

Contractor Sign-In Sheet

ORGANISATION

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

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

☐ Workers compensation cover confirmed

☐ Licences and trade qualifications sighted

☐ Safe work method statement received

☐ Site induction completed by all attending

☐ Permits issued where required

INSURANCE EXPIRY DATE

PERMIT NUMBERS ISSUED

CHECKED BY

Contractor attendance

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

Contractor Sign-In Sheet

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