

Contractor Integrated Management System Evaluation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are reaching out to inform you that your organization is scheduled for an evaluation of the Integrated Management System (IMS). This evaluation is a crucial part of our commitment to ensuring our contractors meet the established standards and enhance safety, quality, and environmental performance.

The evaluation will take place on [Insert Evaluation Date] at [Insert Location]. Please ensure that your team is prepared and has all necessary documentation available for review, including:

- Current policies and procedures
- Compliance records
- Previous evaluation reports
- Training records for employees

We appreciate your cooperation in this process and look forward to collaborating towards improving our operational standards. Should you have any questions regarding the evaluation process, feel free to contact us at [Contact Information].

Thank you for your continued commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]