



Contractor Management Checklist Audit

Complete

| | | | | | |
|---------------------|---------------|----------------------|----|----------------|--|
| Score | 10 / 20 (50%) | Flagged items | 10 | Actions | 0 |
| Department | | | | | Logistics |
| Conducted on | | | | | 14.09.2023 09:30 PST |
| Prepared by | | | | | Abbey Ferry |
| Location | | | | | 8646 Hwy 17, Myrtle Beach, SC 29588, USA (33.6490974, -78.9847717) |

Flagged items

10 flagged

Contractor 1

Is contract / service agreement on file and in date

Yes

[Mariott Contract and Service Agreement for Logistics - September 2023.pdf](#)

Contractor 1

Are Certificate of currencies current ie Worker Comp, Public Liability and General

Yes

Contractor 1

Has Contractor Site Induction been completed. (Check against Sign in log)

No

Contractor Site Induction is incomplete. See attached file for progress

[Mariott Site Induction Log.pdf](#)

Contractor 1

Are the relevant licenses on file and in date (Business License, Personal Qualifications)?

Yes

[Contractor License and Portfolio - Sept 2023.pdf](#)

Contractor 1

Are there SWMS, Risk Assessments, JSA's

N/A

Contractor 2

Is contract / service agreement on file and in date

Yes

[Discover LTD Service Agreement - Sept 2023.pdf](#)[Discover LTD x Mariott Project Contract - Sept 2023.pdf](#)

Contractor 2

Are Certificate of currencies current ie Worker Comp, Public Liability and General

Yes

Contractor 2

Has Contractor Site Induction been completed. (Check against Sign in log)

No

Contractor 2

Are the relevant licenses on file and in date (Business License, Personal Qualifications)?

Yes

Contractor 2

Are there SWMS, Risk Assessments, JSA's

Yes

| | |
|--|---------------------------|
| Contractor 1 | 5 flagged, 5 / 6 (83.33%) |
| Contractor Name | Abbey Ferry |
| Is contract / service agreement on file and in date | Yes |
| Mariott Contract and Service Agreement for Logistics - September 2023.pdf | |
| Are Certificate of currencies current ie Worker Comp, Public Liability and General | Yes |
| Has Contractor Site Induction been completed. (Check against Sign in log) | No |
| Contractor Site Induction is incomplete. See attached file for progress Mariott Site Induction Log.pdf | |
| Contractors on site have been inducted and are following policies and procedures. - Check Visitors log - Verify Visitors log name against the Companies Induction Sign off Sheet | Yes |
| Are the relevant licenses on file and in date (Business License, Personal Qualifications)? | Yes |
| Contractor License and Portfolio - Sept 2023.pdf | |
| Are there SWMS, Risk Assessments, JSA's | N/A |
| Note: Risk Assessment is required for high risk tasks that contain many different hazards. | |
| Have Work permits been completed Verify there is a risk assessment or safe work method attached to Permit which clearly identifies the risk associated with carrying out the task | Yes |
| Contractor Work Permit - Sept 2023.pdf | |

Contractor 2

5 flagged, 5 / 7 (71.43%)

Contractor Name

Discover LTD

Is contract / service agreement on file and in date

Yes

[Discover LTD Service Agreement - Sept 2023.pdf](#)[Discover LTD x Marriott Project Contract - Sept 2023.pdf](#)**Are Certificate of currencies current ie Worker Comp, Public Liability and General**

Yes

Has Contractor Site Induction been completed. (Check against Sign in log)

No

Contractors on site have been inducted and are following policies and procedures.
- Check Visitors log
- Verify Visitors log name against the Companies Induction Sign off Sheet

No

Site Induction is still on progress

Are the relevant licenses on file and in date (Business License, Personal Qualifications)?

Yes

Are there SWMS, Risk Assessments, JSA's

Yes

Note: Risk Assessment is required for high risk tasks that contain many different hazards.

Have Work permits been completed
Verify there is a risk assessment or safe work method attached to Permit which clearly identifies the risk associated with carrying out the task

Yes

Contractor Name

Is contract / service agreement on file and in date

Are Certificate of currencies current ie Worker Comp, Public Liability and General

Has Contractor Site Induction been completed. (Check against Sign in log)

Contractors on site have been inducted and are following policies and procedures.
- Check Visitors log
- Verify Visitors log name against the Companies Induction Sign off Sheet

Are the relevant licenses on file and in date (Business License, Personal Qualifications)?

Are there SWMS, Risk Assessments, JSA's

Note: Risk Assessment is required for high risk tasks that contain many different hazards.

Have Work permits been completed
Verify there is a risk assessment or safe work method attached to Permit which clearly identifies the risk associated with carrying out the task

Sign Off

14.09.2023 09:30 PST

Department Representative

Abbey Ferry

Abbey Ferry
06.02.2024 09:44 PST

Auditor

Abbey Ferry

Abbey Ferry
06.02.2024 09:44 PST

Media summary

File summary

[Mariott Contract and Service Agreement for Logistics - September 2023.pdf](#)

[Mariott Site Induction Log.pdf](#)

[Contractor License and Portfolio - Sept 2023.pdf](#)

[Contractor Work Permit - Sept 2023.pdf](#)

[Discover LTD Service Agreement - Sept 2023.pdf](#)

[Discover LTD x Mariott Project Contract - Sept 2023.pdf](#)