

Sub-Contractor Management

Aim

This procedure explains how to:

- a) document QA/WHS/EMS requirements for subcontracts and purchase orders
- b) evaluate and select subcontractors and suppliers
- c) carry out surveillance on subcontractors to confirm that they are meeting their QA/WHS/EMS requirements.

Scope

Applies to all subcontractors, their employees and any subcontractors employed by a subcontractor.

Subcontractor – Company, partnership or sole trader employed by a head contractor.

Definitions

Subcontractor – Company, partnership or sole trader employed by a head contractor to undertake works or provide a service.

- Includes employees, representatives and subcontractors to sub contractors.

Required Documentation

1. Contractors License, as appropriate
2. Insurances, as appropriate
3. Subcontract Agreement
4. Employee Information:
 1. White Cards
 2. Licenses & Qualifications, as appropriate
5. Annual Contractor Evaluation, including
 1. SWMS Review & Sign-Off, within 12 months, based on Risk Profile. All sub-contractors who conduct high risk construction activities must provide a SWMS.

Management Process

