

## Post Contract Evaluation Form

This form is to be used by a City of Albany employee in evaluating the completed contract and relevant work.

<b>CoA Employee to Complete</b>			
Contract Name:			
Responsible Officer or Auditors Details:			
Scope of Works:			
Work Supervisor Details:		Contact Details:	
Contractor Details:		Contact Details:	
Work Finish Date:		Work Evaluation Date:	
Review Questions	Yes	No	Comments
Was the work completed as per the terms and conditions?			If no, why not?
Was there any incidents?			If yes, what were they?
Was there any safety breaches observed?			If yes, what were they?
Was there any WorkSafe notices issued?			If yes, what were they?
Did the contractor comply with our OSH Policy and Procedures?			If no, when?
Was there any other issues?			If yes, what were they?
Should we engage the contractor to undertake other work?			If no, why not?
Comments from Contractor on non-compliance:			
Evaluators Comments:			