

SPF CONTRACTOR COMPANY CHECKLIST



SPFA PCP Forms - Complete & submit the following:

- _____ Fill out and return the SPFA PCP Accreditation Registration Form - F-222-037
- _____ Fill out and return the SPFA PCP Accreditation Costs & Order Form & Fee - F-222-036
- _____ Fill out and return the SPFA PCP Accredited Company Liaison Checklist Form - F-222-032
- _____ Fill out and return the SPFA PCP Accreditation Company Experience Form- F-222-035
- _____ Sign and return the SPFA PCP Accreditation Agreement- F-222-033

Documentation - Submit the following:

- _____ 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)

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)
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