



## CONTRACTOR EVALUATION FORM

### INSTRUCTIONS

- Complete all sections of the form
- Attach supporting documentation where requested
- Forward the completed form and supporting documentation to The Project Manager:
  - Email: [enquiries@spantech.com.au](mailto:enquiries@spantech.com.au), or
  - Fax: **+61 (0)7 5593 4448**
- If you need any assistance please call +61 (0)7 5593 4449

1. CONTRACTOR'S DETAILS			
Company Name			
Your main service		GST Registered	Yes No
Main Contact		Phone	
Email		Mobile	
Address			
Will you engage subcontractors to perform any of the work?	Yes No	(If Yes, provide details below)	
Subcontractor Company	Contact Name	Contact Number	Score
			+1
			+1
			+1

2. LEGAL STATUS	N/A	Yes	No	Score
Do you have an Australian Business Number (ABN)? (If Yes, attach your <a href="#">ABN Lookup</a> result, which is available at <a href="http://abr.business.gov.au">abr.business.gov.au</a> . Search for your ABN. Print out the search result. Spantech cannot accept contractors registered as Sole Traders.)				-1
Do all of your employees (and those of any subcontractors) hold the correct visas to work in Australia (or NZ)?				-1

3. INSURANCE	N/A	Yes	No	Score
Do you have Worker's Compensation (Australian companies only) (If Yes, attach Certificate of Currency)				-1
Do you have Professional Indemnity Insurance (If Yes, attach Certificate of Currency)				-1
Do you have Public Liability Insurance (If Yes, attach Certificate of Currency)				-1

4. QUALITY	Yes	No	Score
Have you had retention held by a customer or work rejected by a Certifier due to quality or workmanship issues? (If Yes, attach details)			+3 each
Do you have a Certified Quality Assurance System? (If Yes, attach certificate and go to Item 5)			-3
Do you prepare ITP's or ITC's for each project? (If Yes, attach sample)			-1
Do you conduct regular inspections and tests, or third party inspections and tests?			-1

5. ENVIRONMENTAL	Yes	No	Score
Have you had any environmental related Regulator's Notices in the last 5 years? (If Yes, attach list)			+5 each
Do you have a Certified Environmental System? (If Yes, attach certificate and go to Item 6)			-3
Do you include environmental risks in SWMS or other site documents?			-1
Do you conduct regularly workplace inspections for environmental issues?			-1
Are you registered/licensed by the EPA in your State? (Australian companies only) (If Yes, provide Cert. No.)			



6. SAFETY	N/A	Yes	No	Score
Have you had any Prohibition or Improvement Notices in the last 2 years? <i>(If Yes, attach list)</i>				+1 each
Have you had any lost time injuries in the last 2 years? <i>(If Yes, attach list)</i>				+0.5 each
Do you have a Certified Safety System? <i>(If Yes, attach certificate and go to Item 7)</i>				-10
Do you have a register of all hazardous substances that you will use on site? <i>(If Yes, attach list)</i>				-0.5
Do you have SDS for each hazardous substance that you will use on site? <i>(If Yes, attach SDS)</i>				-0.5
Do you have a register of all electrical equipment that you will use on site? <i>(If Yes, attach list)</i>				-0.5
Do you have risk assessments or a register for all mobile plant that you will use on site? <i>(If Yes, attach)</i>				-0.5

