

Queensland Country Contractor Services Contractor Pre-Qualification Questionnaire

Part A: Contractor Details

Contractor Details:	
Company Name:	
Street Address:	
Postal Address:	
Contact Name:	
Email address:	
Services offered:	

Part B: Insurances

Insurance Type	Yes/No/NA	Sum Insured	Policy Number	Expiry Date
Public Liability				
Professional Indemnity				
Workers compensation				

Part C: Health and Safety

Details

Does your company have a WHS management system in place?	
Is the WHS system certified under AS/NZS 4801 or OHSAS 18001?	
Are Safe operating Procedures (SOP's) or Safe Work Instructions (SWI's) implemented in your organisation	
How is information communicated within the organisation and do you have an induction and issue resolution process?	
Do your procedures outline the process for incident and injury management including the provision of first aid?	
Do your procedures outline the process for emergency preparedness and response?	
Do your procedures outline the process for hazard identification and control?	
Do your procedures address permit to work requirements (e.g. hot work, confined space entry)?	
Have safe work method statements (SWMS) been completed and are they relevant to the proposed activities? (mandatory for construction projects)	

Do you provide your workers with the necessary personal protective equipment (PPE)?	
What industry qualifications or competencies do your workers have? Note, construction industry induction and licenses to perform high risk work are mandatory.	
Have your workers completed any other relevant training, including induction? Please specify and confirm competency requirements.	

PART D: Contractor information verification

I hereby confirm that the above and attached information is true and correct:

Name:			
Signature:		Date:	

PART E: Evaluation and Sign Off

I have sighted and reviewed all documents as indicated above and endorse that the contract service provider is acceptable to manage the risks associated with the proposed contract.

Name:			
Position:			
Signature:		Date:	