

Self-inspection checklist



Good business practice for contractors and tradies

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

The risk: Failure to prepare and review						
		Yes	No	N/A	Comments	Completed (date)
Business practice						
	All insurance programs are current and cover my specific works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All licenses are current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Tools used on site are frequently checked, tested and tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Works to be undertaken are explained to the customer and is all captured in the contract/quotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Items/materials used in the works conform to relevant Australian Standards. Any variation to standard will be advised to the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We frequently update our insurance broker of works to be undertaken so that variations to our insurances (if necessary) are undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Site practice						
	We have consulted with the customer and delegated an area of the premise where we may stage all our supplies and equipment in a secure manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have consulted with our customer and defined the works area with barriers and appropriate signage provided to preclude persons/vehicles from entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have consulted with our customer to capture the existing condition of their property (includes photographs) inclusive of buildings, vegetation, roads, curbs and guttering etc. This will provide ease of assigning liability for any incurred damage, should the need arise at the end of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We understand all the supplies to be brought on site and specifically for dangerous goods (i.e. flammable liquids and gases etc.), these will be retained within approved cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have been inducted into the site safety policy/procedures and we monitor our performance frequently. This includes our hot work permit system, fire system impairment notification, confined space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	entry permit, working at heights etc.					
	We sign into the site through a specified entry point, wear a visitor's tag which is prominently displayed upon our person always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Any differences in contract are reported to the customer and we negotiate an acceptable compromise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We monitor performance to standards and safety daily, with opportunities to improve undertaken immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Works complete						
	In conjunction with the customer, we review the works performed and compare to specifications, completion tests are performed to ensure the task is to specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We review the site conditions and compare to the original 'site condition' report. Difference in conditions are tabled for negotiation of responsibility and remedied immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.