

Subcontractor Documents Checklist

One copy per subcontractor and job. Fill in the first row, work down the list, and diary every date in the last column.

Subcontractor:	ABN:	Site:	Job:
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Document	Why you hold it	How to verify it	When it expires, and how often to check	Held (Y/N, or the reason)	Date checked	Checked by	Next chase date
ABN and business name	So the entity you pay and insure is the entity you engaged. A contract matter.	Search the ABN, ACN or name on ABN Lookup (abr.business.gov.au) and match the entity name to the quote and every certificate.	Not an expiry document. Check at engagement, and again if a certificate shows a different name.				
Public liability certificate of currency	Covers injury or damage to a third party caused by the subcontractor's negligence. A legal duty to carry it attaches to certain occupations in some states and territories; otherwise the limit is a contract matter.	Read the insured name, the policy type, the period, the limit, the issue date and the workers covered. Confirm who issued it (insurer or broker) and, where in doubt, ask them to confirm the policy.	The period of cover printed on it. Ask for a new one at each renewal and before any job that will outlast the period.				
Workers compensation certificate of currency, or the reason there is none	State law decides who must hold cover, and in NSW a principal contractor has its own checks on its subcontractors. A sole trader with no employees may have no certificate: record why.	Confirm with the state scheme where it allows (the certificate of currency guide at complyflow.com/blog/certificate-of-currency has the check for NSW, Victoria, Queensland and South Australia). Where the certificate shows a worker count (NSW's does), compare it with the crew booked.	The policy period. South Australia's certificate is valid until 30 June each year.				
Trade licence or registration	Some work is licensed. Service NSW says a licence is needed in NSW for wiring, plumbing, draining, gasfitting, and air conditioning or refrigeration work, except plug-in appliances.	Search the state regulator's public register (NSW: Service NSW licence check; Queensland: QBCC licensee register) and match the licence type to the work.	The expiry date shown on the register. Check at engagement and at each renewal.				

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High risk work licence, for each worker who needs one	The business that directs or allows the work must see written evidence of the licence first, and keep a record of it for at least 1 year after the work is carried out (regulation 85, model WHS Regulations).	Sight the licence, match the class to the task, and check the register where one is public (in NSW, Verify NSW).	In NSW a licence lasts 5 years, and classes added later expire with it. Check before each job.				
Refrigerant handling licence, for each technician who handles refrigerant	The Commonwealth Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 require a person who works on equipment that uses a fluorocarbon refrigerant, including installing, servicing or maintaining it, to hold a refrigerant handling licence that covers that work, with narrow exceptions. The Australian Refrigeration Council grants it.	Sight the licence and match the name to the technician and the licence type to the work.	A licence is issued for a limited period and renewed through the Australian Refrigeration Council: check it is current before each job.				
Safe work method statement (SWMS) for high risk construction work	The business doing the high risk construction work needs one in place before it starts (regulation 299, model WHS Regulations).	Read it against this job and this floor, not a generic one: the hazards, the controls, who does what.	One per job. Re-read it if the work, the site or the crew changes.				
General construction induction record	No construction work by a worker without general construction induction training, and where that training is more than 2 years old the worker must have done construction work in the past 2 years (regulation 317, model WHS Regulations).	Sight the worker's general construction induction training card or, if the worker has applied for one that has not yet been issued, a training certification issued in the last 60 days (regulation 317), and match the name to the person on site.	No fixed expiry: the test is recent construction work. Check each new worker.				

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Subcontractor's statement (NSW)	The NSW Government's form says that, completed in accordance with the provisions it names, it relieves a principal contractor of liability for the subcontractor's workers compensation premiums, payroll tax and remuneration.	Check it is signed, covers the dates of the work, and has the certificate of currency attached where the form requires one.	It covers a stated period; sequential statements should give continuous cover. Keep a copy for the period the legislation sets.				
Signed subcontract or order terms	Sets the insurance minimums and who does what.	Read the insurance limits first, then the roles, incident reporting and notice-of-arrival clauses that WorkSafe Tasmania's guidance says a contract should cover.	Review at renewal and whenever the scope changes.				
Site induction and sign-in record	Shows each person was told your site rules before they started.	Your own record: who, which site, which date.	Each person at each site; repeat when the site rules change.				
Safety record and any regulator notices	The selection evidence for choosing a trade, including incidents and any notices or prosecutions.	Ask in prequalification and ask for notices to be listed.	At engagement, then yearly.				

A starting point from ComplyFlow (www.complyflow.com), version 1.0, October 2026. Not legal advice. Work health and safety law differs by state and territory; check the Act and Regulation that apply to your site. Enter dates as DD/MM/YYYY.