



Your People. Our Passion

Prequalify Contractor

Vault
Contractor

[DISCLAIMER]

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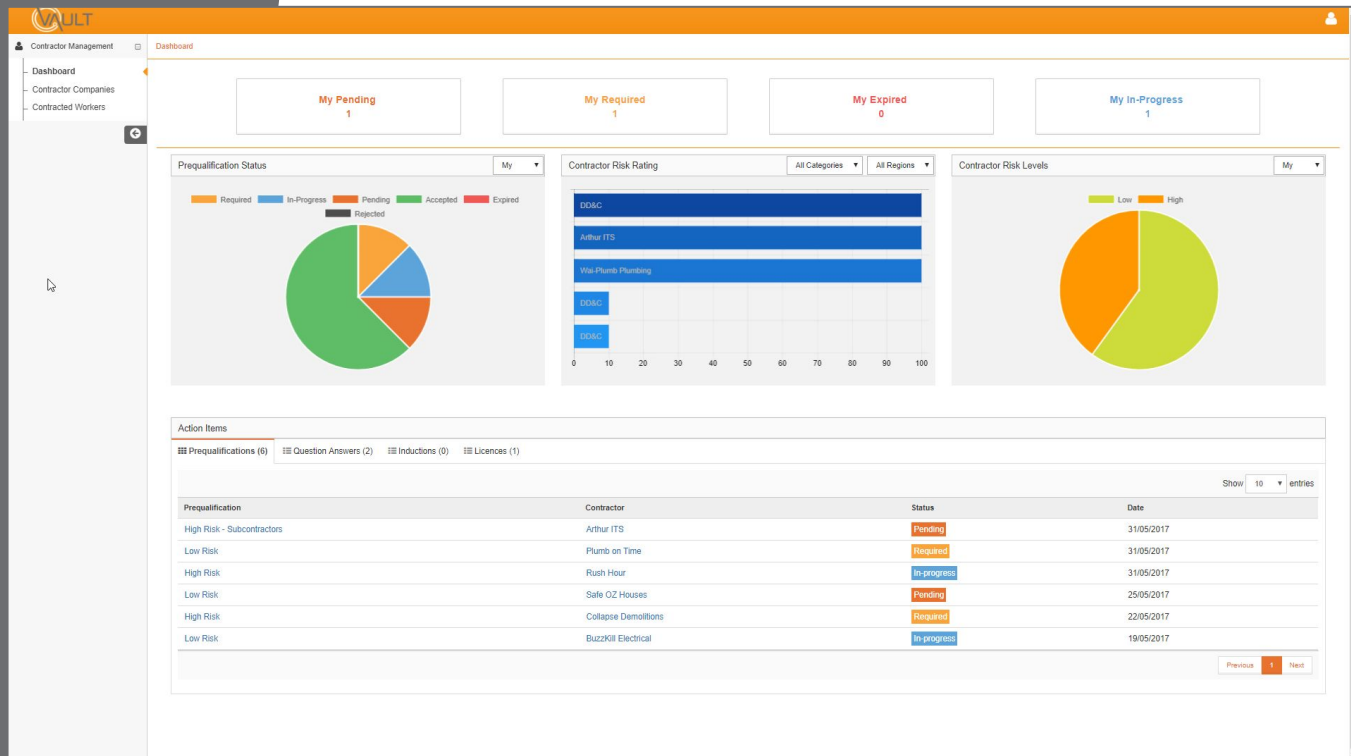
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Vault Contractor



Vault Contractor allows you to build a hierarchy of Risk Assessment questionnaires to be used in the prequalification of Contractors & Subcontractors.

