



Prequal readiness checklist: *Avetta, ISNetworld, Veriforce.*

The documents and records these platforms commonly ask contractors for, drawn only from the platforms' own public materials. Each hiring client sets its own requirements, so check yours in your account.

1. Company basics

- ☐ Legal company name, used the same way on every document, certificate and program.
- ☐ Work types or services you perform, and your NAICS code (ISN reviews NAICS against recordkeeping documents [2]).
- ☐ Employee hours worked and headcount for each year reported [2][3].

2. Injury and illness records

- ☐ OSHA 300 logs and 300A summaries. Veriforce asks for the current year-to-date plus the last 3 full years, with the 300 and 300A uploaded [3].
- ☐ If OSHA recordkeeping does not apply to you: a signed exemption letter for each year (Veriforce) [3].
- ☐ Incident statistics that match your logs. Platforms verify reported injuries, illnesses and hours against your OSHA records [2] [3]; Avetta lists Total Recordable Incident Rate, fatalities and total hours worked [1].

3. Experience Modification Rate (EMR)

- ☐ A verifiable EMR document from your workers' compensation carrier, with the rate, effective date and expiration date. Veriforce asks for the current year and the past 3 years [3]; Avetta lists EMR among US safety statistics [1].
- ☐ If you are not rated: the platform's EMR exemption form for each year (Veriforce uses 1.00 as the default) [3].

4. Certificates of insurance

- ☐ Current certificates showing the coverage types and amounts each hiring client requires [1][2].
- ☐ Endorsements and named parties the client requests; ISN may check limits, insured parties, deductibles, expiration dates and endorsements [2].
- ☐ A calendar line for every policy expiration date.

5. Written safety programs

- ☐ Company-specific written health and safety programs for the work you do; ISN reviews them against hiring-client requirements [2].
- ☐ Each program current, with a review or revision date (Avetta's audit guidance asks for one within the past 3 years) [4].
- ☐ Final versions in PDF or Word, with no tracked changes or editing marks; no external links [4].
- ☐ Supporting documents a client may ask for: site checklists, work permits, hazard analyses [2].

6. Training and acknowledgments

☐ Training records for the people who will be on site (Veriforce lists training records among uploads) [5].

☐ Acknowledgment of any client contractor safety manual, where the client requires it [6].

7. Keep it current

☐ Update injury records, hours and EMR each year; platforms ask for annual updates [1].

☐ Answer reviewer requests promptly and keep one owner for the account.

No score, grade, or approval date is promised. The platform and your hiring client decide. This checklist helps you have the file ready.

Sources (public, checked Oct 9, 2026)

[1] Avetta, "The Ultimate Supplier Qualification Guide," pages.avetta.com/rs/752-BVH-753/images/Avetta_Buyers%20Guide.pdf

[2] ISNetworld, "RAVS Disclaimers," isnetworld.com/en/ravs-disclaimers

[3] Veriforce, "Contractor Quickstart Guide," veriforce.com/wp-content/uploads/2024/07/General-Contractor-Quickstart-Guide-NGQE-P1-2.pdf

[4] Avetta, "Manual Audit (MA) Submission" guidelines (APAC one-pager; applies to manual audits), pages.avetta.com

[5] Veriforce, "Contractor Subscription," veriforce.com/solutions/contractors

[6] Berkshire Hathaway Energy, Veriforce "Contractor Quickstart Guide," brkenenergy.com/assets/pdf/contractor-quickstart-guide.pdf

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