



CONTRACTOR'S COMPLIANCE FILE ASSESSMENT CHECKLIST

Project Manager:			
Project name:			
Client:			
Contractor Details:			

No.	items	Approved	Not Approved
1	Principal Contractors Organogram		
2	Letter Of Good Standing With Compensation Fund		
3	General Liability Insurance(Summary of Policy)		
3	Notification Letter Of Construction Work ~ Department Of Labour (If Applicable)		
4	Appointments		
5	Induction: Employees And Visitors		
6	Principal Contractor's SHEQ Policy		
7	Health & Safety Plan		
8	Client Specification.		
9	Fall Protection Plan (If Applicable)		
10	Risk Assessments		
11	Method Statements How the works will be conducted (Steps)		
12	Safe Operating Procedures		
13	Incidents / Accidents Register And Investigation Reports		
14	Emergency Contact Telephone Numbers		
15	Emergency Plan		
16	Documented Proof Of Daily Toolbox Safety Talks/ DSTI		
17	Inspections Checklist		
18	All Registers		
19	Welfare Facilities		
20	Electrical Compliance		
21	Mandataray Agreement		



22	Communication Plan		
23	Training Records and Competency Certificates		
24	Staff Medical Certificates		
COVID 19 REQUIREMENTS (Part of the RA)			
1.	Covid 19 Risk assessment		
2.	Covid 19 Risk assessment management plan		
3.	Covid 19 Registers and Checklists		

CONTRACTOR'S COMPLIANCE FILE REVIEW			
Date	Print Full Name	Designation	Signature
Status			
Approved			
Not Approved			
Reasons for not approving			