

Contract Management Checklist			
Contract Reference:			
Contract/Project Manager:			
Procurement Owner:			
Daily Operational Owner for or on behalf of STSC:			
Contractor onsite contact:			
Task	STSC Owner	Action Owner	Completed
Scope Document completion			
Agree contract key milestones			
SMART KPI monitoring			
Contractor Commercial & Site Approval			
Requisition (raising the initial P/order request)			
Purchase Orders			
NDA			
Hazard ID Form issued to contractor			
Risk Assessments/ Method Statements Provided			
Risk Assessments/ Method Statements Review			
Additional insurance cover required due to specialist activities?			
Inductions			
Permit Requirements			
Daily Operational Responsibility (STSC)			
Damage Control Process (accommodation/equipment etc.)			
Hire Control Process if applicable			
Containment Area Identified			
ATB process for removal of equipment (hired or contractors own) communicated			
Timesheets & Badging			
Overtime Authorisation			
Absence			
Invoice authorisation			
Management Review Meeting & Frequency			
Monitoring spend against Contract/Framework			
Management Reporting			
Monitor actual progress against planned timetable			
Establish housing and amenities, included in contract			
Produce Management/EMS Audit Schedule (safety/progress etc.)			
Ensure contractor is familiar with other process e.g. issue of fuels etc.			
Ensure contractors training & competence records are available to on site team			