**CONTRACT MONITORING CHECKLIST**

**Disclaimer:**

This template/document/framework is not intended to be comprehensive or exhaustive - rather, it seeks to provide a framework, be a reference, stimulate discussions, generate ideas, and facilitate further analysis to encourage additional exploration and research and policy development for your organization or group.

This checklist, referred to as “Contract Monitoring Checklist,” is free for use and has been developed to suit the Confederacy of Treaty Six First Nations’ business/operational needs. Should you elect to use it for your own use, we recommend caution before using it to replace any documents that you or your organization currently have in place. The Confederacy of Treaty Six First Nations is not liable for the use of this document in the event you choose to use it voluntarily. This document is not to be sold. The Confederacy of Treaty Six First Nations holds the rights to alter or amend this document at any time without notice. 2021.07.07.V1

**Preamble:**

This checklist serves as a tool to assist in monitoring contracts and the status of project deliverables. Information can be added prior to meeting the vendor on-site and confirmed as items have been verified. Each contract is unique; the user of this checklist may add to this tool as required to meet its particular circumstance.

**CONTRACT MONITORING CHECKLIST**

|  |  |
| --- | --- |
| Community Name |  |
| Site Location |  |
| GPS Coordinates |  |

|  |  |
| --- | --- |
| Project Name |  |
| Vendor |  |
| Contact On-Site |  |
| Insurance Information |  |
| Vendor Supervisor (Name and Contact) |  |

|  |  |
| --- | --- |
| Name of person completing this document |  |
| Date |  |
| Name of person reviewing this document |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Site Assessment and Safety Requirements | | | Notes |
| 1 | Equipment requirements are available | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 2 | Site is accessible and signage is in place | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 3 | Site security is required and on-site | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 4 | Vendor has been advised of the emergency and evacuation plan | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 5 | Vendor and staff have protective equipment | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 6 | [Other] [Delete if not required] | ☐ Yes  ☐ No  ☐ Not applicable |  |
| 7 | [Other] [Delete if not required] | ☐ Yes  ☐ No  ☐ Not applicable |  |

|  |  |
| --- | --- |
| **Other Notes and Comments** | |
| 1 |  |
| 2 |  |
| 3 |  |