

CONSTRUCTION & FIELD OPS CONTRACTOR DOCUMENT TEMPLATE

Contractor Document Checklist

Verify company records, licenses, insurance, worker credentials, HSE plans, equipment certificates, permits, quality and environmental documents, expiries, restrictions, and approvals.

PROJECT / LOCATION

REVIEW DATE

CONTRACTOR

APPROVER

1. Document control setup, contractor scope, ownership, and approval

1

Confirm the project, contractor legal name, work package, document-review date, contract owner, contractor representative, document controller, HSE reviewer, and approver.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Use one controlled register so status is visible across project functions.

2

Define the contractor's scope, work locations, subcontractors, workforce, equipment, high-risk activities, and project phases covered by the document review.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Scope the document review to the work the contractor will actually perform.

3

Establish the required contractor-document register, mandatory document categories, approval status, responsible reviewer, submission deadline, and evidence needed before mobilization.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Approval gates are clearer when every mandatory document has an owner and status.

4

Verify document responsibilities are clearly assigned between project, contractor, subcontractors, HSE, quality, procurement, access control, and equipment or permit teams.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: OSHA recommends defining safety-program responsibilities across multiemployer worksites before work begins.

5

Confirm document naming, numbering, revision, approval, storage location, access permissions, and status terminology are standardized for the project.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Use consistent revision and approval terminology to avoid field confusion.

6

Record missing, rejected, expired, superseded, conditional, and approved documents with responsible owners and target closure dates.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Conditional approval should show exactly what remains open.

2. Company registration, licenses, insurance, statutory approvals, and legal identity

7

Verify the contractor's legal company name, registration number, registered entity, trading name, and project contract party are consistent across submitted records.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Match the legal entity on the document to the entity performing the work.

8

Confirm required business, trade, professional, operating, labor, or specialist licenses are current and cover the contractor's planned scope and jurisdiction.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Licenses should cover both the activity and the jurisdiction where required.

9

Verify insurance certificates, required policy types, coverage limits, endorsements, insurer details, and validity dates meet project and contractual requirements.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Check limits and validity, not only whether an insurance certificate exists.

10

Check required statutory registrations, tax or labor registrations, permits, certifications, and regulatory approvals are current where applicable to the contracted work.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Project-specific statutory documents vary by jurisdiction and work type.

11

Confirm any document issued to a parent company, affiliate, joint venture, or different legal entity is formally accepted for the contractor actually performing the work.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Do not assume parent-company documents automatically cover an affiliate.

12

Prevent final document approval where a mandatory company registration, license, insurance, or legal authorization is missing, expired, unverifiable, or outside the contracted scope.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Critical legal or insurance gaps should block full approval.

3. Contract, scope, purchase order, subcontractor, and commercial-control documents

- 13 Verify the signed contract, subcontract, purchase order, letter of award, work order, or equivalent authorization clearly identifies the contractor and approved work scope.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: The current contract scope should match actual field work.

- 14 Confirm scope documents, drawings, specifications, schedules, deliverables, exclusions, interfaces, and responsibilities are current and consistent with the work the contractor plans to perform.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Document changes and variations before expanded work begins.

- 15 Identify approved subcontractors and verify lower-tier work is covered by the required contractual, safety, competency, insurance, and document-control conditions.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Lower-tier contractors need their own required approval trail.

- 16 Check project clauses covering safety, quality, environment, incident reporting, confidentiality, data, permits, equipment, access, and corrective actions are acknowledged where required.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Contract obligations can define safety and reporting responsibilities.

- 17 Verify approved change orders, variations, additional work, temporary instructions, and scope amendments are traceable to the current contractor document package.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Keep scope changes tied to the approved document set.

- 18 Flag any field work, equipment, subcontractor, or activity that is not supported by the current authorized scope or commercial approval.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Unsupported field work should be escalated before it continues.

4. Worker roster, identity, eligibility, training, competency, and medical records

19

Verify the current worker roster records each worker's name or identifier, employer, trade or role, supervisor, work area, and expected mobilization or access status.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Roster control helps ensure only approved workers receive access.

20

Confirm worker identity, employment relationship, site-access eligibility, and required work authorization or project credentials have been verified before access activation.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Credential requirements should match the exact trade or task.

