

Subcontractor Prequalification Checklist

What Tier 1 procurement panels actually check — four categories, one gap at a time.

This checklist mirrors the four categories every Tier 1 procurement panel actually assesses — financials, safety, capability, and capacity — plus a bonus section on digital presence. Work through each item honestly. Every unchecked box is a specific, fixable gap, not a reason you're not ready for bigger work.

1 Financials

Evidence you can carry the cost and risk of the package

- ☐ **Public liability insurance** — current certificate of currency, cover matches package value (typically \$10M–\$20M).
- ☐ **Professional indemnity insurance** — held if any design, advice, or specification work is included.
- ☐ **Workers compensation insurance** — current certificate, all employees covered.
- ☐ **Plant & equipment insurance** — every owned or leased item on the schedule, values current.
- ☐ **Financial capacity evidence** — accountant's letter or bank reference confirming working capital for the project value tier.
- ☐ **Trade references** — 2–3 recent, verifiable, with contact details.
- ☐ **ABN/ACN** — current, and matches exactly across every document submitted.

2 Safety (WHS)

A documented system, not a policy statement

- ☐ **WHS management system** — a documented system, not just a one-page policy.
- ☐ **WHS policy statement** — signed, dated, current version displayed.
- ☐ **Risk register** — hazards identified and controlled for the actual work type.
- ☐ **Psychosocial risk register** — ISO 45003:2021 aligned, meets current state WHS regulation amendments.
- ☐ **Safe Work Method Statements (SWMS)** — prepared for every high-risk construction activity.
- ☐ **Incident & injury management procedure** — documented reporting and response process.
- ☐ **Induction & training records** — current for every person going on site.
- ☐ **ISO 45001 certification** — formal certification, or a documented roadmap toward it.

3 Capability

A track record procurement can actually verify

- ☐ **Capability statement** — structured document covering services, projects, plant, and differentiators — not a flyer.
- ☐ **Project case studies** — at least 3, each with scope, value, and a verifiable outcome.
- ☐ **Licences** — QBCC (or state equivalent) and any trade-specific licences, current.
- ☐ **Quality management system** — documented, or an ISO 9001 roadmap in progress.
- ☐ **Key personnel CVs** — director and site supervisors, relevant experience clearly stated.
- ☐ **References** — client contacts who will actually take the call.

4 Capacity

Proof you can resource the job, not just describe it

- ☐ **Plant & equipment register** — ownership/lease status, condition, and capacity for every item.
- ☐ **Crew register** — full-time and casual staff, tickets and certifications current.
- ☐ **Surge capacity plan** — how the business scales for peak load without dropping quality.
- ☐ **Current workload disclosure** — enough detail for procurement to judge real bandwidth.
- ☐ **Daily rates / indicative pricing schedule** — ready to submit, not built from scratch under deadline.

+ Bonus: Digital Presence

Prequalification gets you on the panel — this gets you found

- ☐ **LinkedIn profile complete** — photo, About section, experience, skills — 100%, not 40%.
- ☐ **Google Business Profile** — claimed, categories set, description complete.
- ☐ **Capability page or website** — current, findable, matches the capability statement.

Missing a few boxes is normal — most capable subcontractors are. The gap between what you can do and what you can prove is exactly what slows prequalification down, not any single project result.

If you want a second set of eyes on where your gaps actually are — not just for one subcontractor, but across a whole panel — that's a conversation, not a form.

Email Raymond → reward@consultancydd.com | Connect on LinkedIn → [linkedin.com/in/raymondeward](https://www.linkedin.com/in/raymondeward)