

Contractor Compliance Checklist

Procura West Inc.

The 12-point checklist companies use to verify contractor compliance before work begins.

Verify every item before work begins. Do not allow any contractor to start until all applicable items are confirmed.

Group 1: Safety & Certification

#	Item	Details	Verified
01	COR (Certificate of Recognition)	Current and valid for the contractor's work scope. Confirm the certificate covers the specific trade or service being performed.	_____
02	WCB Clearance Letter	Dated within 30 days. An expired letter means you could be on the hook for their workplace injury claims.	_____
03	ISN / Avetta / ComplyWorks Status	Green or approved in whichever contractor management system your company uses. No exceptions, no "pending" statuses.	_____

Group 2: Insurance & Bonding

#	Item	Details	Verified
04	Commercial General Liability (CGL)	Minimum \$2M coverage with your company named as additional insured. Confirm the policy is active and covers the work location.	_____
05	Automobile Liability	Minimum \$2M for any vehicle work on site. Required if the contractor operates any vehicles as part of the scope.	_____

06	Professional Liability (E&O)	If applicable to scope. Required for engineering, consulting, or any professional services where errors could cause financial loss.	_____
07	Bonding Capacity	If required by contract value. Verify the contractor can obtain performance and payment bonds for the contract amount.	_____

Group 3: Contract & Rate Verification

#	Item	Details	Verified
08	Signed MSA or Contract Agreement	Fully executed before work starts. No handshake deals, no "we'll get to it." Unsigned agreements mean zero legal protection.	_____
09	Rate Schedule	Confirmed and attached to the agreement. Every labour category, equipment rate, and markup should be documented and agreed upon in writing.	_____
10	Scope of Work	Clearly defined with exclusions noted. Ambiguous scope is the number one cause of change order disputes and cost overruns.	_____

Group 4: Mobilization Readiness

#	Item	Details	Verified
11	Key Personnel Qualifications	Tickets, certifications, and drug & alcohol clearances for all personnel assigned to the project. Verify before they set foot on site.	_____
12	Equipment Certifications	Current inspection and certification for all equipment coming on site. Expired certs mean your company carries the liability if something fails.	_____

Contractor Name: _____

Project: _____

Verified By: _____

Date: _____

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Need help tracking this across all your contractors? That's what I do. procurawest.ca | info@procurawest.ca | 403-519-9044