

How to Prequalify a Contractor: The Checklist

One copy per contractor. Tick each check only when you have seen the evidence and verified it at its source, and write the re-check date beside it.

CONTRACTOR (LEGAL NAME)

ABN / ACN

WORK AND SITE

	CHECK	EVIDENCE TO HOLD	VERIFY AT THE SOURCE	RE-CHECK	DONE
1	Business identity	ABN, legal name, and ACN for a company. The name must match the quote, the insurance and the licence.	ABN Lookup (abr.business.gov.au). For a company, ASIC's company register.	At engagement, then each annual review	☐
2	Insurance	Certificate of currency for workers compensation and for public liability, and for professional indemnity where the work involves advice or design. Check the insured name, policy period and limit against your contract.	The insurer. For workers compensation, the state scheme (in NSW, icare's Employer Lookup).	Before each renewal date, and before any job that runs past the end date	☐
3	Trade licence	Licence number and class for each kind of work quoted. Ask for the Refrigerant Handling Licence where refrigeration or air conditioning is involved.	The licensing register of the state or territory where the work is done, and the home-state register if the contractor is licensed elsewhere.	At expiry, and before a new class of work	☐
4	High risk work licences and white cards	Written evidence of each worker's licence for the class of work, and each worker's general construction induction card where the job is construction work. Keep a copy.	The regulator's licence and card check (in NSW, Service NSW or Verify.licence).	Sight before the work starts. High risk work licence at expiry.	☐
5	Safe work method statement (SWMS)	For any high risk construction work, one prepared for this job. Does it describe the work booked, the hazards of this building, and who is on the crew?	Read it against the quote and the site. Send it back with the gap named.	Each job, and when the scope changes	☐
6	WHS management system	Safety policy, consultation process, a recent risk assessment, training records, incident and corrective action records, and how the contractor checks its own subcontractors.	Review against your own criteria, scaled to the size and risk of the contractor.	At least once a year	☐
7	Induction records	Who was inducted, by whom, on what date, and into which building or site.	Your own site induction record, kept on the contractor's file.	For each new worker and each new building	☐
8	Review dates	A re-check date written against every item above, the day the document is accepted.	Your register or diary.	On the dates set	☐

What holds a job. Our recommendation: an expired insurance certificate, a high risk work licence nobody has sighted, or a missing SWMS each hold the job until it is fixed. Anything softer needs a named person to sign it off, and a date by which it will be fixed.

CHECKED BY

DATE

APPROVED BY