

## Subcontractor Pre-Qualification checklist

This checklist should be used at the time of contractor engagement to ensure that all the required documentation has been supplied to RWE.

SUBCONTRACTOR COMPANY DETAILS			
Company name		ABN	
Contact Person		Contact Email	
Contact phone number			
SUBCONTRACTOR BANK DETAILS*			
Account name		Bank	
BSB		Account number	
SUBCONTRACTOR WORK OVERVIEW			
Description of work/services being provided			
SUBCONTRACTOR DOCUMENTS PROVIDED TO RWE HEAD OFFICE			
Subcontractor must supply a copy of all records marked with a (red asterisk*) below	Yes	No	N/A
Public liability insurance policy copy & expiry details*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional indemnity insurance policy copy & expiry details*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers compensation/ personal accident insurance policy copy & expiry details*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractor and/or employees relevant licences including Construction White Card*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractors and/or employee's Verifications of Competency (VOC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work methods/Task Risk Assessments, procedures, instructions for work*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontractor documentation supplied (RWE sign off)			
Name	Role	Signature	Date