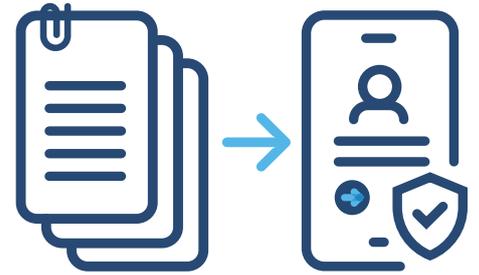


# The fast path to faster work: A checklist for launching digital contractor compliance

You know there's a better way to manage contractor compliance but knowing where to start can be the hard part.

This checklist gives you the key steps to move forward with confidence. It helps you prepare your team, your workflows, and your contractors for a smoother, smarter system with less admin, fewer delays, and fewer unknowns. Because getting the job done shouldn't be held up by the paperwork.



## 1. Define your contractor landscape

**Understand who's coming to site and what's expected of them.**

- List the most common contractor roles you manage
- Note which are higher risk (for example, electrical or working at height) versus routine (example, cleaning or deliveries)
- Identify the key documents required by role or job type, such as insurance or licences
- Clarify who in your organisation is responsible for sign-off
- Review current site access methods, including manual key handling, gate check-in, or digital tools

**If documentation lives across teams, start by mapping what's currently provided at sign-in.**



## 2. Collect the core content

**Bring together what you already use to manage safety and compliance.**

- Existing site induction, whether it's a PDF, video, printed material, or a verbal script
- Any contractor-facing safety policies or procedures
- Permits, forms, or checklists used during jobs
- Typical timeframes for renewals, such as insurance expiry or annual inductions

**If these materials are stored in different places, check with WHS, HR, or your admin team.**



## 3. Align your team and get internal buy-in

**A shared approach makes rollout smoother and faster.**

- Communicate why you're updating the system. For example, to save time or improve visibility
- Identify who will review or approve contractor submissions
- Draft a simple message your team can use when speaking with contractors
- If sign-off is needed, prepare a short internal summary using this checklist

**Many systems are designed to work without IT support or large budgets. That's worth highlighting early.**





#### 4. Design fit-for-purpose workflows

**Set up smart, repeatable processes that match your environment.**

- Create workflows by contractor type, risk level, or location
- Assign required documents and induction steps to each workflow
- Add logic to flag expired or missing documentation
- Connect workflows to your preferred check-in method, such as QR codes, key cabinets, or geofencing

**Start simple. One or two core workflows can unlock real efficiencies quickly.**



#### 5. Onboard your contractors with confidence

**Make the new process easy to follow and simple to complete.**

- Send an email outlining what's changing and why
- Include links for uploading documents and completing induction steps
- Let contractors know what they'll need and how long it will take
- Offer follow-up support for anyone who hasn't completed their onboarding

**Need contact details? Check recent invoices or contractor records.**



#### 6. Launch and monitor

**Once you go live, the system helps you stay ahead rather than play catch-up.**

- Monitor live check-ins via dashboard or mobile
- Review compliance status by contractor or vendor
- Receive alerts for expired documents or overdue actions
- Run reports to support audits, site reviews, or WHS documentation

**You can refine workflows later. The most important step is getting started.**



### Ready to take the next step?

Knowing what to prepare is often the hardest part of any migration. Now that you've got a clear roadmap, the shift to smarter contractor compliance can be simpler than expected, and far more effective. Less admin. Fewer delays. Job done.

### Need a hand putting it into practice?

We're here when you're ready [sine.co](https://sine.co)

