

# SPF ACCREDITED CONTRACTOR COMPANY CHECKLIST



## **Step 1 - Complete & submit the following:**

\_\_\_\_\_ SPFA PCP Accredited Contractor Company Enrollment Order Form - F-222-037

## **Step 2 - Forms & Documentation - Complete & submit the following:**

\_\_\_\_\_ SPFA PCP Accredited Company Liaison Checklist Form - F-222-032

\_\_\_\_\_ SPFA PCP Company Accreditation Agreement- F-222-033

\_\_\_\_\_ SPFA PCP Contractor Company Accreditation Experience Form- F-222-035

### Business

\_\_\_\_\_ Proof of Business - Copy of Licensing or Registration

\_\_\_\_\_ Certificate of Insurance

### Safety & Training

\_\_\_\_\_ Copy of Written Safety Program (electronic)

\_\_\_\_\_ Annual Training (Proof of Sign in Sheet, etc.)

\_\_\_\_\_ Tool Box talks (Sample of a completed talk)

## **Step 3 - Personnel Requirements:**

\_\_\_\_\_ SPF Field Personnel (all must have completed CPI Health & Safety online course)

\_\_\_\_\_ Qualified Individuals

\_\_\_\_\_ 1-10 employees or contracted personnel

1 Project Manager and 1 Master Installer or Installer\*

\_\_\_\_\_ 11-20 employees or contracted personnel

1 Project Manager and 2 Master Installers or Installers\*

(\*Installers must be supervised by Project Manager or Master Installer)

\_\_\_\_\_ 21+employees (see Handbook)

### PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP)

1600 Boston-Providence Hwy

Walpole, MA 02081

Fax: 1-866-956-5819 or e-mail: [admin@spfapcp.org](mailto:admin@spfapcp.org)

Questions? Please call: 1-866-222-5000