

Site360

PRE-QUALIFICATION & INDUCTION OVERVIEW

PRE-QUALIFICATION

What Is It?

Pre-Qualification is the process of checking contractors before they ever attend a site, to ensure they are safe, compliant, and legally approved to work. This process promotes a safer on-site environment for contractors, employees, customers, and visitors, while protecting your business from liability if an incident occurs. It provides a documented audit trail, demonstrating that appropriate compliance and safety checks were completed.

How It Works?

Step 1: Contractor Engagement

When a vendor or contractor is engaged for intended work, the pre-qualification process begins.

Step 2: Document Submission

The contractor submits all required documentation, including:
Licences and certifications, Insurances, safety credentials and other documents required by law or regulation

Step 3: Compliance Review and Risk Profile

All documentation is reviewed to confirm the contractor meets the required legal, safety, and regulatory standards. Contractors are assigned a risk profile—low, medium, or high—which determines how stringent their inductions are and how frequently they must complete pre-qualification and induction renewals. Higher-risk contractors are required to retrain and re-qualify more often.

Step 4: Site Access Approval and Check-In

Once approved, the contractor is authorised to attend site and can check in using Site360. This ensures only compliant contractors are allowed on site at any time.

Step 5: Ongoing Pre-Qualification Cycle

Pre-Qualification is not a one-off exercise. Contractors are required to complete the process again every 12–24 months, depending on business policies, legal requirements and their Risk Profile, to ensure ongoing compliance.



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Contractor Pre-Qualification Process



How Pre-Qualification Can Be Managed

Option 1: Self-Managed by Client

Clients can manage pre-qualification themselves using Site360 at no cost.

However, this requires ongoing effort to:

- Monitor every contractor
- Track document expiry dates
- Send follow-ups and reminders

Option 2: Fully Managed by Site360

Site360 also offers a fully managed pre-qualification service. This is handled by an expert compliance team led by a former SafeWork Australia professional, who:

- Interprets relevant laws and regulations
- Defines the correct compliance requirements
- Follows up contractors on missing or incorrect documents

The Site360 platform automatically manages expiry tracking and reminders, removing the administrative burden entirely.

Self-Managed

Cost-effective but requires ongoing monitoring of contractors and documents.



Site360 Managed

Site360's expert team handles all compliance, expiries and requirements.



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INDUCTION

What Is It?

Inductions are a critical part of the onboarding process, providing workers with essential information about the organisation, its culture, and their responsibilities. They also address site-specific hazards and procedures, ensuring individuals are properly prepared to work safely on site.

How They Work in Site360

Businesses with existing inductions can digitise and manage them within the Site360 platform, gaining improved visibility, version control, audit readiness, and a centralised system for workforce onboarding. For organisations without existing inductions, Site360 can build **custom** inductions or provide **ready-to-use** general inductions for a simple, streamlined onboarding solution.

Inductions are delivered in-app and can be completed either anywhere (geo-free) or tied to specific sites, allowing businesses to create site-specific inductions aligned to individual site requirements and risks.

Risk-Based Inductions

Inductions can be further customised and controlled by linking them to Pre-Qualification. When a contractor is assessed as high risk during the Pre-Qualification process, their workers are automatically assigned more detailed and stringent inductions. Induction expiry periods are also based on risk level—high-risk contractors are required to complete inductions more frequently (for example, every 12 months), while lower-risk contractors may only need to renew theirs every 24 months.