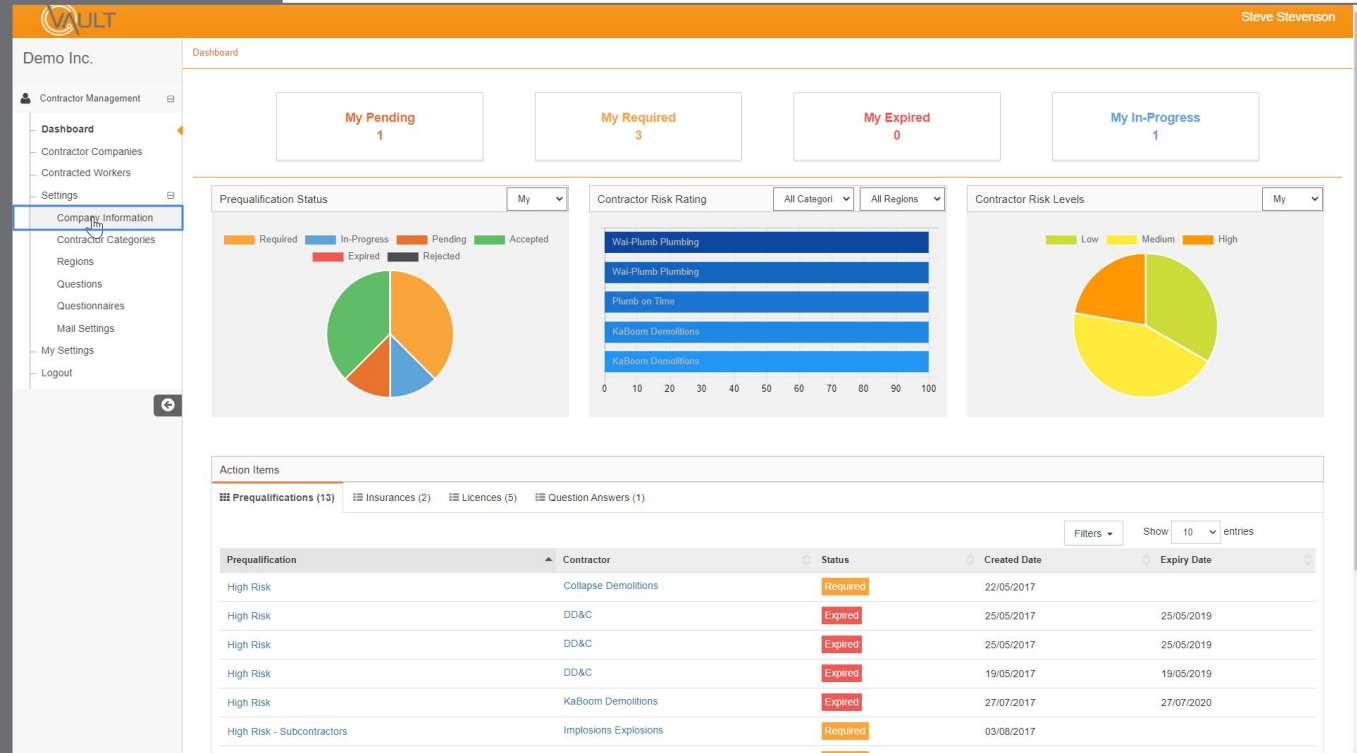


Vault Contractor - Terms & Conditions



Before commencing the prequalification process for the first time it is important to **update** Vault Contractor with the *Terms & Conditions* you wish all contractors to agree to adhere to prior to commencing any work.

To do this **click** on 'Settings' in the menu and **select** 'Company information'.



Vault Contractor - Terms & Conditions cont.



Complete the 'Terms & Conditions for Contractors' field with all the applicable information and **Save**.

Note: That it's important to *regularly review* your T&C's to ensure their validity.

**REVIEW T&C'S
ENSURE TERMS & CONDITIONS
ARE REVIEWED ON A REGULAR
BASIS**

Company Name
Demo Inc.

Country
New Zealand

Trading Name
Demolition Incorporated

Company Description
Blowing things Up and Bringing things Down is the name of the game - if you can Build'em we can Break'em

Business Number
00000000000001

Business Nature
Demo Demo and more Demo

Company Number
00000000000001

Generic Email
Steve@demoinc.mm

Terms & Conditions for Contractors

All contractors engaged by DEMO INC. MUST comply with the following Terms and Conditions

Before beginning any work in any place of work controlled by DEMO INC. contractors must ensure that their employees and any Subcontractors are fully aware of:

- * Emergency procedures to be followed in the event of an emergency.
- * Safety rules and procedures.
- * Hazards which have been identified.

Contractors are reminded that work conducted for DEMO INC. is subject to the provisions of the Health and Safety in Employment Act 1992.

In Particular:

- * Contractors are to comply with all regulations, bylaws, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate.
- * DEMO INC. is to be advised of any and all hazardous plant, machinery or substances which are to be brought into the place of work.
- * All staff utilised by the contractor are to be fully competent in the work to be undertaken, or be directly supervised by a competent person.
- * Any accident or incident which harms or might have harmed any person in the place of work (in addition to being recorded, notified and investigated as required under sections 7 (2), 25, 26 of the Health and Safety in Employment Act 1992) is to be reported to DEMO INC.
- * All safety clothing/equipment required to minimise the risk of harm is to be provided, made accessible to, and used by any person engaged in the work being undertaken for DEMO INC.
- * Insurances required to operate as a business and cover any losses caused by the contractor are current and satisfy minimum legal requirements.
- * Issued Contractor Passports are to be worn by induced employees and shown to DEMO INC. staff upon request, when not in use Passports must be retained by the contractor in a secure location.

