

# Other Contractors Documentation Tracking

## STAGE 1

**Other Contractor enters into Other Contractor's Deed**  
Head Contract Clause 27.10 (c) Cooperation with Other Contractors

## STAGE 2

**VCX to Aconex:**

- Provided table outlining Other Contractor details and scope of works
- Mark-up of work area

**VCX actions:**

- VCX consultant/safety manager to review Other Contractor SWMS and provide signed & approved review checklist to Other Contractor

This is in accordance with clauses 27.2, 27.10, 26.A

## STAGE 3

**Other Contractor to register to SIMPEL and upload:**

- Company insurances (Public Liability and Workers Compensation)

**MPX actions:**

- Review scope of works
- Advise if HRWS is required
- Review insurances
- Approve Other Contractor on SIMPEL

**TOOLS**

- Fortnightly Other Contractors Meeting to review tracking schedule
- MPX to regularly update shared Other Contractor tracker
- Shopfitter Kit and Tenancy Delivery Management Plan

## STAGE 4

**Other Contractor SIMPEL actions:**

- Prepare HRWS where required
- Upload SWMS, once reviewed by VCX WHS Representative. Ensure review checklist is attached in supporting documents
- Add workers information
- Add plant information

**MPX actions:**

- Review SWMS
- Approve/Reject documentation (with comments)

5 day review process

## STAGE 5

**Other Contractor SIMPEL actions:**

- Update documentation where required
- Workers complete online induction

## STAGE 6

**Other Contractor completes onsite induction and commences work on site**