

## Contract Establishment

### Company Information

Company Name	
Company Address	

### Preliminary Information

Project	
Location	
Client	
Proposed start	

### Tender Preparation Checklist

Are the requirements compatible with the Company's business plan & policy?	
Are we capable of performing the work involved?	
Do we have the necessary qualifications/licences/registrations?	
Do we have the time to get the work done given our staff levels and other contracts held?	
Do we need extra staff/subcontractors or extra equipment?	
Do we need to outsource extra staff/subcontractors or equipment?	
Do we have the right quality procedures?	
Will extra training be needed?	
Are there any special quality, environmental, safety requirements?	

### Site Visit

Site Access	
Vegetation	
Gullies	
Shape	
Rubbish	
Spoils Positioning	
Services on Site	
Services near Site	

## Contract Establishment

<b>Stormwater Drainage</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### CONTRACT REVIEW prior to signing

<b>Applicable Standards Required</b>	
<b>Other Statutory Requirements</b>	
<b>1. Are the contract documents adequate to undertake the work?</b>	
<b>a) Specifications</b>	
<b>b) Drawings</b>	
<b>c) Other Data</b>	
<b>Comments</b>	
<b>2. Are the Contract Documents as per the tender quotation provided?</b>	
<b>Comments</b>	
<b>3. Can we do the job?</b>	
<b>a) Any special equipment needed?</b>	
<b>b) Will employees need the extra training?</b>	
<b>c) Do we have adequate time?</b>	
<b>d) What subcontractors will be needed?</b>	
<b>4. Will we need to do any extra inspection or tests?</b>	
<b>Additional Comments</b>	
<b>5. Anticipated commencement date?</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### ITP – SITE ESTABLISHMENT

<b>Inspection / Test Point</b>	Underground & overhead Services identified
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	List of Trade Contractors been provided to site

## Contract Establishment

Verified	
Remarks	
Inspection / Test Point	Plans and specifications recorded in Drawing Register
Verified	
Remarks	
Inspection / Test Point	Plant Register established
Verified	
Remarks	
Inspection / Test Point	Notification of Appointment of Principal Contractor submitted
Verified	
Remarks	
Inspection / Test Point	Emergency Details on display
Verified	
Remarks	
Inspection / Test Point	Contract program posted on site
Verified	
Remarks	
Inspection / Test Point	Signage as per WH&S Management Plan
Verified	
Remarks	
Inspection / Test Point	Fencing / Hoarding / Barricades
Verified	
Remarks	
Inspection / Test Point	Gantry / Scaffold arranged
Verified	
Remarks	
Inspection / Test Point	Amenities – Toilet, Site Shed, Lunch facilities & First Aid
Verified	
Remarks	
Inspection / Test Point	Site Power
Verified	
Remarks	
Inspection / Test Point	SWMS held for subcontractors
Verified	

## Contract Establishment

<b>Remarks</b>	
<b>Inspection / Test Point</b>	Permit to Start
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Set Out Points
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Signs & Hoardings
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Amenities & Offices
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Fences & Gates
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Connection of Temporary Service
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	Contract GANTT
<b>Verified</b>	
<b>Remarks</b>	
<b>Inspection / Test Point</b>	WH&S Requirements
<b>Verified</b>	
<b>Remarks</b>	