

FINANCIAL & COMMERCIAL
Trade/ Professional Registrations & Prequalifications
References from previous projects
Insurances
STAFF & EMPLOYMENT
Employment Records
Employment processes including migrant worker/visa management
Trade/ Professional Registrations
Supporting local communities
Mana whenua, Maori, Pasifika support and development / programmes
Training and development plans/programmes/succession development/ records
Apprenticeships/employment pathways
QUALITY MANAGEMENT
Documented and maintained certified Quality Management System or ISO 9001
Quality Management Policy or statement
Quality Management Manual or management plan
Regular inspections / testing / checks / calibrations of materials, work and equipment & records of each
Process for non-conforming work and materials
ENVIRONMENTAL MANAGEMENT
Certified Environmental Management System or ISO 14001
Environmental Management Policy or statement
Environmental Management Manual or management plan
Consents and permit management
Environmental Hazard and Risk Management system
Transport management plan – fuel, routes, maintenance, etc
Environmental management training – eg spill and sediment control
Collect supplier/sub contractor/materials environmental impact/certification
Environmental improvement targets – eg sustainable purchasing, carbon foot print, cleaner production
SUSTAINABILITY
Sustainability related memberships
Sustainability policy and/or management plan
Waste minimisation and management policy / plan / system
Work methods/technology incorporating sustainability
Monitoring use of energy, waste, water and materials
Collect supplier/sub contractor/materials sustainability information/tracking

WORKPLACE HEALTH & SAFETY
H&S Systems
Health and Safety Policy or statement
Health and Safety training – completion and records of
H&S responsibilities documentation (JD's?)
ACC Partnership Programme accreditation or third party H&S certification or approvals
Plant & Equipment
Compliance with legal requirements / licences – eg RUCs, COF, etc
Fitting and maintenance of safety mechanisms – eg reversing alarm, beacon, seatbelts, etc
Preventative maintenance programme
Compliance with standards/safety and checks
Training and licences – completion and recording/evidence and verification of skills and competency
Work Methods
Documented safe work practices for all Critical Risk Activities – eg energy, trenching, excavations
Hazard / Risk Management
Onsite hazard identification and management system / processes / forms
Hazardous Substances register and Safety Data Sheets
Worker Competency
H&S training and induction including records and understanding acknowledgements
Specific H&S rules
Records and evidence of registration / tickets required and held by staff
Regular Toolbox meetings including H&S
Contractor Management
Assessment of subcontractor & supplier H&S capability
Accident / Incident Management
Accident/incident reporting, recording and investigation system
Emergency Preparedness and Response
Emergency response procedures eg Certified First Aiders, Lone Worker processes/emergency plans/drills
Personal Protective Clothing and Equipment (PPC & PPE)
Assessment of PPC/PPE requirements for each task
Provision of PPC/PPE and staff training in use of PPC/PPE
Fitness for Work
Drug and alcohol policy including conducting testing
Health monitoring programme including fatigue management
Injury management and return to work programme