The following is a checklist of major sections and sub-section headings for your prequalification questionnaire. Each sub-section typically has multiple questions.

**Business**
- Business Attributes
- Corporate Officers and/or Shareholders/Partners/Proprietor
- Parent, Affiliate and/or Subsidiary Companies
- Employees
- Operations
- Equipment
- Litigation/Bankruptcy/Judgments

**Insurance**
- Contact for Insurance Information
- Insurance Information
- Surety Relations

**Financial**
- Job History
- Largest Contracts
- Capacity
- Anticipated Annual Volume

**References**
- Banking Relations
- List three (3) major suppliers
- List three (3) General Contractors for whom you have worked in the last three (3) years
Bidding Interests
- Add Bidding Interests

Safety Statistics
- Experience Modification Rating
- Workers Compensation
- OSHA Recordkeeping
- Safety Performance History
- Regulatory

Safety Programs & Procedures
- Written Safety and Health Program
- Written Safety Program Administrative Procedures
- Site-Specific Safety Plan
- Policies
- Substance Abuse Policy
- Respiratory Protection
- Management
- Utilize Services
- Medical
- Benefits
- Accident Investigation Procedure
- Safety Inspections
- PPE, Equipment Inspections, Audits
- Meetings
- Subcontractors
- Safety Training/Orientation
- Training Records
- Safety Orientation Program for Newly Hired or Promoted Foremen/Supervisors
- OSHA Construction Safety Courses
- Craft Training
- Comprehension

Supporting Documents
- Certificate of Insurance
- OSHA 300 log
- NCCI letter (EMR)
- Contractor General Conditions Agreement
- Other desired documents