



Use this checklist with our guide, **How to Complete Contractor Prequalification**, before you submit to a client or a platform such as ISNetwork, Avetta or ComplyWorks. Tick each document once it's current and filed in your library, and enter its expiry or next review date. Each client sets its own requirements, so add anything else the client asks for in the notes.

Company

Client or platform

Date checked

1. Safety program and policies

REVISION OR EXPIRY

- ☐ Health and safety program or manual, current, dated and fitting the work you do
- ☐ Signed health and safety policy statement
- ☐ Trade-specific procedures clients ask for, such as working alone, fall protection and lockout
- ☐ Harassment and violence prevention policy
- ☐ Emergency response plan
- ☐ Subcontractor selection and management procedure
- ☐ Drug and alcohol policy, where the client asks for one
- ☐ Manual cross-reference showing the section and page for common requirements

2. Hazard assessment and field records

DATE OF SAMPLE

- ☐ Sample job hazard analyses for your main tasks
- ☐ Sample field-level hazard assessments
- ☐ Inspection records, including equipment and vehicle inspections
- ☐ Safety meeting or toolbox talk records
- ☐ Incident investigation sample and corrective action log

3. Training and competency

EARLIEST EXPIRY

- ☐ Training matrix showing required and completed training by worker
- ☐ Worker certificates, such as first aid, WHMIS, fall protection and trade tickets
- ☐ Supervisor training, such as leadership and incident investigation
- ☐ Orientation records for new and transferred workers

Notes and client-specific requirements



4. Injury and illness statistics

YEAR UPDATED

- ☐ Payroll hours worked for each of the last three to five years
- ☐ Recordable and lost-time case counts for each year, matching incident records and WCB claims
- ☐ TRIF and lost-time frequency calculation sheet (cases x 200,000 / hours worked)
- ☐ Short explanation and corrective actions for any case that affects your rates
- ☐ Regulatory orders, tickets or penalties, if the client asks

5. Workers' compensation

EXPIRY DATE

- ☐ Clearance letter or letter of good standing from each board where you have workers
- ☐ Experience rating or premium rate statement compared with your industry rate
- ☐ Board account checked for arrears before submitting

6. Insurance

EXPIRY DATE

- ☐ Commercial general liability certificate with the client's limits and wording
- ☐ Automobile liability certificate
- ☐ Other coverage the client requires, such as umbrella, pollution or professional liability

7. Certification

EXPIRY DATE

- ☐ COR or SECOR certificate, if you hold one
- ☐ Next maintenance audit or submission due date

8. Client and platform account

DATE

- ☐ Each client's requirements read and listed
- ☐ Questionnaire answered truthfully, with references to evidence
- ☐ Deficiencies logged and closed
- ☐ Platform subscription renewal date recorded

Need help with prequalification? Calgary Safety Consultants helps contractors set up and maintain ISNetwork, Avetta and ComplyWorks accounts, build the program and records clients ask for, and respond to deficiencies. Read the full guide at calgarysafetyconsultants.ca/safety-guides/cor-secor/contractor-prequalification/ or call 1-888-231-0358.

Notes