

To minimize the amount of risk associated with hiring contractors, Thunder Bay Hydro conducts pre-qualification assessments prior to allowing a company to bid on its jobs. To determine when a pre-qualification is required, the hiring supervisor shall complete this contractor risk assessment form. Answer each question sub totaling the score as you go. Once you have determined the total score, the summary at the bottom will determine whether a pre-qualification is required. **The completed form must be forwarded to Purchasing and a requisition must be entered on-line.**

1. Provide a description of the scope of work (attach an additional sheet if necessary).

2. Considering the scope of work, rank the potential Health & Safety hazards, and potential risks from the surrounding physical environments. Keep in mind the potential for injury, injury severity, and frequency.	3. How long will the contract take from start to finish?		
Low =	10	1 day or less =	5
Medium =	35	1 day – 1 week =	10
High =	90	1 week – 1 month =	15
		1 month – 6 months =	20
		6 months to 1 year =	25
	Points		Points

4. What is the total number of workers required on site (at any time) to complete the work?	5. Is a trades certificate (of any type) required?		
1 worker =	5	Yes =	10
2-5 workers =	10	No =	0
Greater than 5 workers =	15		
	Points		Points

6. Do you require the contractor to have 3 years of experience or more?	7. What is the anticipated cost of labour?		
Yes =	10	\$5000 or less =	5
No =	0	\$5000 - \$10,000 =	10
		\$10,000 - \$50,000 =	15
		Over \$50,000 =	20
	Points		Points

	TOTAL POINTS:
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If the total amount of points is **30 or less**, a pre-qualification is not required.

If the total amount of points is **between 31 and 89** – please consider your criteria in completing this risk assessment and indicate whether or not you would like to proceed with a pre-qualification.

If the total amount of points is **90 or greater** – a pre-qualification is required.

Requisitioner: Is a pre qualification required? **YES** **NO** . If **NO**, forward to your Vice President.

V.P. of the Requisitioner: **AGREE** **DISAGREE**

Supervisor Name:	Vice President:
Signature:	Signature:
Date:	Date:

FORWARD COMPLETED FORM TO THE PURCHASING DEPARTMENT