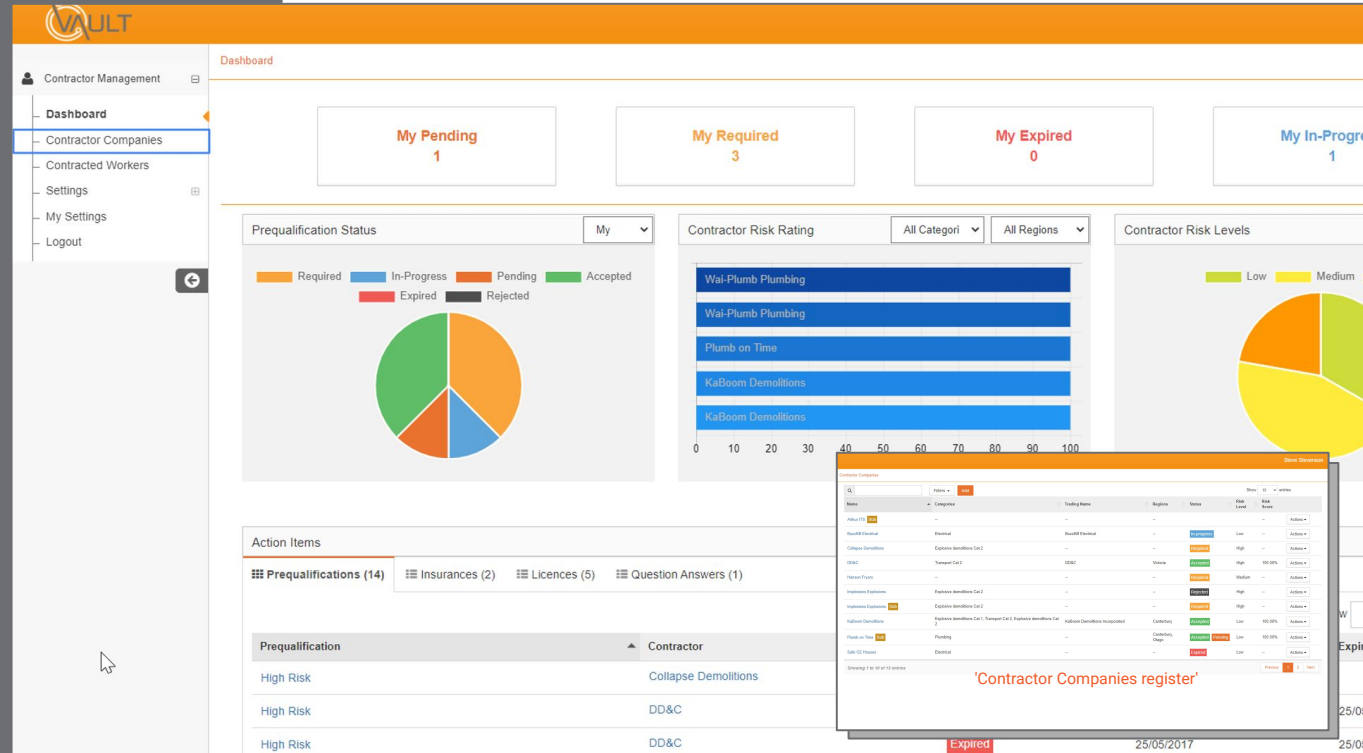
Save **Cancel**

Vault Contractor - Contractor Companies



The process for Assessing a New contractor for risk is **started** from the *contractor companies register*.

Which can be accessed via the left menu bar under 'Contractor Companies'.



Vault Contractor - Contractor Companies



The Contractor companies register shows all existing Contractors, their 'Name & Type', 'Categories' and 'Trading Name'. As well as the 'Regions' assigned, 'Status', 'Risk level' and 'Risk Score' of any prequalifications.

Steve Stevenson							
Contractor Companies							
		Filters ▾	Add	Show 10 entries			
Name	Categories	Trading Name	Regions	Status	Risk Level	Risk Score	
Arthur ITS Sub	--	--	--			--	Actions ▾
BuzzKill Electrical	Electrical	BuzzKill Electrical	--	In-progress	Low	--	Actions ▾
Collapse Demolitions	Explosive demolitions Cat 2	--	--	Required	High	--	Actions ▾
DD&C	Transport Cat 2	DD&C	Victoria	Accepted	High	100.00%	Actions ▾
Hanson Fryers	--	--	--	Required	Medium	--	Actions ▾
Implosions Explosions	Explosive demolitions Cat 2	--	--	Rejected	High	--	Actions ▾
Implosions Explosions Sub	Explosive demolitions Cat 2	--	--	Required	High	--	Actions ▾
KaBoom Demolitions	Explosive demolitions Cat 1, Transport Cat 2, Explosive demolitions Cat 2	KaBoom Demolitions Incorporated	Canterbury	Accepted	Low	100.00%	Actions ▾
Plumb on Time Sub	Plumbing	--	Canterbury, Otago	Accepted Pending	Low	100.00%	Actions ▾
Safe OZ Houses	Electrical	--	--	Expired	Low	--	Actions ▾
Showing 1 to 10 of 13 entries							
				Previous	1	2	Next

Vault Contractor - Contractors Companies



From here managing any existing contractor or prequalification can be done via the actions 'View', 'Archive' or 'Delete'.

