



## Subcontractor Evaluation Form

(Applicable to Fixed Price and T&M Subcontracts of \$100,000 or below)

Subcontractor Name: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

D/S \_\_\_\_\_

Date \_\_\_\_\_

	Areas of Evaluation	Grade *			
		C	A	U	N/A
<b>Environment, Safety and Health</b>	• Adherence to the hazard analysis document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Mandatory training completed, including documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Use of PPE when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Adherence to Lock Out / Tag Out (LOTO) procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Adherence to environmental requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Compliance with safety standards, rules and regulations during field work activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance and Quality</b>	• Adequate supervisory oversight and in-process inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Determines level of customer satisfaction & reacts accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Provides documentation for all work scope changes. Accepts change willingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Only qualified workers are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Completes work on time and within the required acceptable quality standard, per contract specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* C = Commendable A = Acceptable U = Unacceptable (requires explanation below) N/A = Not Applicable  
 See Rating Guidelines on next page

Other Remarks (Any "Unacceptable" ratings require an explanation): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Did any injuries or near misses occur during this project? If yes, then explain. \_\_\_\_\_

Would you like to have a letter of recognition be sent to this subcontractor? YES  NO

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Distribution: Contract Administrator, Requisitioner, File *ESH Admin Form # 21*

**Rating Guidelines**

**Commendable (C)** - Consistently strong safety and quality performance during the entire project; requires no further review of safety requirements after examination of Hazard Analysis; could serve as an example for others; volunteers feedback to Task Manager / Construction Coordinator.

**Acceptable (A)** - Fulfills all safety and quality requirements, with only occasional clarification or review of the Hazard Analysis; may not volunteer information, but safety procedures, quality, workmanship, and communication are adequate.

**Unacceptable (U)** - Violates safety rules or quality control procedures; does not adhere to the Hazard Analysis; unwilling to change or adapt.