

Contractor Approval Form

Please complete this form and forward to the Finance & Operations Director or Operations Manager for health and safety approval. Contractors are not permitted to attend site until approval has been granted.

Details of the Contractor:

Brief outline of job to be completed (what, when, where, how):

PAPERWORK REQUIRED FOR APPROVAL – Please attach copies

Insurance Documentation
Risk Assessments

✓
☐
☐

Method Statements
Any other pertinent information

✓
☐
☐

Approval Section - To be completed by the Finance & Operations Director or Operations Manager

Is an internal Risk Assessment Required?

Yes

✓
☐

No

✓
☐

If Yes, please indicate the reference number of the Risk Assessment:

Is the Contractor approved?

Yes

✓
☐

No

✓
☐

Referred back for further information

✓
☐

Any further details on the decision made:

Signed: Date:

A completed Contractor Induction Form must be attached on the first day of work

✓
☐

The person responsible for the Contractor must notify the relevant staff of the work to be carried out, how this may affect them and any action they may need to take

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The person responsible for the Contractor must have all relevant internal Risk Assessments (as detailed above) signed prior to the work being undertaken and forwarded to the HR Officer for reference

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