AuditCo

TENDER & CONTRACT READINESS CHECKLIST

WINNING & KEEPING LARGER CONTRACTS

Large procurement decisions aren't made on price alone. Quality systems, compliance credentials, and assurance evidence are increasingly the deciding factor (especially for government, defence, mining, and infrastructure supply chains.)

This checklist helps you honestly assess whether the systems buyers expect are actually in place.

HOW TO USE THIS TOOL

This is not an audit. It's a structured checklist to help you see your business the way a procurement evaluation panel will.

For each item, mark your current position using the scale below.

✓ In place and current
~ In place but needs review
✗ Not in place
N/A Not applicable to our operations

Review your flags at the end of each section and use the guidance notes to prioritise what to fix before your next tender.

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SECTION 1: QUALITY MANAGEMENT SYSTEM (QMS)

A documented QMS demonstrates quality is managed as a system, not left to individual judgement. It's an increasingly mandatory or heavily weighted requirement in tender evaluation.

	✓	~	✗	N/A
We have a documented quality policy and measurable quality objectives.				
Our key production and service delivery processes are documented.				
Non-conformances are recorded, tracked, and reviewed, not just fixed on the spot.				
Corrective actions are documented, implemented, and verified.				
Management review of the QMS happens at planned intervals, with records kept.				
We hold, or are actively working toward, ISO 9001 certification.				

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SECTION 2: WORK HEALTH & SAFETY MANAGEMENT

Safety systems are non-negotiable for most major contracts, particularly in construction, mining, infrastructure, and government supply chains.

	✓	~	✗	N/A
We have a current WHS management plan that reflects our actual operations.				
Documented induction and training records exist for all staff.				
Incidents and near-misses are reported, investigated, and recorded.				
Hazard identification is a regular, structured activity, not just a response to incidents.				
We hold, or are actively working toward, ISO 45001 certification.				

SECTION 3: ENVIRONMENTAL MANAGEMENT

Environmental obligations are increasingly part of supplier qualification, particularly where operations involve waste, chemical handling, or significant energy use.

	✓	~	✗	N/A
Environmental aspects and impacts of our operations are identified and documented.				
We have processes to prevent pollution and manage environmental incidents.				
We hold, or are actively working toward, ISO 14001 certification.				

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SECTION 4: SUPPLIER & SUBCONTRACTOR MANAGEMENT

Large buyers expect you to manage your supply chain with the same rigour they expect from you.

	✓	~	✗	N/A
• We have a documented process for approving new suppliers and subcontractors.				
• Supplier and subcontractor performance is monitored and reviewed.				
• Our quality and safety expectations flow down to suppliers and subcontractors.				

SECTION 5: DOCUMENTATION & EVIDENCE READINESS

Systems are worth nothing in a tender if you can't demonstrate them. Your ability to provide current, accurate records quickly can decide whether you progress to the next evaluation stage.

	✓	~	✗	N/A
• Our document control process is understood and followed, not accidental.				
• We could provide a buyer or auditor with evidence of our systems within 24 hours.				
• We understand what additional compliance obligations larger contracts may require.				
• We have pursued, and lost, a tender because we couldn't demonstrate our systems.				

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READING YOUR RESULTS

Mostly ✓ Your systems are largely tender-ready. Focus on packaging your evidence so it's fast to produce.

Mostly ~ Good foundations exist, but consistency and documentation need work before a major bid.

Mostly ✗ Significant gaps exist. Build these systems before (not during) your next tender.

REMEDIAL ACTION NOTES

Use the space below to map out immediate priorities arising from your ✗ and ~ flags.

NOT SURE HOW TO CLOSE THE GAPS?

AuditCo supports manufacturers across Australia to build the systems that win larger contracts and keep them, from initial gap assessments through to ISO certification and ongoing compliance management.

Call 1300 706 491 or visit auditco.com.au/manufacturing.

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