

Ontario vendor compliance checklist

Check this before a trade's first job and again every time a document is due to expire. A trade with no current document does not get booked.

Checked 2026-10-03

Roundhouse Maintenance Group, <https://roundhousegroup.ca/resources/ontario-vendor-compliance-checklist/>

Every trade, every job

- WSIB clearance certificate, current on the day of the work, where WSIB coverage applies to the trade's work.
 - Certificate of liability insurance, naming Roundhouse as additional insured where required.
 - A record of the document's expiry date, checked before renewal.
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Electricians

We only use ECRA/ESA-Licensed Electrical Contractors. Confirm the ESA licence number and its status on the public register, and that each electrician holds a 309A or 309C Certificate of Qualification or is a registered apprentice working under one.

Gas and HVAC technicians

Confirm TSSA registration for the contracting business, and the individual technician's gas certification. For A/C and heat pumps, confirm a 313A or 313D certificate and the ozone depletion prevention (ODP) card.

Plumbers and drain contractors

Plumbing: a Certificate of Qualification as a Plumber (306A), or a registered apprentice working under one, everywhere in Ontario; plus the City's Plumbing Contractor licence in Toronto. Drains: confirm the drain contractor's licence for the municipality the work is in.

General repairs

Repairs that cross into plumbing, electrical or gas work go to the trade certified for it.

 Message us

Pest control technicians

Confirm the structural exterminator's licence issued under the Pesticides Act, and the licence class matches the work being done.

Roofers and anyone working at heights

Confirm working at heights training that meets Ontario Regulation 297/13, and that it has not expired.

Renewal tracking

- Note the expiry date beside each document.
- Flag anything expiring within 14 days.
- Do not schedule work past a document's expiry date without a renewed copy on file.

To track clearance expiry dates, use the WSIB clearance tracker.

Sources

WSIB, clearances <https://www.wsib.ca/en/businesses/premiums-and-payment/clearances>

TSSA, contractor registration and certification <https://www.tssa.org/contractor-registration-and-certification>

Electrical Safety Authority, where can I find a Licensed Electrical Contractor <https://esasafe.com/hiring-an-electrician-or-contractor/where-can-i-find-a-licensed-electrical-contractor/>

Ontario, guide to pesticide licensing <https://www.ontario.ca/page/guide-pesticide-licensing>

O. Reg. 876/21 under the Building Opportunities in the Skilled Trades Act, 2021, section 2, compulsory trades <https://www.ontario.ca/laws/regulation/r21876>

Skilled Trades Ontario, trades information <https://www.skilledtradesontario.ca/about-trades/trades-information/>

Ontario, get a certificate to handle refrigerants <https://www.ontario.ca/page/certificate-handle-refrigerants>

Ontario Regulation 297/13, occupational health and safety, working at heights <https://www.ontario.ca/laws/regulation/130297>