



## CONTRACTOR INFORMATION

Policy Name                    **CONTRACTOR INFORMATION**  
 File Reference                **WO.100.6.5**  
 Reviewed                      **4 August 2015**

Contractor Details		
<b>Business Name</b>		
<b>ABN</b>		
<b>Business Location</b>		
<b>Postal Address</b> (if different to above)		
<b>Phone</b>		
<b>Mobile</b>		
<b>Email</b>		
<b>Website</b>		
<b>Contact Person (s)</b>		
<b>Service Description</b>		
Compliance Details - Please complete below & provide Certificates of Currency and copy of Return to Work SA Registration document.		
<b>Public Liability Insurance</b>	<b>Insurer:</b> <b>Policy No:</b>	<b>Cover amount \$</b> <b>Expiry Date:</b>
<b>Product Liability Insurance</b>	<b>Insurer:</b> <b>Policy No:</b>	<b>Cover amount \$</b> <b>Expiry Date:</b>
<b>Commercial Vehicle or Industrial Plant</b>	<b>Insurer:</b> <b>Policy No:</b>	<b>Cover amount \$</b> <b>Expiry Date:</b>
<b>Return to Work SA Registration</b> (if not applicable state why)	<b>Employer No:</b>	
<b>Other</b>		

<b>List Licences / Qualifications Held</b> - Include name, licence number, expiry date & scope of works. Copies of licences must be provided for all persons that will be working for Council. (Add more boxes or a separate list if necessary)		<b>Please Note Yes/No or tick</b>
<b>Licence Type</b>	<b>Name:</b> <b>Licence No:</b> <span style="float: right;"><b>Expiry Date:</b></span> <b>Scope of works:</b>	
<b>Licence Type</b>	<b>Name:</b> <b>Licence No:</b> <span style="float: right;"><b>Expiry Date:</b></span> <b>Scope of works:</b>	
<b>Licence Type</b>	<b>Name:</b> <b>Licence No:</b> <span style="float: right;"><b>Expiry Date:</b></span> <b>Scope of works:</b>	

<b>Important Documentation: Copies of policies are required.</b>		<b>Please Note Yes/No or tick</b>
<b>Work Health &amp; Safety</b>	<ol style="list-style-type: none"> <li>1. WHS Policy - signed and dated</li> <li>2. Job Safety Analysis / Safe Work Method Statement / Risk Assessment</li> <li>3. White Card - OHS General Induction for Construction</li> <li>4. Other</li> </ol>	
<b>Quality Assurance</b>	Policy or statement, ISO Accreditation or equivalent.	
<b>Environmental Policy</b>	Policy or statement, ISO Accreditation or equivalent.	
<b>Other Information</b>		

Office Use Only:

<b>Recorded into Synergy:</b> <hr/> <hr/> <hr/>
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<b>Registered on database</b> Entered <input type="checkbox"/> Date: .....
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<b>Vendor Panel Invitation</b> Emailed <input type="checkbox"/> Date: .....
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