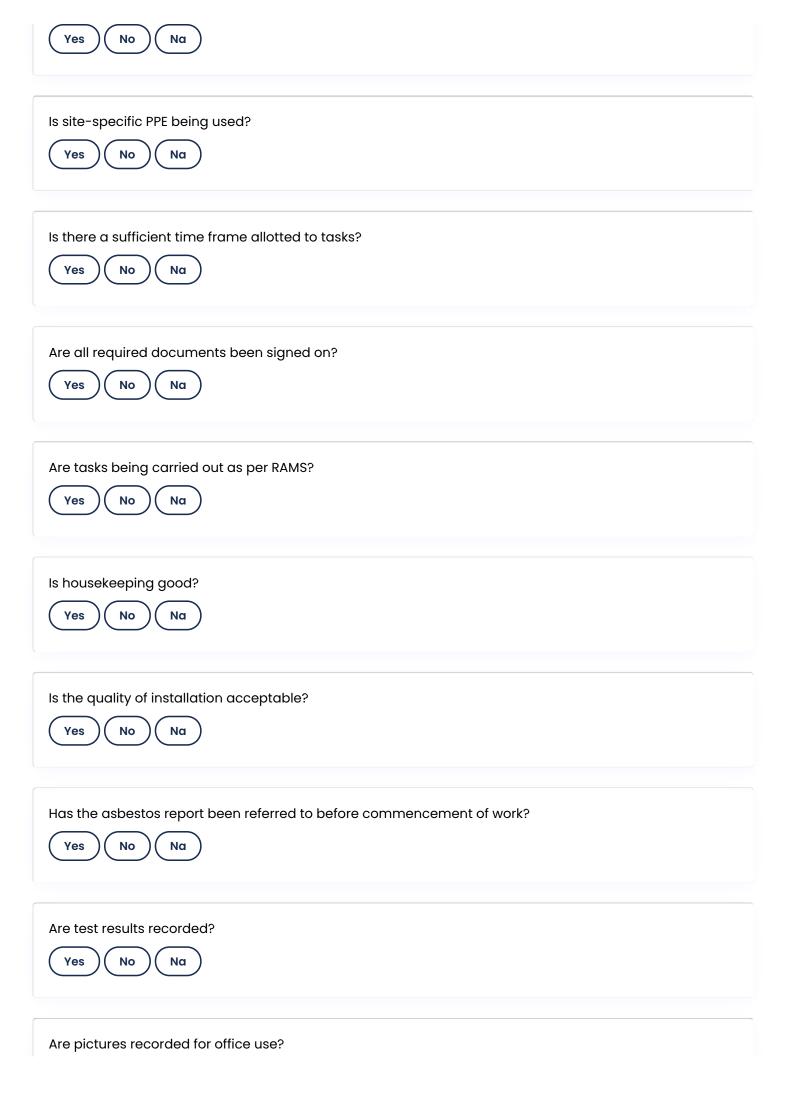
## **Contractor NCR Checklist**

## Construction

## **CLIENT DETAILS** Name of client Email address Contact number Day work sheet number Day ending Work description Name of labour

Trade
Total hours
Rate
Monday
Tuesday
Wednesday
Thursday
Friday

Saturday	
Sunday	
CONTRACTOR DETAILS	
Name	
GENERAL	
Is relevant paperwork available?  Yes No Na	
Is correct material available?  Yes No Na	
Is the job information available by the supervisor?  Yes No Na	
Is the material of optimum quality?  Yes No Na	
Are correct tools and equipment available?	



Yes No Na
Is a helper available?  Yes No Na
Is the worker able to carry out required tasks?  Yes No Na
Is the helper aware of safety standards?  Yes No Na
Is general development acceptable?  Yes No Na
Is housekeeping good?  Yes No Na
Is behavior on-site acceptable?  Yes No Na
Signature
MATERIAL
Units

Quantity
Price
Total cost of material
PLANT AND OTHER ITEMS
Type of plant
Hours hired
Rate
Total cost of hire
Date

Issued by	
Issued to	
Name of contractor	
Date	DATE
2017-01-01	