Contractor register template

REGISTER TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Kept by _____ Last reviewed _____

- One row per contractor. Engaged by: the person responsible for it.
- Status: Onboarding, Approved, On hold or No longer used.
- In Wikidoc, whoever is in Engaged by is reminded on their Home page before License expiry (30 days ahead), Insurance expiry (30 days ahead) and Induction due (14 days ahead).

Contractor or business	Trade or service	Contact name	Phone	License expiry	Insurance expiry	Inducted on	Induction due	Status