21

Check licenses, trade qualifications, operator cards, competent-person appointments, certifications, and specialist training records are current for roles that require them.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: OSHA 1926.21 requires instruction in recognition and avoidance of unsafe conditions.

22

Verify general and task-specific training records support the worker's assigned duties and show completion, provider, date, validity, and any required refresher status.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Training validity should be visible, not buried in individual certificates.

23

Confirm medical clearance, respirator medical evaluation, fit-test records, hearing or occupational-health records, or other task-specific fitness documentation is controlled where required.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Protect medical and personal records while retaining required evidence.

24

Restrict access or task assignment when a worker's required identity, license, competency, training, medical, fit-test, or authorization record is missing, expired, or inconsistent with the assigned work.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Missing worker documentation should restrict the affected task or access.

5. HSE plans, policies, risk assessments, method statements, and training documents

- 25 Verify the contractor has submitted required safety and health policies, project HSE plan, organization chart, responsibilities, emergency arrangements, and relevant program procedures.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Project HSE plans should be specific enough to guide real work.

- 26 Confirm risk assessments, job hazard analyses, job safety analyses, or equivalent documents reflect the actual planned work, hazards, interfaces, and site conditions.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Risk assessments should match the actual workforce and interfaces.

- 27 Check method statements or safe-work procedures describe the intended sequence, equipment, access, workforce, controls, permits, exclusions, and emergency measures for relevant activities.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Method statements should explain sequence and controls clearly.

- 28 Verify hazard communication, chemical or SDS records, PPE requirements, respiratory protection, fall protection, electrical safety, excavation, lifting, and other specialist programs are available where applicable.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Specialist safety programs should be included only where the scope requires them.

- 29 Confirm training matrices identify required induction, general safety, task-specific, operator, competent-person, refresher, and specialist training by role.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Training matrices make gaps easier to identify before mobilization.

- 30 Reject generic or copied HSE documents when they do not match the project, contractor scope, work method, hazards, equipment, or local requirements.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Generic documents should not be accepted as evidence of project readiness.

6. Plant, vehicle, tool, lifting, access-equipment, and inspection certificates

- 31 Verify the contractor equipment register lists relevant plant, vehicles, lifting equipment, powered access, scaffolding equipment, electrical tools, temporary equipment, and other controlled assets.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Match certificates to the physical asset by serial or asset number.

- 32 Confirm equipment identity, serial or asset number, manufacturer, model, owner, assigned project, inspection status, and maintenance status are traceable where required.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Equipment status should be clear before access or use is released.

- 33 Check required inspection certificates, test certificates, maintenance records, third-party examinations, load-test records, calibration records, or statutory certifications are current.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Track statutory and manufacturer-required inspections separately where needed.

- 34 Verify operator licenses, equipment-category authorizations, familiarization, and competency records match the exact equipment or work activity where required.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Operator records should match the equipment category being used.

- 35 Confirm lifting accessories, rigging equipment, cranes, hoists, MEWPs, electrical equipment, pressure systems, and other specialist assets have the required supporting documentation before use.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Specialist assets often need several linked records, not one certificate.

- 36 Prevent site use when required equipment certificates, inspections, maintenance records, operator authorizations, or asset identification are missing, expired, or do not match the equipment presented.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Do not rely on an expired certificate while waiting for renewal.

7. Permits, isolations, high-risk work, rescue, and specialist certificates

37

Identify contractor activities requiring permits or specialist authorization such as hot work, confined space entry, excavation, isolation, work at height, lifting, line breaking, energized work, or other site-defined high-risk work.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Identify high-risk work early so document requirements are ready before the task.

38

Verify permit-related roles, permit issuer and receiver authority, competent persons, isolation responsibilities, fire-watch, attendants, rescue personnel, and other required appointments are documented.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Role appointments should be documented where the permit system requires them.

39

Confirm supporting documents such as isolation certificates, gas-test records, confined-space permits, hot-work permits, excavation permits, lift plans, work-at-height plans, and linked approvals are controlled.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Linked permits and certificates should reference the same scope and location.

40

Check rescue plans, emergency equipment records, atmospheric-monitoring records, fall-rescue arrangements, fire-watch records, or standby requirements are available where the work requires them.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Rescue documentation must match the actual work method.

41

Verify specialist certificates and approvals reference the correct project, location, equipment, work scope, validity period, revision, and responsible persons.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Specialist approvals should be traceable to the exact work or equipment.

