

CONTROL OF CONTRACTORS CHECKLIST

APRIL, 2023

INTRODUCTION

Confirm Y or N if the checklist item has been completed, is up to date and that it not only meets legislation but also goes beyond compliance.

If you are uncertain or need some advice, tick "Need Support". Then add a brief note of the "Action Required".

Return your checklist to enquires@ligtas.co.uk, and one of our consultants will call you to discuss any areas you need support.

YOUR DETAILS:

Name:	
Company:	
Email:	
Tel:	



You can't keep people safe by simply ticking a box

Question	Y/N	Need Support	Action Required
Step 1 Planning			
Are tasks to be outsourced to contractors assessed to determine what information the contractor will need to produce the RAMS?			
Are effective communication systems in place to allow for the cooperation and coordination of the work between the client, contractor, and others potentially affected by the work?			
Step 2 Selecting a Contractor			
Do you have a suitable contractor approval system in place?			
Do you have an Approved Contractor List?			
Do you have a procedure detailing how work is sourced to contractors?			
Do you require RAMS for the work undertaken by contractors?			
Do you assess the RAMS against Health and Safety requirements?			
Do the people assessing the RAMS have a suitable baseline understanding of Health and Safety requirements?			

Question	Y/N	Need Support	Action Required
Step 3 Working Onsite			
Are contractors provided with sufficient general information about the site on arrival (i.e. suitable induction arrangements)?			
Are named client and contractor contacts established for the period the work is being undertaken?			
Are any checks made to ensure the contractor is aware / has with them a copy of the agreed RAMS?			
Step 4 Keeping A Check			
Do you consider what, if any, supervision the contractor should be providing to their own staff during tasks?			
Do you have arrangements in place to provide sufficient oversight of contractors during the work?			
Step 5 Review			
Do you routinely review the performance of your contractors, with regard to their adherence to your requirements?			
CDM Awareness			
Are employees who appoint contractors aware of the basic requirements of CDM 2015?			