Management](#).

Business, portfolio or depot network

Audited by

Date (DD/MM/YYYY)

1. The 8 automations, in our order. Re-rank them with your own scores.

#	Automation	On? (Y, N, part)	Who receives it	Escalation owner, with authority to act	What happens if it fails, and who sees that	Last tested (DD/MM/YYYY)	Time saved (1 to 5)	Risk reduced (1 to 5)	Total, then rank
1	Expiry reminders 60, 30, 14 and 7 days (example)								
2	Sign-in checks against status Block or flag, by site								
3	Renewal chasing Day 1, day 7, day 14 (example)								
4	Induction completion checks Due, overdue, expired								
5	Document re-requests Rejection with a reason; staged rule changes								
6	Permit gating Raised, approved or sign-in?								
7	Reporting Named reader, set time								
8	Onboarding invites By tier, in batches reviewers can clear								

Scoring. Time saved: how often the job happens, multiplied by the minutes it takes by hand (1 low, 5 high). Risk reduced: what a miss costs, combined with how likely a person is to miss it on a busy day (1 low, 5 high). Add the two into Total and rank by it; a tie goes to the higher risk score. The order shown is ours, scored in the guide. Re-score with your own numbers. Reminder and escalation days are examples, not standards.

2. Test every automation with a dummy contractor

- ☐ A ticket set to expire tomorrow. Who received the reminder, and when?
- ☐ An induction set to fall due. Did the sign-in ask for it?
- ☐ A document rejected with a reason. Did the reason reach the contractor in words?
- ☐ A person with an expired document at the gate. Did it block or flag, and who saw the override?
- ☐ A permit raised for that person. At which step did anything check their records?

3. Keep-human register. A named person decides, and writes down why.

Decision	Who decides (name or role)	Where the reason is recorded	Reviewed how often	Next review (DD/MM/YYYY)
Prequalification: is this contractor right for this job?				
Exceptions at the gate, including after hours				
Overrides of a failed check, with a reason in words				
Incident decisions: stop work, notify, allow return				

Test for any decision not on the list: would you have to explain it to the contractor's owner, a client or an investigator? If so, add it here and name the person.

4. Baseline, then day 30 and day 90

Take it from your own file before anything is switched on. Pick 20 expiries from the last 3 months and note how many days after the date the replacement arrived.
Median days: _____

Measure	Baseline (DD/MM/YYYY)	Day 30	Day 90	Notes
People or companies who signed in with an expired document (aim: zero)				
Share of documents renewed before they expired				
Median days from first reminder to an approved replacement				
Overrides a month, and the share with a reason recorded (aim: all)				
Age of the oldest document waiting for review				
Hours a week the coordinator spends chasing (time one week)				

Expect overrides logged and expired documents found to rise in the first month, because more is now being seen. Judge the trend at day 90.