42

Do not release high-risk contractor work when critical permit, isolation, rescue, engineering, or specialist documentation is missing or inconsistent with the actual workforce.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Missing critical permit evidence should stop work release.

8. Quality, environmental, emergency, incident, and subcontractor documentation

43

Verify required quality plans, inspection and test plans, material approvals, calibration records, nonconformance procedures, workmanship standards, and quality records are submitted where applicable.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Quality and environmental documents should be proportionate to the work scope.

44

Confirm environmental plans, waste records, spill controls, chemical documentation, emissions or discharge permits, environmental approvals, and incident procedures are available where required.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Environmental approvals can be as important as safety permits for certain work.

45

Check emergency contact lists, evacuation information, first-aid arrangements, rescue plans, fire-response information, and contractor employee-accounting responsibilities are documented.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Emergency documents should include contractor-specific contacts and responsibilities.

46

Verify incident, injury, near-miss, environmental event, property-damage, investigation, root-cause, and corrective-action forms or procedures align with project reporting requirements.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Incident forms should support prompt notification and corrective follow-up.

47

Confirm subcontractor document registers show company approvals, worker records, training, PPE, equipment, insurance, risk assessments, permits, and other mandatory records before lower-tier work starts.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Lower-tier contractors should appear in the document register before they mobilize.

48

Ensure the contractor provides the project with relevant hazard, incident, and safety information needed for effective multiemployer communication and coordination.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: OSHA recommends regular exchange of hazard and incident information across multiemployer sites.

9. Validity, expiry, revision, retention, accessibility, and document-status control

49

Verify each time-limited contractor document has an expiry date, responsible owner, renewal lead time, alert rule, and escalation path before validity lapses.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Expiry alerts should occur early enough to avoid work stoppage.

50

Confirm superseded or withdrawn documents are clearly identified and prevented from being used as current work instructions, permits, certificates, or evidence.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Superseded documents must not remain available as current field instructions.

51

Check revision histories, review comments, approvals, rejections, conditional approvals, and resubmissions remain traceable in the document-control system.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Keep the review history so rejected content cannot silently reappear.

52

Verify field teams, supervisors, permit issuers, access control, equipment teams, and other authorized users can access the current approved documents they need at the point of work.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Current approved documents should be accessible to the people who need them.

53

Confirm confidential worker, medical, identity, commercial, or personal records are stored and accessed according to applicable privacy, security, retention, and contractual requirements.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Control sensitive records according to applicable privacy and retention rules.

54

Suspend affected access, equipment use, permit release, or work activity when a critical document expires or is withdrawn and no valid replacement is approved.

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: A critical expiry should automatically affect the related access or work status.

10. Findings, corrective actions, approval gate, handoff, and final sign-off

- 55 Summarize the contractor document review, including missing records, expiries, rejected submissions, worker-document gaps, equipment certificate failures, permit gaps, and subcontractor deficiencies.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Separate administrative gaps from critical authorization gaps.

- 56 Create immediate mobilization, access, equipment, or work restrictions for critical document gaps that leave required legal, competency, safety, or authorization controls unverifiable.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Critical missing evidence should create a visible restriction.

- 57 Assign each document finding an owner, priority, due date, required resubmission or evidence, reviewing authority, escalation path, and closure-verification method.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Every document action needs a clear closure rule.

- 58 Verify corrective actions through current source documents, issuing-body confirmation, worker credential review, equipment identity match, revised plans, permit evidence, or other objective checks.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Verify source authenticity when the consequence of false documentation is high.

- 59 Handoff the approved contractor document register, key expiry dates, restrictions, open actions, required renewals, and document locations to the operational project team.

CRITICAL

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Operational teams need the expiry and restriction picture after approval.

- 60 Record final approval or conditional approval, remaining restrictions, document-register revision, next review date, contractor representative, document controller, contract owner, HSE reviewer, approver, date, time, and

DOCUMENT

Approved

Conditional

Block release

N/A

Execution tip: Final approval should preserve all outstanding conditions and next-review dates.

RUN THIS CHECKLIST DIGITALLY

Turn contractor document gaps into controlled restrictions, renewals, and verified approval

Capture documents, expiry alerts, reviewer comments, restrictions, resubmissions, and approval evidence in Taqtics.

Try Document Control in Taqtics