

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)

_____ One company employee must hold an OSHA 30-Hour Construction Course Card

_____ 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

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