# TasNetworks Progress Check and Endorsement

It is the joint responsibility of the Category Manager / Contract Owner and the Sourcing & Procurement Team to complete this form as part of the tender process.

This form is used to check that the ‘getting started’ and ‘evaluation’ processes are complete.

**TENDER / PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GETTING STARTED**

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| --- | --- | --- |
| **TASK** | **COMPLETED** | **RESPONSIBILITY** |
| Consult with the Technical Competence Group, Work Standards Officer to ensure all appropriate work procedures and practices are identified within the scope of the works. |  | Category Manager / Contract Owner |
| HSE Risk Checklist, Contract Classification, and Zero Harm Requirements provided to the Sourcing & Procurement Team |  | Category Manager / Contract Owner |
| HSE Questions for Contractors provided to the Sourcing & Procurement Team |  | Category Manager / Contract Owner |
| HSE Risk Checklist, Contract Classification, and Zero Harm Requirements document forwarded to all Contractor |  | Sourcing & Procurement Team |
| HSE Questions for Contractors forwarded to all Contractors |  | Sourcing & Procurement Team |

**DOCUMENTS RECEIVED FROM CONTRACTORS**

|  |  |  |
| --- | --- | --- |
| The signed HSE Risk Checklist, Contract Classification and Zero Harm Requirements document received from all Contractor |  | Sourcing & Procurement Team |
| The completed HSE Questions received from all Contractors and provided to the Category Manager / Contract Owner for tender evaluation |  | Sourcing & Procurement Team |

**EVALUATE**

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| --- | --- | --- |
| Evaluation complete and provided to Sourcing & Procurement Team |  | Category Manager / Contract Owner |
| Notify the HSE Representative via email of the location of the documents above for review, compliance and record keeping |  | Sourcing & Procurement Team |

**NEXT STEPS**

|  |  |  |
| --- | --- | --- |
| Provide training and licensing records of all workers to the training centre: [training@tasnetworks.com.au](http://hseqzone.tnad.tasnetworks.com.au/how-to/Procedures%20and%20Standards/training@tasnetworks.com.au) |  |  |
| If performing work on or near TasNetworks electrical assets (excluding general maintenance activities), advise Contract Performance & Delivery that accreditation to the Authorised Service Provider (ASP) scheme will be required |  |  |
| The Team Member who monitors Contractor performance must coordinate site inductions for any TasNetworks offices/depots/buildings/data centres/worksites (including switchyards and substations) and ensure Contractors complete online inductions |  |  |
| Store records of completed forms and documents provided by the Contractor |  |  |