Contractor PQQ Evidence Checklist

Organise accurate, current evidence before the next contractor questionnaire, tender or accreditation review. Do not claim arrangements that are not implemented.

Business and policy evidence

[ ] Company details, responsibilities and organisation chart are current. Notes

[ ] Signed health and safety policy reflects the actual business and arrangements. Notes

[ ] Employers', public and professional insurance evidence is current where applicable. Notes

[ ] Access to competent health and safety assistance is identified. Notes

[ ] Relevant accreditations are current and their scope is understood. Notes

People and delivery

[ ] Training and competence records cover the work being tendered. Notes

[ ] Supervision, induction, consultation and toolbox-talk arrangements are evidenced. Notes

[ ] Risk assessment, RAMS, COSHH and construction phase plan examples are suitable and anonymised. Notes

[ ] Plant, equipment, inspection and maintenance arrangements are documented. Notes

[ ] Subcontractor selection, monitoring and review arrangements are proportionate. Notes

Performance and improvement

[ ] Accident, incident, near-miss and RIDDOR data is accurate and explained. Notes

[ ] Investigation and corrective-action examples show learning and closure. Notes

[ ] Audit, inspection and management-review evidence is available. Notes

[ ] Enforcement history or material gaps are answered honestly with improvement actions. Notes

[ ] Every document is named consistently, dated, approved and easy for the reviewer to navigate. Notes

Need a document reviewed or adapted to a live project? Put it on our desk at constructionsafetydesk.co.uk/contact