

Contractor Compliance in 6 Simple Steps

01

Identify your people

Which stakeholders need to be included in the contractor engagement process? Work out who they are and their level of involvement in setting up the compliance process.



02

Set your standards

A written criteria is your foundation for contractor compliance. Ensure this is signed off by the field experts and approved by executive management.



03

Establish roles and owners

Clearly-defined internal roles and responsibilities are key to successful contractor management. Communicate these through a formal process and identify the person accountable for every step in the compliance journey.



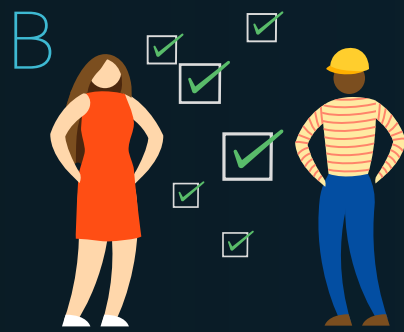
04

Develop your framework

You've identified who's involved in the contractor engagement process. Now it's time to work through the four fundamental steps which comprise the prequalification framework.



A Gather information
Request all documentation from the contractor (as per written criteria) to enable compliance with organisational, legislative, and industry requirements.



B Assess safety standards
Your contractor safety standards may be unnecessarily complex or costly - especially if they involve third parties. Review and refine as needed.



C Prequalify contractors
Once all contractor data has been validated and safety standards assessed, you can prequalify the contractor for the appropriate services.



D Maintain compliance
Now prequalification is complete, ensure that contractors on your pre-approved list remain compliant with your organisational requirements.

05

Automate where possible

Automating the majority of your prequalification process will boost efficiency and minimise human error. Opt for a flexible software platform with real support where needed.



06

Offer human support

Having a dedicated contractor compliance specialist provides reassurance that the compliance requirements of your business and the unique support requirements of your contractors will be taken care of at all times.

For help with these six steps, or to switch to a seamless contractor compliance solution, call Conserve today on (02) 8883 1501 or visit www.conserve.com.au.