



# Mining Contractor Performance Checklist

## Pre-Mobilization & Planning

Assessment of contractor's plans, resources, and onboarding processes.

### Contractor Mobilization Plan Received?

- ☐ Yes
- ☐ No

### Summary of Contractor Mobilization Plan

Write something...

### Risk Assessment Review Completed?


- ☐ Yes
- ☐ No

### Number of Personnel Assigned

Enter a number...

### Planned Mobilization Date

### Upload Contractor Insurance Certificates

 Upload File

### Contractor Emergency Response Plan Reviewed?

☐ Yes

☐ No

## Safety Performance

Evaluation of contractor's adherence to safety protocols, incident reporting, and risk mitigation.

### Lost Time Injury Frequency Rate (LTIFR)

### Total Recordable Injury Frequency Rate (TRIFR)

### Were all toolbox talks conducted and documented?

☐ Yes

☐ No

☐ N/A

**Which safety inspections were conducted?**

- ☐ Confined Space Entry
- ☐ Lockout/Tagout
- ☐ Fall Protection
- ☐ Equipment Inspection
- ☐ N/A

**Details of any safety incidents or near misses reported.**

Write something...

**Date of last safety meeting.**

Enter date...

**Contractor Representative Signature**

**Environmental Compliance**

Verification of contractor’s adherence to environmental regulations and best practices.

**Date of Environmental Inspection**

Enter date...

### Water Discharge Permit Status

- ☐ Active
- ☐ Expired
- ☐ Pending Renewal

### Water Discharge Volume (m³)

Enter a number...

### Observations & Notes on Environmental Performance

Write something...

### Environmental Controls in Place

- ☐ Dust Suppression
- ☐ Noise Reduction
- ☐ Erosion Control
- ☐ Water Management
- ☐ Waste Management

### Environmental Monitoring Reports

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## Production & Efficiency

Measurement of contractor's output, efficiency, and adherence to agreed-upon production targets.

**Tonnage Mined (per shift/week)**

Enter a number...

**Production Rate (tons/hour)**

Enter a number...

**Equipment Utilization (%)**

Enter a number...

**Downtime (hours) - Equipment Related**

Enter a number...

**Downtime (hours) - Personnel Related**

Enter a number...

**Adherence to Production Schedule**

- ☐ Ahead of Schedule
- ☐ On Schedule
- ☐ Behind Schedule

**Comments/Observations regarding Production**

Write something...

# Equipment & Maintenance

Assessment of contractor's equipment condition, maintenance schedules, and repair effectiveness.

## Equipment Hours Operated

Enter a number...

## Last Maintenance Date

Enter date...

## Maintenance Notes/Observations

Write something...

## Fluid Levels (Oil, Water, etc.) - %

Enter a number...

## Maintenance Tasks Performed (Check all that apply)

- ☐ Filter Replacement
- ☐ Lubrication
- ☐ Inspection
- ☐ Repair
- ☐ Calibration

### Attach Maintenance Records/Photos

 Upload File

## Communication & Reporting

Evaluation of communication frequency, clarity, and adherence to reporting requirements.

### Daily Progress Report Submission - # of Days Late

Enter a number...

### Quality of Daily Progress Reports

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Last Formal Communication (e.g., Meeting) Date

Enter date...

### Summary of Key Communication Points from Last Meeting

Write something...

### Effectiveness of Communication Channels (e.g., Email, Radio)

- ☐ Very Effective
- ☐ Effective
- ☐ Neutral
- ☐ Ineffective
- ☐ Very Ineffective

### Attach Supporting Documentation (e.g., Meeting Minutes)

 Upload File

## Personnel & Training

Assessment of contractor's personnel qualifications, training records, and competency levels.

### Total Number of Contractor Personnel

Enter a number...

### Supervisors hold relevant certifications?

- ☐ Yes
- ☐ No
- ☐ N/A




### Relevant Training Completed (Select all that apply)

- ☐ Confined Space Entry
- ☐ First Aid/CPR
- ☐ Hazard Communication
- ☐ Ground Control
- ☐ Equipment-Specific Training

### Last Training Refresher Date (Supervisors)

Enter date...

### Training Records (Upload)

 Upload File

### Competency Assessment Conducted?

- ☐ Yes
- ☐ No
- ☐ N/A

## Site Management & Housekeeping

Evaluation of contractor's site management practices, organization, and overall housekeeping standards.

### Debris Volume (m<sup>3</sup>)

Enter a number...

### Waste Management System Compliance

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Not Compliant

### Housekeeping Issues Observed

- ☐ Excessive Dust
- ☐ Oil Spills
- ☐ Obstructions
- ☐ Poor Lighting
- ☐ Unsecured Materials

### Additional Comments on Site Management & Housekeeping

Write something...

### Date of Last Housekeeping Audit

Enter date...

### Overall Site Orderliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

## Closeout & Demobilization

Review of contractor’s demobilization plans, site handover process, and final documentation.

**Scheduled Demobilization Date**

Enter date...

**Actual Demobilization Date**

Enter date...

**Description of Site Handover Process**

Write something...

**Final Site Inspection Report**

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**Equipment Remaining on Site (Quantity)**

Enter a number...

**Details of any Equipment Left on Site (if applicable)**

Write something...

**Site Condition Upon Demobilization**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

**Contractor Representative Signature**

**Mining Company Representative Signature**