

Contractor Pre-Qualification Quick Reference Guide

What pre-qualification score do I need to reach?

Contractor pre-qualification is a process that evaluates your business' ability to proactively manage its health and safety risks while operating on port. Napier Port works with a preferred provider, SiteWise, but if your business already has contractor pre-qualification through IMPAC or SHE, this will also be accepted.

Contractors must meet a minimum score, before they can be placed on the Napier Port approved contractor register. This score relates to the level of risk involved with your work. Napier Port uses three risk categories – low risk, medium risk and high risk. Please refer to the table on the next page, which will help you determine which category your work falls into.

Please note – any company that holds a valid and signed Napier Port Licence to Operate contract is exempt from the contractor pre-qualification process.

What are the insurance requirements?

Your business must hold insurance with a reputable insurer, at a level appropriate to cover the contract or supplied works. The insurance must cover your obligations under agreements for contracted works including, but not limited to, liabilities and indemnities under contracted works.

Your insurance must be at a level appropriate to the risk associated with your work:

1. **Low risk:** Public Liability Cover of \$2 million, (including Indemnity Cover for Professional Services).
2. **Medium risk:** Public Liability Cover of \$5 million.
3. **High risk:** Public Liability Cover of a minimum of \$7.5million. Critical risk or complex work activities may require higher insurance cover, based on a risk assessment.

Your business must also hold Comprehensive Motor Vehicle Insurance, including cover for Liability to Third Parties. The minimum Limit of Liability Cover under the Policy must be \$20 million.

Depending on the nature of work undertaken, the following specialist classes of insurance may also be required:

- Aviation Liability
- Environmental Liability
- Marine Liability
- Professional Liability / Errors & Omissions
- Warranties & Representations Liability
- Cyber Risk

Any questions?

If you have any questions, please don't hesitate to get in touch with our Health and Safety team:

Phone: (06) 833 4340

Email: HealthandSafety@napierport.co.nz

| Contractor Risk Level | Activities this covers | Insurance Level Cover | Required Score |
|-----------------------------------|---|---|---|
| Type 1 Level - Low Risk | Work where there are no foreseeable significant hazards and where no Napier Port workers will be exposed to risk. This includes maintenance at ground level, work that is short-term, or professional services where activities are low risk. Also includes refurbishment of buildings or facilities where building design change or consent is not required. | \$2 million | A minimum 50% status score with SiteWise, Impac or SHE or pre-qualification |
| Type 2 Level - Medium Risk | Work where significant hazards are present; work that is non-obtrusive; maintenance work (non-construction); work at ground level; low risk truck mounted crane work (Hiab). Also includes refurbishment of buildings or facilities requiring structural changes (eg load bearing walls) where design change or consent is required. | \$5 million | 75% status score held with SiteWise, Impac or SHE pre-qualification |
| Type 3 Level - High Risk | <p>Work in this category includes:</p> <ul style="list-style-type: none"> • Work where Napier Port workers are likely to be exposed to high risk work. • Major / new building or construction work. • Work where asbestos has been identified. Also includes asbestos removal. • Use of construction vehicles including elevated work platforms, forklifts or mobile cranes, and high risk truck mounted crane work (Hiab). • Heavy machinery lifting operations. • Mobile harbour crane maintenance work. • Working at height: excluding ladders but including scaffolds, fall arrest and rope systems. • Confined space entry. • Work requiring a permit. • Prescribed hazardous work (notified to WorkSafe NZ). • Excavation >200mm. • Electrical work. • Light tower repairs. • Electrical or data cabinet installation or repair work. • Telecommunications work. • Fire systems and infrastructure work. • Environmental work. | \$7.5 million Critical risk or complex work activities may require higher insurance cover, based on a risk assessment. | 75% status score held with SiteWise, Impac, or SHE or pre-qualification |