

Contractor Prequalification Questionnaire



Hiring contractors and subcontractors to work at your site creates safety risks. You may also be liable for the injuries contractors' workers cause or suffer while working at your facility. While you might be able to make contractual arrangements that make the lead contractor, aka "primary contractor" or "constructor," primary responsibility for ensuring that the contract work is carried out in accordance with applicable OHS requirements, [a prime contractor arrangement](#) doesn't relieve an employer of all OHS liability for the work.

Bottom Line: The most important thing you can do [to manage the safety and liability risks of contractor arrangements](#) is to hire contractors that you can trust to carry out the work safely and compliantly. Establish [clear and comprehensive safety criteria for contractors](#) and carefully screen all prospective contractors to ensure they meet those criteria before you hire them. Here's a Contractor Prequalification Questionnaire that you can adapt for your own use.

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Instructions

This Contractor Prequalification Questionnaire must be completed by all contractors who wish to be considered a potential supplier of services to ABC Company. The Company's Contracting Department will use the information provided in this Questionnaire to identify sources of supply for services on ABC Company projects, company wide. Registration with ABC Company by completing this Questionnaire guarantees neither that your organization will be awarded a contract to supply services to ABC Company, nor confirmation be included as a bidder on any current or future project bid solicitations. Should ABC Company, on the basis of this Questionnaire, deem your organization to be qualified bidder, your organization will be required to respond to bid solicitations and to compete with other organizations based on factors including price, quality, and schedule. ABC Company reserves the right to request further information from your organization to confirm your rating as a qualified bidder. Failure to submit any of these documents along with your Contractor Prequalification Questionnaire will delay the processing and posting of your corporate profile.