

Contractor Compliance Records Checklist

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A practical checklist for insurance, credentials, site access, and audit-ready history

Contractor identity and scope

☐ Confirm legal entity, trade, contacts, sites, and approved work scope

☐ Record subcontracting, high-risk activities, and project restrictions

☐ Assign internal owner and contractor contact

Insurance and credentials

☐ Verify policy type, insurer, limits, named entity, territory, and expiry

☐ Verify licenses, trade cards, training, medicals, accreditations, and competency

☐ Confirm documents apply to the people and work being assigned

Safety and work controls

☐ Review RAMS or JSA, permits, inductions, and equipment records

☐ Check incident, corrective-action, and enforcement history

☐ Record site-specific approvals and access conditions

Validity and follow-up

☐ Track missing, expiring, expired, rejected, and superseded records

☐ Set reminder, escalation, suspension, and renewal rules

☐ Keep supplier responses and replacement evidence linked to the record

Audit trail

☐ Record who reviewed what, when, and against which requirement

☐ Preserve historical documents and approval decisions

☐ Export a current evidence pack for tenders, clients, audits, or site checks