Verify Subcontractor Prequalification & Quality Agreements

Interactive checklist for verifying subcontractor prequalification and quality agreements. Tick, comment, export as PDF/Excel with QR code security.

Project:	
Date:	
Filled by:	

Subcontractor Prequalification

1	Evaluate the subcontractor's financial stability through balance sheets and credit ratings.
2	Review past project performance and client testimonials to assess reliability.
3	Verify subcontractor's safety records and certifications.
4	Confirm technical capabilities through certifications and previous work samples.
5	Check compliance with local and national regulations and standards.

Quality Agreement Verification

6	Review and confirm the subcontractor's quality management systems.
7	Ensure quality agreements clearly define deliverables and expectations.
8	Establish audit procedures to regularly check compliance with quality standards.
9	Confirm roles and responsibilities are clearly assigned in quality agreements.
10	Document all findings and discrepancies during the verification process.

Documentation and Reporting

11	Compile a report of verified documents and findings for stakeholder review.
12	Use interactive checklist features to add comments and insights.
13	Export the completed checklist as a secure PDF or Excel file.
14	Authenticate the final report with a QR code for security and traceability.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Ensuring subcontractor prequalification and quality agreements are thoroughly verified is essential to maintaining high standards in any project. This checklist guides project managers and quality assurance teams through the critical steps necessary to confirm that subcontractors meet all prequalification criteria and adhere to quality agreements. By completing these tasks, you minimize risks, ensure compliance with standards, and guarantee the integrity of the work delivered. Utilize our interactive checklist to track progress, leave comments, and export reports for documentation and stakeholder communication.	1. Prepare by gathering all necessary documents such as subcontractor prequalification forms, quality agreements, and evaluation criteria. 2. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 3. Tick each item online as you complete it, ensuring thorough verification of each task. 4. Add comments on individual items or the entire checklist for detailed observations. 5. Click "Share" or "Download" to download your completed checklist as PDF or Excel. 6. Review the final report, secure it with a digital signature, and distribute it to stakeholders, ensuring it is archived with QR code authentication for security.