Arthur ITS Sub	--	--	--	--	--	--	Actions ▾
BuzzKill Electrical	Electrical	BuzzKill Electrical	--	In-progress	Low	--	Actions ▾
Collapse Demolitions	Explosive demolitions Cat 2	--	--	Required	High	--	Actions ▾
DD&C	Transport Cat 2	DD&C	Victoria	Accepted	High	100.00%	Actions ▾
Hanson Fryers	--	--	--	Required	Medium	--	View Archive Delete
Implosions Explosions	Explosive demolitions Cat 2	--	--	Rejected	High	--	
Implosions Explosions Sub	Explosive demolitions Cat 2	--	--	Required	High	--	Actions ▾
KaBoom Demolitions	Explosive demolitions Cat 1, Transport Cat 2, Explosive demolitions Cat 2	KaBoom Demolitions Incorporated	Canterbury	Accepted	Low	100.00%	Actions ▾
Plumb on Time Sub	Plumbing	--	Canterbury, Otago	Accepted Pending	Low	100.00%	Actions ▾
Safe OZ Houses	Electrical	--	--	Expired	Low	--	Actions ▾

Vault Contractor - Contractors Companies



Note: Deleting a Contractor does **not** delete them completely, it simply makes them *inactive* ensuring any associated historical data is maintained for audit or reporting purposes.

Steve Stevenson

Contractor Companies

Search: Filters Show 10 entries

Name	Categories	Trading Name	Regions	Status	Risk Level	Risk Score	Actions
Arthur ITS Sub	--	--	--	--	--	--	Actions
BuzzKill Electrical	Electrical	BuzzKill Electrical	--	In-progress	Low	--	Actions
Collapse Demolitions	Explosive demolitions Cat 2	--	--	Required	High	--	Actions
DD&C	Transport Cat 2	DD&C	Victoria	Accepted	High	100.00%	Actions
Hanson Fryers	--	--	--	Required	Medium	--	View Archive Delete
Implosions Explosions	Explosive demolitions Cat 2	--	--	Rejected	High	--	Actions
Implosions Explosions Sub	Explosive demolitions Cat 2	--	--	Required	High	--	Actions
KaBoom Demolitions	Explosive demolitions Cat 1, Transport Cat 2	--	terbury	Accepted	Low	100.00%	Actions
Plumb on Time Sub	Plumbing	--	terbury, go	Accepted Pending	Low	100.00%	Actions
Safe OZ Houses	Electrical	--	--	Expired	Low	--	Actions

Showing 1 to 10 of 13 entries

Previous 1 2 Next

Delete
Makes a contractor "inactive"
all historical data is
maintained for audit/reporting

Vault Contractor - Add New Contractor



To start the prequalification of a New Contractor **click 'Add'**.

Steve Stevenson

Contractor Companies

Filters

Add

Show 10 entries

Name	Categories	Trading Name	Regions	Status	Risk Level	Risk Score	
Arthur ITS Sub	--	--	--			--	Actions
BuzzKill Electrical	Electrical	BuzzKill Electrical	--	In-progress	Low	--	Actions
Collapse Demolitions	Explosive demolitions Cat 2	--	--	Required	High	--	Actions
DD&C	Transport Cat 2	DD&C	Victoria	Accepted	High	100.00%	Actions
Hanson Fryers	--	--	--	Required	Medium	--	Actions
Implosions Explosions	Explosive demolitions Cat 2	--	--	Rejected	High	--	Actions
Implosions Explosions Sub	Explosive demolitions Cat 2	--	--	Required	High	--	Actions
KaBoom Demolitions	Explosive demolitions Cat 1, Transport Cat 2, Explosive demolitions Cat 2	KaBoom Demolitions Incorporated	Canterbury	Accepted	Low	100.00%	Actions
Plumb on Time Sub	Plumbing	--	Canterbury, Otago	Accepted Pending	Low	100.00%	Actions
Safe OZ Houses	Electrical	--	--	Expired	Low	--	Actions

Showing 1 to 10 of 13 entries

Previous 1 2 Next

Vault Contractor - Add New Contractor



Complete all the Mandatory Company details with appropriate and accurate information.

Note: The 'Contact name' and 'Contact email' pertain to **where** and **who** the prequalification will be sent.

Once Saved the 'Business Number' will relate to a **unique** system ID in all Vault systems, ONLY Vault Support team can modify.

The screenshot shows a web form for adding a new contractor. The form includes the following fields and options:

- Country ***: A dropdown menu with 'New Zealand' selected.
- Trading Name**: A text input field with 'KaBoom' entered.
- GST/VAT**: A checkbox that is checked.
- GST/VAT Number ***: A text input field with '123658965' entered.
- Business Type ***: A dropdown menu with 'Company' selected.
- Business Number ***: A text input field with 'NZBN 9478911111' entered.
- Contact Name ***: A text input field with 'David Van Boome' entered.
- Contact Email ***: A text input field with 'DVB@KaBoom.mm' entered.
- Contact Number ***: A text input field with a New Zealand flag icon and the number '021 123 4567'.
- Contract Manager ***: A dropdown menu with 'Select Contract Manager' selected.
- Disallow Subcontractors**: An unchecked checkbox.
- No assessment required**: An unchecked checkbox.
- Select Questionnaire for Contractor Prequalification**: A dropdown menu with 'Select Questionnaire' selected.

Two callout boxes are present:

- Contact name & email**: The person and email address to which the prequalification request will be sent.
- Business Number**: When saved, directly relates to a unique system I.D. which cannot be changed without vault support assistance.

