



Contracting Checklist

To be completed by the contracting agency
(if there is more than one contractor, a form should be completed by each one)

The following checklist is sent to you as an outside provider to assess the level of safety management expertise provided by your organisation.

Name of organisation
Contact person
Address
Phone and fax
Email
Length of time as contractor
Date
Please return this form by: / / to

Please complete the following:

Yes No
Do you have selection standards for your staff?
What are these?
Do you have training standards for your staff?
What are they?
Do these standards comply with nationally accepted best practice standards?
Does your organisation regularly monitor compliance with these standards?
How does it do this?
Does your organisation have safety policies and guidelines for each activity, including vehicle use?
Are these documented?
May our staff sight these safety guidelines?

	Yes	No
<b>Your organisation's safety performance.</b>		
• Are records kept of incidents and accidents?	<input type="checkbox"/>	<input type="checkbox"/>
• Are logs kept of equipment use? (for example ropes)	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a safety management plan for each activity? (for example RAMS or SAP)	<input type="checkbox"/>	<input type="checkbox"/>
• Safety management plans (including emergency procedures) for all activities this school will be involved in are attached.	<input type="checkbox"/>	<input type="checkbox"/>
• Can you supply a list of instructors who will be used for our event, with their CVs and logbooks?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you confirm that if personnel are changed for any reason, people of equal professional capability only will be used.	<input type="checkbox"/>	<input type="checkbox"/>

**Referees:**

Please supply the names and contact details of two supporting referees that your organisation has supplied services for in the past.

**Referee one:**

Name:

Contact Details

**Referee two**

Name:

Contact details

The information supplied above is correct.

Signed:  Position:

Name:  Date:  / /