

SPF SUPPLIER COMPANY ACCREDITATION CHECKLIST



- _____ Designate Supplier **Liaison**: Obtain SPFA PCP Training and sign the Liaison Checklist
- _____ Have your Supplier Representative(s) successfully complete the SPFA PCP **Supplier Representative Certification** (as applicable)
- _____ Employ or contract a minimum of **2 Written Examiner(s)** and have them complete SPFA PCP Written Examiner Training (available in webinar), Sign Written Examiners Agreement with Addendums A, B & C.
- _____ Employ or contract a minimum of **1 Certified SPFA PCP Field Examiner(s)**
- _____ Confirm all Supplier Representative(s), Examiner and Supplier Liaison(s) have **completed CPI Health and Safety Training**
- _____ **Code of Conduct** to consist of the following elements:
 - _____ Verification that a written manual exists which describes your Best Practices / Risk Management Program
 - _____ Confirmation that a third party verification firm is used for quality assurance purposes
 - _____ Technical Data Sheets, SDS and Installation Instructions readily available to contractors
- _____ **- OR -**
 - _____ SFC Code of Conduct Document executed
- _____ Fill out and return the **SPFA PCP Supplier Accreditation Registration Form**
 - _____ Document **Contractor training** offered (for Renewal only)
 - _____ Document **Written Examinations** offered (for Renewal only)
 - _____ Document **Field Examinations** offered (for Renewal only)
- _____ Sign and return the **SPFA PCP Company Accreditation Agreement**
- _____ Fill out and return the **SPFA PCP Supplier Company Accreditation Fees & Cost Order Form** with Fee

PLEASE SUBMIT ALL DOCUMENTS TO:

SPFA Professional Certification Program (PCP)
1050 Connecticut Avenue NW Suite 500
Washington D.C. 20036
Fax: 1-866-242-5000 or e-mail: admin@spfapcp.org
Questions, please call: 1-866-222-5000