Vault Contractor - Add New Contractor



The '*Disallow Subcontractors*' checkbox prevents this new contractor from prequalifying their own subcontractors through your companies prequalification process.

Country *

New Zealand

Trading Name

KaBoom

☒ GST/VAT

GST/VAT Number *

123658965

Business Type *

Company

Business Number *

NZBN 94789111111

Contact Name *

David Van Boome

Contact Email *

DVB@KaBoom.mm

Contact Number *

 02889111111

Contract Manager *

Mike Michaelson

☐ Disallow Subcontractors

☐ No assessment required

Select Questionnaire for Contractor Prequalification *

Select Questionnaire

Disallow Subcontractors Checkbox
Will prevent this new contractor from prequalifying their own subcontractors via your prequalification process

Vault Contractor - Add New Contractor



The '*No assessment required*' checkbox would only be used IF YOUR prequalification process will sit externally from Contactor manager. I.e. you have no questionnaires built into the system and you're using Contractor manager ONLY as a Contractor database.

Country *

New Zealand

Trading Name

KaBoom

☒ GST/VAT

GST/VAT Number *

123658965

Business Type *

Company

Business Number *

NZBN 94789111111

Contact Name *

David Van Boome

Contact Email *

DVB@KaBoom.mm

Contact Number *

0288911111

Contract Manager *

Mike Michaelson

☐ Disallow Subcontractors

☐ No assessment required

Select Questionnaire for Contractor Prequalification *

Select Questionnaire

No Assessment Checkbox
To be used when your prequalification process is external to the contractor manager system

Vault Contractor - Add New Contractor



Finish by **selecting** the 'Risk assessment Questionnaire' required to Prequalify this particular Contractor for their particular function.

☒ GST/VAT

GST/VAT Number *

123658965

Business Type *

Company

Business Number *

NZBN 9478911111

Contact Name *

David Van Boome

Contact Email *

DVB@KaBoom.mm

Contact Number *

0288911111

Contract Manager *

Mike Michaelson

☐ Disallow Subcontractors

☐ No assessment required

Select Questionnaire for Contractor Prequalification *

Select Questionnaire

High Risk - Subcontractors

Low Risk

Medium Risk

Medium Risk - Subcontractors

Vault Contractor - Add New Contractor



Save & Send Request saves all the entered details into the contractor register and initiates the prequalification process by sending a prequalification request to the associated Contractor.

Note: The contractor is directed to the *Vault Contractor Portal* to complete the requested risk assessment questionnaire.

A screenshot of the 'Add New Contractor' form in the Vault system. The form is white with a light grey border and contains several input fields and checkboxes. The fields are labeled with asterisks to indicate they are required. The 'GST/VAT' checkbox is checked. The 'Business Type' dropdown is set to 'Company'. The 'Contact Name' is 'David Van Boome', 'Contact Email' is 'DVB@KaBoom.mm', and 'Contact Number' is '0288911111'. The 'Contract Manager' dropdown is set to 'Mike Michaelson'. The 'Disallow Subcontractors' and 'No assessment required' checkboxes are unchecked. The 'Select Questionnaire for Contractor Prequalification' dropdown is set to 'Medium Risk'. At the bottom, there are two buttons: 'Save & Send Request' (orange) and 'Cancel' (orange). A mouse cursor is hovering over the 'Save & Send Request' button.

☒ GST/VAT

GST/VAT Number *

123658965

Business Type *

Company

Business Number *

NZBN 9478911111

Contact Name *

David Van Boome

Contact Email *

DVB@KaBoom.mm

Contact Number *

0288911111

Contract Manager *

Mike Michaelson

☐ Disallow Subcontractors

☐ No assessment required

Select Questionnaire for Contractor Prequalification *

Medium Risk

Save & Send Request

Cancel

Vault Contractor - Add New Contractor



The prequalification will sit in 'Required' status until the Contractor has commenced answering questions.

At which point it will change to an 'Initiated' status.

The screenshot shows the 'Contractor Companies' page in the Vault Contractor Management system. The page has a sidebar with navigation links: Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main content area displays a table of contractor companies. The table has columns for Name, Categories, Status, Risk Level, Risk Score, and Actions. The status of each contractor is indicated by a colored badge: 'Required' (orange), 'Rejected' (black), 'Pending' (orange), 'In-progress' (blue), and 'Accepted' (green). The 'Required' status is highlighted with a blue box. A callout box points to the 'Required' status, explaining that it is the status of a prequalification when it has been sent, but the contractor has not yet 'initiated' answering questions.

Name	Categories	Status	Risk Level	Risk Score	Actions
Plumb on Time Sub	...	Required	Low	...	Actions
Collapse Demolitions	...	Required	High	...	Actions
KaBoom Demolition	...	Required	High	...	Actions
Implosions Explosions	...	Rejected	High	...	Actions
Script writing Contractor	...	Rejected	Low	...	Actions
Safe OZ Houses	...	Pending	Low	...	Actions
Rush Hour	...	In-progress	High	...	Actions
Buzzkill Electrical	...	In-progress	Low	...	Actions
DD&C	Mechanical, Engineering, Electrical, Security	Accepted	High	10%	Actions
Arthur ITS Sub	Plumbing, Transport, Security	Accepted Pending	High	100%	Actions

Showing 1 to 10 of 12 entries

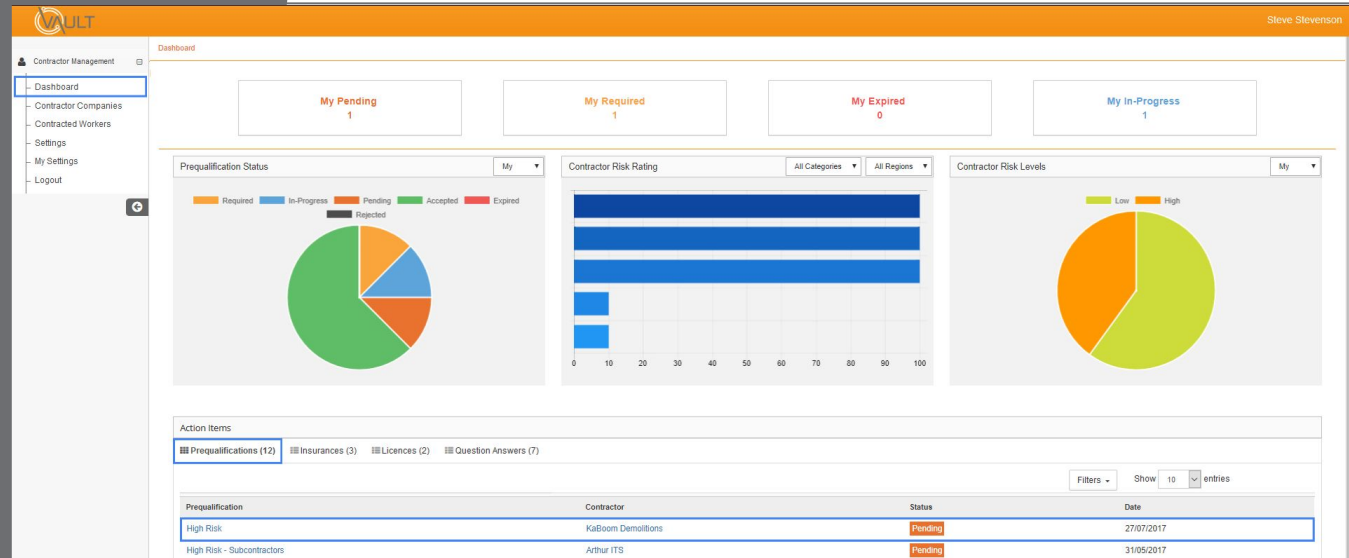
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Required Status
The status of a prequalification when it has been sent, but the contractor has not yet 'initiated' answering questions

Vault Contractor - Assessment



Once the contractor has submitted their answers. The completed prequalification will display in both the Contractor 'Dashboard' and 'Contractor Companies' Register in a 'Pending' status until Assessment can begin.



The screenshot shows the 'Contractor Companies' register. It features a search bar, filters, and a table of contractors. The table columns are Name, Categories, Status, Risk Level, Risk Score, and Actions. The 'KaBoom Demolitions' entry is highlighted with a blue border.

Name	Categories	Status	Risk Level	Risk Score	Actions
Arthur ITS	Plumbing, Transport, Security	Accepted Pending	High	100%	Actions
BuzzKill Electrical	...	In progress	Low	...	Actions
Collapse Demolitions	...	Required	High	...	Actions
DD&G	Mechanical, Engineering, Electrical, Security	Accepted	High	10%	Actions
Implosions Explosions	...	Rejected	High	...	Actions
KaBoom Demolitions	...	Pending	High	...	Actions
Plumb on Time	...	Required	Low	...	Actions
Rush Hour	...	In progress	High	...	Actions

Vault Contractor - Assessment



The assessment can also be initiated from either of these places.

From the 'Contractor Dashboard' **click** on the 'Prequalification' or the 'Pending' status in the a Prequalifications tab or the 'Actions' table. Or **click** on the 'Pending' status in the 'Contractor Companies' register.

The dashboard shows the following metrics:

- My Pending: 1
- My Required: 1
- My Expired: 0
- My In-Progress: 1

Charts include:

- Prequalification Status: A pie chart showing Required (orange), In-Progress (blue), Pending (red), Accepted (green), and Expired (grey).
- Contractor Risk Rating: A horizontal bar chart showing risk levels across categories and regions.
- Contractor Risk Levels: A pie chart showing Low (green) and High (orange) risk levels.

Action Items:

- Prequalifications (12)
- Insurances (3)
- Licences (2)
- Question Answers (7)

Table of Prequalifications:

Prequalification	Contractor	Status	Date
High Risk	KaBoom Demolitions	Pending	27/07/2017
High Risk - Subcontractors	Arthur ITS	Pending	31/05/2017

Table of Contractor Companies:

Name	Categories	Status	Risk Level	Risk Score	Actions
Arthur ITS	Plumbing, Transport, Security	Accepted Pending	High	100%	Actions
BuzzKill Electrical	...	In progress	Low	...	Actions
Collapse Demolitions	...	Required	High	...	Actions
DD&G	Mechanical, Engineering, Electrical, Security	Accepted	High	10%	Actions
Implosions Explosions	...	Rejected	High	...	Actions
KaBoom Demolitions	...	Pending	High	...	Actions
Plumb on Time	...	Required	Low	...	Actions
Rush Hour	...	In-progress	High	...	Actions

Vault Contractor - Assessment



This will open the questionnaire answers allowing you to comment on, view attached files and score each answer according to your companies criteria.

Note: These comments are private and will not be seen by the contractor.

The screenshot displays the Vault Contractor Assessment interface. The top navigation bar is orange with the Vault logo on the left and the user name 'Steve Stevenson' on the right. Below the navigation bar, the breadcrumb trail reads 'Contractor Companies / KaBoom Demolitions / High Risk Prequalification'. The main content area is titled 'Evaluation of High Risk prequalification answers by KaBoom Demolitions' and includes a 'Scores' tab. The interface is divided into sections: 'Section A' and 'Section B'. Under 'Section A', there is a question titled 'Event Register Reviewed' with a score of 1 / 15. The question asks if the event/accident register is maintained and reviewed for Risk/Hazard identifications. The answer is 'Yes'. Below the answer, there is a text box for 'Question Comment' and a 'View File 1' button. Under 'Section B', there is a question titled 'Event Reporting' with a score of 15 / 15. The question asks if there is a procedure for the reporting, recording, investigation and follow up of incidents that either caused or could cause harm. The answer is 'Yes'. Below the answer, there is a text box for 'Question Comment' and a 'View File 1' button. A large, semi-transparent watermark reading 'VIEW ATTACHED FILE' is overlaid on the right side of the interface. In the bottom right corner, there is a circular logo with a green checkmark and the text 'FULLY INSURED'.

Vault Contractor - Assessment



Once all answers have been assessed and scored the '*Overall Score*' will be displayed. The decision to **Accept** or **Reject** can then be made and final '*Overall Comments*' applied.

9 / 10

Does your organisation carry Indemnity Insurance?
Yes

If yes, provide policy number:
B 32654812457

State amount:
10,000,000

State expiry date:

Question Comment

Policy is valid and meets criteria for acceptable indemnity

8 / 10

Public Liability Insurance

Does your organisation carry Public Liability Insurance?
Yes

If yes, provide policy number:
PL1 36598412748

State amount:
10,000,000

State expiry date:

Question Comment

Policy is valid and meets all criteria acceptable Liability

Overall Comment

This is an accepted Prequalification - have signed off as accepted

Overall Score

80 / 90

Inform Contractor

Accept

Soft Reject

Reject

Vault Contractor - Assessment



If you wish to provide information back to a contractor, **update** the 'Inform Contractor' field prior to **Accepting** or **Rejecting** and the details from this field will be made available for them to view in the *Vault Contractor Portal*.

The screenshot shows a web form for contractor assessment. It includes sections for Indemnity Insurance, Public Liability Insurance, and an Overall Comment. At the bottom, there is an 'Inform Contractor' field and three buttons: 'Accept', 'Soft Reject', and 'Reject'. A blue callout box highlights the 'Inform Contractor' field.

Does your organisation carry Indemnity Insurance?
Yes

If yes, provide policy number:
B 32654812457

State amount:
10,000,000

State expiry date:

Question Comment
Policy is valid and meets criteria for acceptable indemnity

Public Liability Insurance

Does your organisation carry Public Liability Insurance?
Yes

If yes, provide policy number:
PL1 36598412748

State amount:
10,000,000

State expiry date:

Question Comment
Policy is valid and meets all criteria acceptable Liability

Overall Comment
This is an accepted Prequalification - have signed off as accepted

Overall Score
80 / 90

Inform Contractor
Here is where you would put any information you wish to provide back to the contractor

Accept Soft Reject Reject

Inform Contractor Field
Any information entered will be shared with the contractor via the contractor portal once assessment is 'accepted' or 'rejected'

Vault Contractor - Assessment



If you require more information from a contractor before 'Accepting' or 'Rejecting' - **update** the '*Inform Contractor*' field with the appropriate request and **select** '*Soft Reject*'. The Prequalification status will return to '*Required*' and a request for further information will be sent. Once this request has been fulfilled the Accept, Reject Process can begin again.

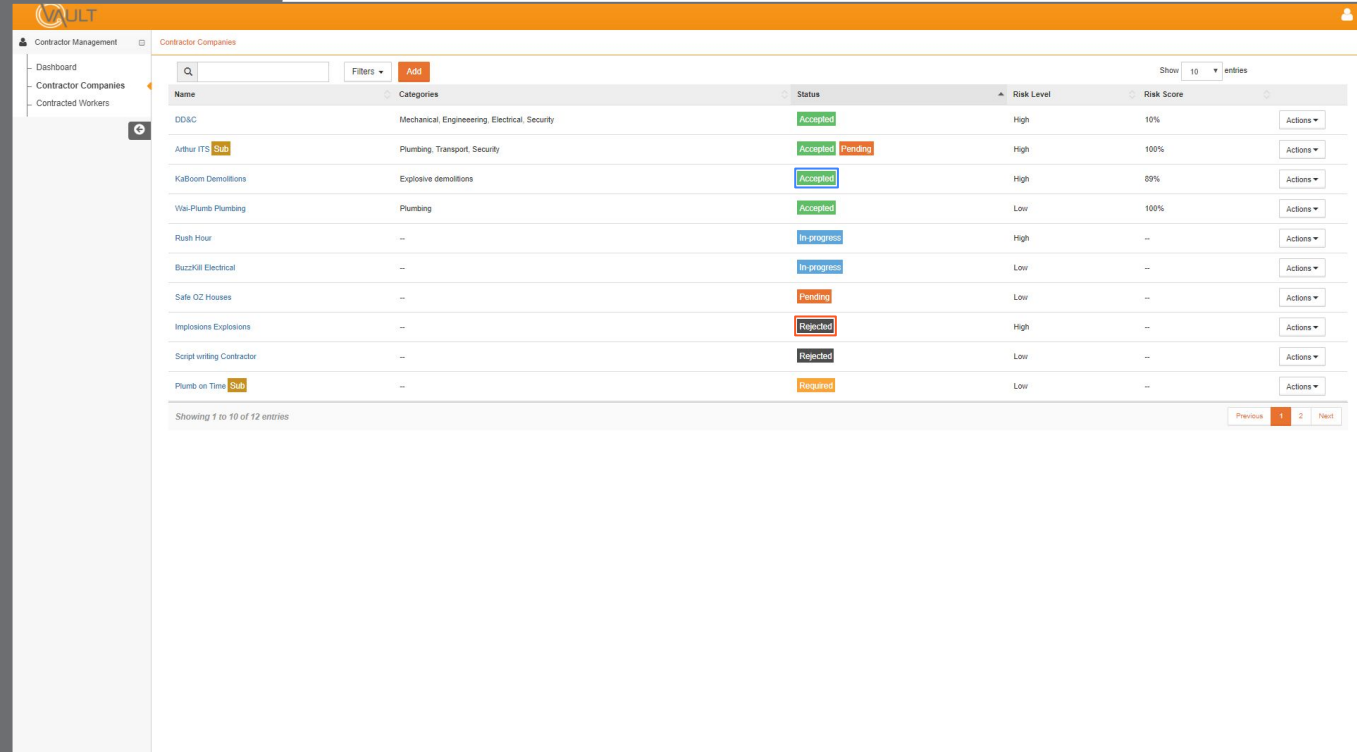
A screenshot of the Vault Contractor Assessment web form. The form is divided into sections for different types of insurance. The top section is for 'Indemnity Insurance' (score 9/10), followed by 'Public Liability Insurance' (score 8/10). Each section contains a 'Question Comment' field. Below these is an 'Overall Comment' field and an 'Inform Contractor' section with a text area for providing more information. At the bottom are three buttons: 'Accept', 'Soft Reject', and 'Reject'. A grey callout box with a blue border points to the 'Soft Reject' button, containing the text: 'Soft Reject. Allows you to request more information from the contractor prior to making a final decision, the prequalification will be returned to a 'required' status'. On the right side of the form, an 'Overall Score' box shows '80 / 90'.

Vault Contractor - Assessment Complete



When Accepted or Rejected - The *Status* of the prequalification will reflect this and the contractor will receive an email advising of the same.

Once the assessment is completed you can proceed to any other Vault Contractor management tasks required.



The screenshot shows the 'Contractor Companies' page in the Vault system. It features a table with columns for Name, Categories, Status, Risk Level, and Risk Score. The table lists 12 contractors with their respective assessment statuses. The 'Status' column uses color-coded labels: green for 'Accepted', orange for 'Pending', blue for 'In progress', and red for 'Rejected' or 'Requested'. Each row also includes an 'Actions' button. The interface includes a search bar, filters, and pagination controls at the bottom.

Name	Categories	Status	Risk Level	Risk Score	Actions
DD&C	Mechanical, Engineering, Electrical, Security	Accepted	High	10%	Actions
Arthur ITS Sub	Plumbing, Transport, Security	Accepted Pending	High	100%	Actions
Kalboom Demolitions	Explosive demolitions	Accepted	High	89%	Actions
Via-Plumb Plumbing	Plumbing	Accepted	Low	100%	Actions
Rush Hour	--	In progress	High	--	Actions
Buzzkill Electrical	--	In progress	Low	--	Actions
Safe Q2 Houses	--	Pending	Low	--	Actions
Implosions Explosions	--	Rejected	High	--	Actions
Script writing Contractor	--	Rejected	Low	--	Actions
Plumb on Time Sub	--	Requested	Low	--	Actions

Showing 1 to 10 of 12 entries

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