



Wright Way Company Inc

Subcontractor New Hire Checklist

Before subcontractors can begin working on Wright Way Company projects, they must be properly vetted, cleared, hired, and onboarded pursuant to WWC certification procedures. The following items are required from every subcontractor prior to that company being cleared to begin working for WWC.

Checklist:

- 1. Completed Vendor Profile Form
- 2. Signed 2nd Tier Subcontractor Agreement
- 3. Signed Non-Disclosure Agreement
- 4. W-9 Form
- 5. Certificate of Insurance (COI) (General Liability and Workers Comp) (Certificates of Insurance should also list The Wright Way Company as additional insured)

All of the above items must be sent to lsamuels@wrightwayco.com as soon as practicable so that we can process you into our subcontractor database and get you cleared to begin working as quickly as possible. If you have any questions, please call The Wright Way Company office.



Safety Inspection Checklist

for Subcontractor Trucks and Vehicles

A lot of haul trucks are failing the check-in safety inspections. In order to pass safety inspections, receive truck certification, and be placarded in, subcontractor companies should thoroughly inspect their trucks and vehicles ahead of the official safety inspections.

In order to pass inspection, you should make sure your truck is in good working order. Below is a checklist from the safety inspection monitoring agency of what they will be checking for:

1. Do you have your truck registration? Does it match your tags?
2. Does truck have current insurance?
3. Do your headlights work? Turn Signals? Reverse Lights? Horn?
4. Do you have working back up alarm?
5. Do you have a Fire Extinguisher? First aid Kit? Spill Kit?
6. Are your seatbelts serviceable?
7. No cracks in your windows or mirrors?
8. Tires in good condition?
9. Do you have mud flaps?
10. Tarps must be usable without walking on the load.
11. Will your brakes pass an inspection?