

## SAFETY PREQUALIFICATION FOR PREFERRED CONTRACTOR – INTERIM REVIEW

The University of Lethbridge (U of L) uses safety prequalification as a method to develop and maintain a list of preferred Contractors who meet the minimum safety standards to be considered for obtaining work in various categories at the University.

U of L Safety Prequalification is not required for contractors working as sub-trades to a Prime Contractor. Only contractors taking on the role and responsibilities of safety for Prime Contractor at the U of L are required to be prequalified.

The safety prequalification is a comprehensive review of the contractor's safety management system to ensure they are in compliance with legislation, committed to safety, have good systems to back up this commitment, and are capable of working safely in practice.

Upon approval of safety prequalification by Campus Safety, additional information may be required by specific University Departments to verify contractor's capacity, skill and experience in other areas (e.g. commercial, environmental, and technical). It is the contractor's responsibility to contact the specific Department to ensure any other required information is completed.

## CONTRACTOR PREQUALIFICATION

The validity period for preferred contractor prequalification is three (3) years. The first year, a full Safety Prequalification Application is required. An Interim Review Application will be required in the second and third year.

The U of L, may, at any time during the prequalification period, re-evaluate or request further information from the contractor, to maintain 'prequalified' status. Following the three (3) year period, prequalified contractors will be required to submit a full safety prequalification application.

### **COR/SECOR CONTRACTORS**

**Year #1:** Full Safety Prequalification Review

**Year #2:** Interim Safety Prequalification Review due prior to expiry date (as noted in prequalification letter from previous year).

**Year #3:** Interim Safety Prequalification Review due prior to expiry date (as noted in prequalification letter from previous year).

**Year #4:** Full Safety Prequalification Review prior to expiry date (noted in prequalification letter from previous year).

**NOTE:** Non-COR/SECOR Contractors are not eligible for an Interim Review and must complete the Full Safety Prequalification application annually.



**NOTE: Once the contractor is safety prequalified with the University of Lethbridge and is seeking to be prequalified for an additional term:**

If the expiry date has passed, and a safety prequalification review (Interim or Full) has not been submitted by the expiry date, **contractors are no longer considered “safety prequalified” and will be removed from the Preferred Contractor Database.**

If a Contractor Interim Review is due, and has not been submitted by the expiry date (*as noted in the prequalification letter from the previous year*), it is the discretion of Campus Safety to determine whether a Full or Interim application will then be required. If additional time is required by the contractor to complete the application, the contractor is required to contact [Facilities](#) to request an alternate date.

## INSTRUCTIONS FOR SUBMISSION

- A **completed** copy of the Preferred Contractor Safety Prequalification application to [Safety Services](#). **NOTE: If this application is not complete in its entirety, it will not be considered and the contractor will be notified.**
- **Review of the application may take up to 30 days to complete.** Completeness, accuracy and quality of the submission itself will affect this timeframe. If clarifications and questions are required by Campus Safety or Facilities to the contractor, the application will be delayed.
- After the application is evaluated, Campus Safety will notify contractors who meet the minimum standards of the status of their safety prequalification request. Approved contractors will be put on the preferred contractor safety prequalification list in the category for which they have met the minimum standards.

All submissions received become the property of The University of Lethbridge.

Respondents will be advised of the acceptance or rejection of their prequalification application in writing. Unsuccessful respondents will be advised of their areas of deficiency within their safety program and will be invited to re-apply.

Any questions regarding the Safety Prequalification process may be directed to [Safety Services](#).