7. SWMS	N/A	Yes	No	Score
Do you prepare site specific SWMS? <i>(Australian companies only) (If Yes, attach a sample SWMS)</i>				-1
Does your SWMS meet all of the following requirements?				
- is site specific and applicable to the scope of works				-0.5
- considers the requirements of the Project Risk Assessment				-0.5
- considers site specific circumstances that may affect the way work is carried out				-0.5
- identifies the high risk construction work (HRCW)				-0.5
- lists the hazards and risks related to the HRCW				-0.5
- lists control measures that reflect or exceed the legislation, COP's, AS and other OHS requirements				-0.5
- lists control measures with consideration to the hierarchy of controls				-0.5
- if only administrative or PPE controls are required, it lists higher order controls considered for HRCW				-0.5
- lists how control measures are to be implemented, monitored and reviewed				-0.5
- includes any specific emergency requirements and monitoring				-0.5
- is set out and expressed in a way that is readily accessible and understandable				-0.5
- lists workers who were consulted in the development of the SWMS				-0.5
- is signed by workers who will be performing the work				-0.5
Does your scope of work and SWMS include any of the following hazards?				
<i>(Tick any high risk construction work relevant to your scope)</i>				
<input type="checkbox"/> a risk of falling more than 2m				
<input type="checkbox"/> telecommunication tower				
<input type="checkbox"/> demolition				
<input type="checkbox"/> asbestos				
<input type="checkbox"/> temporary structural support				
<input type="checkbox"/> a confined space				
<input type="checkbox"/> shaft or trench greater than 1.5m deep or a tunnel				
<input type="checkbox"/> use of explosives				
<input type="checkbox"/> pressurised gas piping				
<input type="checkbox"/> chemical, fuel or refrigerant lines				
<input type="checkbox"/> energised electrical installations or services				
<input type="checkbox"/> contaminated or flammable atmosphere				
<input type="checkbox"/> tilt-up or precast concrete				
<input type="checkbox"/> work on or near a traffic corridor				
<input type="checkbox"/> powered mobile plant				
<input type="checkbox"/> artificial extremes of temperature				
<input type="checkbox"/> involves a risk of drowning or diving work				
<i>(Tick any other hazards your company may introduce to the site)</i>				
<input type="checkbox"/> hazardous substances				
<input type="checkbox"/> hazardous manual tasks				
<input type="checkbox"/> electrical safety				
<input type="checkbox"/> noise				
<input type="checkbox"/> traffic management				
<input type="checkbox"/> harmful fibres and dust (other than asbestos)				
<input type="checkbox"/> security issues (high value plant or materials)				
<input type="checkbox"/> ultraviolet (UV) radiation (welding)				
<input type="checkbox"/> untrained or inexperienced workers (labour hire, apprentices)				
<input type="checkbox"/> workers, other than your workers, need additional PPE due to your works				
<input type="checkbox"/> any environmental hazards:				
<input type="checkbox"/> any other hazards:				
				+0.5 each

8. TRAINING	Yes	No	Score
Do all of your employees hold a current White Card (Aus) or SiteSafe Passport (NZ)? <i>(If Yes, attach list)</i>			-1
Do all of your employees hold the required Trade Licences? <i>(If Yes, attach list)</i>			-1
Do all of your employees hold the required High Risk Work Licences? <i>(If Yes, attach list)</i>			-1
Do you provide your employees required to operate mobile plant with competency based training? <i>(If Yes, attach Verification of Competency such as certificate or signed letter)</i>			-1



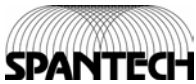
9. COMMUNICATION	Yes	No	Score
<p>Have you communicated these OHS responsibilities to your relevant employees and any subcontractors?</p> <p><b>General OHS Responsibilities:</b></p> <ul style="list-style-type: none"> <li>– Ensure workers present for work in a fit and proper state, free from the effects of alcohol and drugs;</li> <li>– Ensure all high risk activities are covered by a SWMS that is approved by Spantech before starting the activity;</li> <li>– Hold the necessary license, tickets, certificate or training to undertake work in a safe and legal manner;</li> <li>– Participate in Site Inductions, Pre-Start Meetings, Toolbox Meetings, Committee Meetings and any training;</li> <li>– Participate in risk assessments, preparing SWMS, incident investigations, inspections and audits as required;</li> <li>– Participate in the monitoring and review of the SWMS to ensure it is correctly followed and remains effective;</li> <li>– Immediately cease and report any activity that presents a risk to safety, property or the environment;</li> <li>– Discharge their OHS obligations and duty of care as prescribed in applicable legislation;</li> <li>– Ensure compliance with relevant legislation, standards and codes of practice;</li> <li>– Ensure full compliance with instructions and training provided;</li> <li>– Ensure the integrity of safety devices are not bypassed or defeated;</li> <li>– Ensure work areas remain in a clean and safe condition for the duration of work.</li> <li>– Immediately report hazards and incidents to the Spantech Site Supervisor;</li> </ul> <p><b>Supply, Use &amp; Maintenance of Plant &amp; Equipment:</b></p> <ul style="list-style-type: none"> <li>– Ensure plant is fit for purpose, free of damage or defects that could pose safety, property or environment risks;</li> <li>– Ensure plant is designed and maintained in accordance with legislation, standards and codes of practice;</li> <li>– Ensure plant is subject to appropriate inspection and preventative maintenance;</li> <li>– Ensure electrical equipment is tested and tagged in accordance with legislation.</li> <li>– Supply appropriate PPE and training to use PPE correctly to all employees.</li> </ul> <p><b>Supply, Use &amp; Maintenance of Hazardous Substances &amp; Dangerous Goods:</b></p> <ul style="list-style-type: none"> <li>– Ensure Spantech is advised of any hazardous substances to be used on site before it is delivered</li> <li>– Ensure a current MSDS is supplied and available at the point of substance use;</li> <li>– Ensure a risk assessment on the use, handling, transport and storage is supplied;</li> <li>– Ensure substance containers are correctly labeled and appropriate for the nature of substance;</li> <li>– Ensure volumes stored on site are kept as low as reasonably possible;</li> <li>– Ensure workers using hazardous substances are trained to use the substance;</li> <li>– Ensure equipment is available for the immediate clean up of spills in a safe and environmentally sound manner.</li> </ul>			-1

