Contractor Sign-In Sheet

Attendance and compliance record for contractors and subcontractors working on your premises.

ORGANISATION

DATE

Site and job details

SITE / PREMISES

DATE

WORK ORDER / JOB NO.

DESCRIPTION OF WORKS

RESPONSIBLE MANAGER

Pre-start compliance

Confirm each item before any contractor starts work. Attach the supporting documents to this sheet.

- [ ] Public liability insurance sighted and current
- [ ] Licences and trade qualifications sighted
- [ ] Site induction completed by all attending
- [ ] Workers compensation cover confirmed
- [ ] Safe work method statement received
- [ ] Permits issued where required

INSURANCE EXPIRY DATE

PERMIT NUMBERS ISSUED

CHECKED BY

Contractor attendance

NAME	COMPANY	TRADE / LICENCE NO.	TIME IN	TIME OUT	SIGNATURE

NAME	COMPANY	TRADE / LICENCE NO.	TIME IN	TIME OUT	SIGNATURE

> Retain completed sheets for the period required by your jurisdiction. If an incident occurs, this sheet establishes who was present, what they were licensed to do, and whether pre-start checks were done.

Sign-off

I confirm the compliance checks above were completed before work commenced, and that the attendance record is accurate.

RESPONSIBLE MANAGER	PRINT NAME	DATE