



# CONTRACTOR MANAGEMENT

The first part of the journey is how you engage them. It all starts with the initial contractor supplier/vendor company registration and pre-qualification process



Pre-qualifying them as a company, going through a questionnaire, how many LTI's in last 5 years, any notifiable breaches, compliance evaluation, do we want them as a preferred contractor company?



Getting company contact and registration details, abn check and validation etc



Uploading insurances



Suitable for a company or sole trader

**Build a database of all contractors, sub contractors and supplier representatives**

**Manage their insurances and tickets with automated renewals**

## ONCE REVIEWED AND APPROVED



Individuals from that company do the contractor induction



Provide individual licenses, tickets or evidence of training

## SIGN IN ON SITE

- ✓ Contractors and sub contractors sign in on site
- ✓ Compliance spot check
- ✓ Who's on site right now

## ONGOING CONTRACTOR MANAGEMENT

- ✓ Automatic reminders
- ✓ Categorise contractors by risk type
- ✓ Day to day contractor management and database

## ANNUAL SUPPLIER REVIEW

- ✓ Should they remain a preferred contractor company?
- ✓ Safety and provision of service review



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