10. REFERENCES	Yes	No	Score
Have you worked for Spantech in the past? (If Yes, number of years or projects)	Years or	Projects	-1 each
If you have not previously worked for Spantech, please provide references from at least three (3) of your customers:			
Customer's Business Name	Contact Name	Contact Number	
			-1
			-1
			-1

11. CONTRACTOR DECLARATION	Score
<ul style="list-style-type: none"> <li>– I will ensure the work undertaken by my company and workers is in accordance with: <ul style="list-style-type: none"> <li>– relevant Legislation, Codes of Practice, Australian or New Zealand Standards, etc</li> <li>– our company SWMS and/or applicable Spantech SWMS, and</li> <li>– any additional OHS requirements or instructions issued by Spantech and/or the Principal Contractor.</li> </ul> </li> <li>– I acknowledge and understand my responsibilities as a contractor.</li> <li>– I will communicate all necessary requirements to workers and subcontractors under my control.</li> </ul>	-1
Name:	Position:
Signature:	Date:

## 12. ATTACHMENT CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> ABN Lookup result  | <input type="checkbox"/> List of Lost Time Injuries                |
| <input type="checkbox"/> Worker's Compensation Certificate of Currency            | <input type="checkbox"/> Safety Management System Certificate      |
| <input type="checkbox"/> Professional Indemnity Insurance Certificate of Currency | <input type="checkbox"/> Hazardous Substances Register             |
| <input type="checkbox"/> Public Liability Insurance Certificate of Currency       | <input type="checkbox"/> Material Safety Data Sheets (MSDS)        |
| <input type="checkbox"/> List of Quality Issues                                   | <input type="checkbox"/> Electrical Register                       |
| <input type="checkbox"/> Quality Assurance System Certificate or sample ITP's     | <input type="checkbox"/> Mobile Plant Risk Assessments or Register |
| <input type="checkbox"/> List of Environmental Regulator's Notices                | <input type="checkbox"/> Safe Work Method Statements (SWMS)        |
| <input type="checkbox"/> Environmental Management System Certificate              | <input type="checkbox"/> Training Register and VOCs                |
| <input type="checkbox"/> List of Safety Regulator's Notices                       | <input type="checkbox"/> References                                |



### 13. RISK ASSESSMENT - SPANTECH USE ONLY

			Consequence				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	5	Almost Certain	5	10	15	20	25
	4	Likely	4	8	12	16	20
	3	Possible	3	6	9	12	15
	2	Unlikely	2	4	6	8	10
	1	Rare	1	2	3	4	5

#### Hierarchy of Control

1. Elimination - Eliminate or redesign the works package
2. Substitution - Seek another more qualified contractor
3. Engineering - Contractor to work under Spantech SWMS
4. Administrative - Monitor and review frequently
5. PPE - N/A

Score	Rating	Action
E	Extreme	Do not engage the Contractor. If no suitable contractor can be sourced, consider redesigning the work or works package.
H	High	Seek further information from the contractor. If none is available, seek management approval to use the contractor.
M	Medium	Approved Contractor - subject to frequent monitoring and review (e.g. daily or weekly monitoring)
L	Low	Approved Contractor Monitor and review as normal

#### RISK SCORE

All contractors start with a score of 25.

Subtract or add to this score to identify the Total Risks Score for the Contractor.

The Contractor must provide an attachment when requested. Score any "Yes" answer without the requested attachment as zero.

Score all "No" answers as zero.

Any N/A item scores the full amount.

Round the Total Score up to the nearest whole number.

#### Total Risk Score:

(less than 4)	Approved Contractor
(5-11)	Approved Contractor - Frequent Monitoring
(12-19)	Management Approval Required
(20+)	Not Approved

Comments:

Signature:

Date: