



Inspection - Contractor Checklist

Contractor Checklist - Checklist

| Item # | Prompt | Responses | Comments |
|--------|--|--|----------|
| 1 | 1.0 Organization | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 2 | The contractor has submitted a current Safety Management Plan | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 3 | The contractor has the appropriate safety systems to comply with OTML standards | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 4 | A Purchase Order is in place | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 5 | 2.0 People | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 6 | The contractor has identified suitably qualified personnel to perform the contracted work | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 7 | Documentation has been supplied for personnel who require specific permits or qualifications | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 8 | Permits are current for all personnel | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 9 | A roster has been determined which will effectively manage rest and fatigue | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 10 | A plan exists to properly induct personnel and instruct them in the work to be performed | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 11 | A plan exists for suitable accommodations for personnel who will perform the work | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 12 | A plan exists for suitable transport for employees performing the work | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 13 | Supervision has been identified to ensure appropriate coverage | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 14 | Supervision has been trained in their company's safety system | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 15 | Appropriate PPE has been identified and supplied to all personnel | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 16 | 3.0 Tools, Machinery & Vehicles | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 17 | Equipment to be provided by the contractor is fit for purpose and meets OTML standards | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 18 | Tools to be provided by the contractor are fit for purpose and meet OTML standards | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |

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| 19 | Vehicles to be provided by the contractor are fit for purpose, registered and permitted | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 20 | 4.0 Processes | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 21 | The scope of work to be conducted is clear and understood | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 22 | The processes required to complete the work are identified | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 23 | The safety management plan for the scope of works addresses the identified risks | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 24 | 5.0 Environment | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| 25 | Interactions with other locations, employees and processes have been identified and planned | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |