ICCP
CONTRACTOR COMPLIANCE

PRACTICAL CONTRACTOR GUIDE

Contractor Prequalification Readiness Guide

A practical checklist to help organize company information, identify common documentation gaps, and prepare for third-party contractor prequalification.

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Experience from both sides of prequalification: contractor compliance, hiring-client implementation, and RAVS Plus® field assessments.

Use this guide before opening a new account, connecting with a hiring client, or responding to a returned submission. It is a readiness tool—not a substitute for platform instructions, hiring-client requirements, or professional review.

1. Start with a clear assignment

Prequalification work moves faster when the business objective, platform connection, deadline, and decision-makers are clear at the beginning.

Define the request

- Identify the platform and the hiring-client connection.
- Confirm the requested completion date and any mobilization deadline.
- Record the current account status, grade, or returned-review comments.
- Identify the work scope, locations, trades, and services being evaluated.

Assign responsive contacts

- Name a primary contact authorized to provide business information.
- Name a secondary contact who can respond when the primary contact is unavailable.
- Identify who can approve insurance, safety, HR, training, and financial information.
- Agree on how urgent questions and document approvals will be handled.

Readiness principle	A consultant can organize and evaluate the submission, but the contractor must provide accurate information and timely approvals.

2. Gather the information commonly requested

Requirements vary by platform and hiring client. These categories are a practical starting point for organizing the records most commonly needed.

Company and operational information

- Legal business name, addresses, ownership, and tax identification information.
- Services performed, industries served, operating locations, and workforce size.
- Primary contacts and personnel responsible for safety and compliance.
- Subcontractor use, work jurisdictions, and relevant licenses or registrations.

Insurance and performance data

- Current certificates of insurance and required endorsements.
- Workers' compensation information and experience-modification records, when applicable.
- OSHA injury and illness data for the requested reporting periods.
- Fatality, citation, incident, and regulatory information requested by the customer.

Training and supporting records

- Employee orientation, task training, and competency documentation.
- Specialized qualifications for the work being performed.
- Inspection, audit, corrective-action, and incident-investigation records.
- Evidence that written requirements are implemented in actual operations.

3. Review written safety programs

A document should do more than contain the right keywords. It should describe responsibilities, controls, records, and practices that match the contractor's real work.

Program-review questions

- Does the program apply to the contractor's actual hazards, services, and locations?
- Are management, supervisor, employee, and competent-person responsibilities clear?
- Are required training, inspections, permits, and records identified?
- Do referenced forms, procedures, and attachments exist and remain current?
- Are revision dates, company names, and regulatory references accurate?
- Can the contractor demonstrate that the program is implemented in the field?

Common reasons submissions slow down

Expired or inconsistent records	Conflicting dates and figures often trigger follow-up questions.
Generic safety programs	Documents may not reflect the contractor's scope, hazards, or actual controls.
Unresolved review comments	A response must address the reviewer's specific concern—not simply resubmit the same file.
Slow internal approvals	Missing contacts and delayed answers can turn a documentation issue into a mobilization delay.

4. Complete a readiness check

If several statements below are unchecked, resolve the gaps before relying on a submission deadline.

Your readiness checklist

- We know which platform and hiring-client connection we must complete.
- We have confirmed the deadline and business consequence of delay.
- Our primary and secondary contacts are assigned and responsive.
- Company, insurance, safety-performance, and training information is available.
- Our written programs reflect our actual work and current responsibilities.
- We can demonstrate implementation through records and field practices.
- Returned-review comments have an owner and a planned response.
- An authorized company representative will verify all information before submission.

Need help closing the gaps?

ICCP provides initial prequalification setup, ongoing account maintenance, and focused remediation support. Every engagement is performed or directly supervised by Patrick Ard, CSP.

Request an ICCP Readiness Review

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Important: Contractors are responsible for ensuring that information and programs submitted to a platform accurately represent how work is performed. Platform and hiring-client requirements and decisions remain outside ICCP's control. ICCP is an independent service provider and is not affiliated with, sponsored by, or endorsed by ISN, Avetta, Veriforce, PEC, or other third-party platforms.