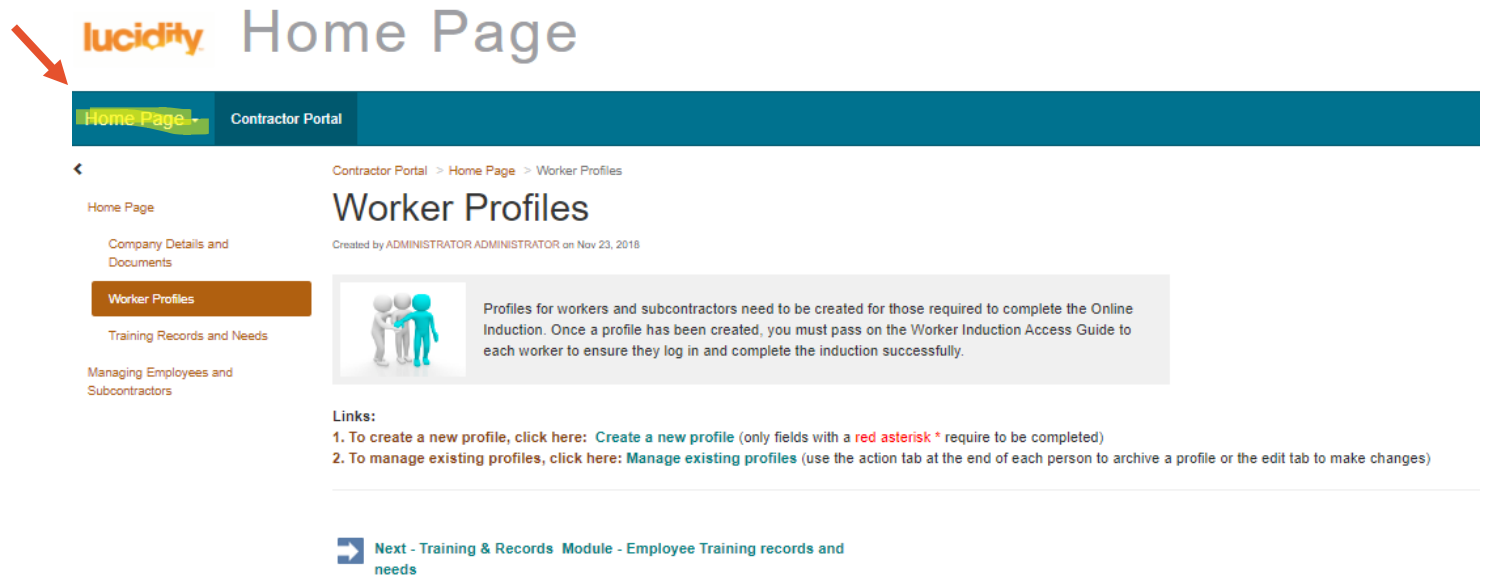# CONTRACTOR REPRESENTATIVE – UPLOADING DOCUMENTS

THIS GUIDE DEMONSTRATES HOW THE CONTRACTOR REPRESENTATIVE UPLOADS DOCUMENTS TO THE ISAAC REGIONAL COUNCIL CONTRACTOR MANAGEMENT SYSTEM.

1. From the home page, select "Contractor Compliance"

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2. Select "Documents"

3. Where the document approval status is "Required", select "Edit", enter insurance/accreditation details and upload the document.

ID	Company	Project	Document type	Document number	Document Approval Status	Expiry date	Lapsed	Notes		
5529			Public & Product Liability Insurance		Required		No			Edit	Actions ▾
5226			WorkCover Insurance		Required		No			Edit	Actions ▾
5055			Public & Product Liability Insurance		Approved	01/03/2023	No		⤓ Edit	Actions ▾
5054			WorkCover Insurance		Approved	30/09/2022	No		⤓ Edit	Actions ▾
5053			Contractor Pre-Qualification Checklist & Declaration		Approved		No		⤓ Edit	Actions ▾

Tip

The contractor management system will generate a new line for an insurance/accreditation due to expire in 30 days. A notification will be sent to the Contractor Representative's email address when records require renewal, 30 days prior and the day of expiration.

Related Information Sheets:

– Contractor Representative – Checking and Maintaining Workers' Profiles

– Contractor Representative – Setting Up Access for Contractor Workers

If you need any assistance, please contact safety.reports@isaac.qld.gov.au

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