

Checklist for Actions at the commencement of a Contract

Contract name:

Contract number:

Type of Contract GC21 / Minor Works / Mini Minor Works *

* Cross out the Contract types that do not apply

Use this checklist to confirm that the following actions have been completed. For each check insert either "Yes" in the box to signify compliance or "NA" in the box to signify that the check is not applicable.

1. Has the Contractor been notified of the name, address and functions of Principal's authorised representative/s for the Contract?
 - GC21 – included in Contract Information;
 - Minor Works – included in Annexure? (See Annexure 1.2 and 1.3);
 - Mini Minor Works – included on Tender Form

For changes to Principal's authorised representative/s refer to:

 - GC21 *Sample letter 2C* - Change to the Principal's Authorised Person;
 - GC21 *Sample letter 73C* - Change to the Principal's senior executive;
 - Minor Works *Sample letter 1C* - Change of Principal's Agent;
 - Minor Works *Sample letter 1D* - Change of Principal's Representative

2. Was the Security received within the time specified in the Contract?
 - GC21 - within 14 days after the Date of Contract;
 - Minor Works – before commencing work on site, if required (see Annexure 13.1);
 - Mini Minor Works – not required.

When requesting Security refer to:

 - GC21 *Sample letter 37A* - Lodgement of Security;
 - Minor Works *Sample letter 13A* - Request for lodgement of security

3. Has the Security been checked for compliance with the Contract?

Refer to the Checklist for *Security in form of 'unconditional undertaking'*

4. Has the Contractor's Professional Indemnity Insurance been checked?

Refer to the Checklist for *Professional indemnity insurance*

5. Has the Contractor's Workers Compensation Insurance been checked?

Refer to the Checklist for *Workers Compensation insurance*

6. Has a list of names and contact details of the key personnel associated with project been prepared?

7. Is the site available for possession?

8. Has the Bond been prepared and stored securely, with copies available for use on site?

Name: Position title:

Signature: Date:

9. Has the first meeting with Contractor been arranged?

For planning and recording details of the first site meeting refer to:

- Agenda for first site meeting
- Checklist for first site meeting
- GC21 *Sample minutes* – First site meeting,
- Minor Works *Sample minutes* – First site meeting

10. Has the Contractor's Program been obtained and checked against the delivery schedule for Principal supplied items?

11. Is a list containing critical items, deadlines, special attention items and records being maintained?

The list may include details of the submission of contractor's documents such as:

- OHS Management Plan;
- Site Safety Plan,
- Safe Work Method Statements,
- Construction Work Site Checklists,
- Environmental Management Plan,
- Waste Management reports,
- Industrial Relations Plan,
- Project Aboriginal Participation Plan,
- Project Training Management Plan,
- Quality Management Plan; and
- Inspection and Test Plans

12. Have regular reporting schedules and methodology been established and documented?

13. Has the Contractor been supplied the agreed number of copies of the Contract documents?

14. Has the Principal's site office, fittings and equipment been supplied in accordance with the Contract?

15. Have the Principal's site record management systems been initiated?

16. Has a program been established for the Contractor Audits required by the Contract?

Name: Position title:

Signature: Date: