

## Waupaca Foundry, Inc. - New Contractor Requirements

1. New contractors can obtain approved status by completing Waupaca Foundry, Inc. requirements found on the vendor portal. Link provided below: <https://wfvendorsportal.waupacafoundry.com/contractor/forms>
2. The vendor portal requires the following elements to be a new approved contractor:
  1. **Safety Training / Policy Review**
    1. Complete Waupaca Foundry, Inc. policy review through Survey Monkey. Once finished, the contractor is prompted to "submit" to verify completion. Annette Klick or Corey Hillskotter can verify completion of the policy review.
      1. [wf.safety@waupacafoundry.com](mailto:wf.safety@waupacafoundry.com)
      2. [Corey.hillskotter@waupacafoundry.com](mailto:Corey.hillskotter@waupacafoundry.com)
  2. **Contractor Environmental, Safety and Health Record**
    1. The record verifies contractor has participated and understands the requirements of the policy review.
    2. At the conclusion of the policy review, the contractor representative is required to complete HSF 4-4.4.2-4. A link to this form is provided on the vendor portal. The contractor is prompted to "submit" the form upon completion. Once submitted, the form is automatically uploaded to through the vendor portal.
  3. **Contractor Agreement Form**
    1. An authorized representative of the contracted company must print, hand-sign and upload the agreement through the vendor portal. Electrical signatures are not allowed per Waupaca Foundry, Inc. in-house council.
  4. **Drug and Alcohol Policy**
    1. The contractor must upload a copy of their drug and alcohol policy. Waupaca Foundry, Inc. does not want contractor drug and alcohol test results. Only a copy of the contractor's policy.
    2. If the contractor does not have a written policy, then contractor must provide a written statement on company letterhead explaining their drug and alcohol testing procedures. This requirement covers smaller companies that may not have a formal drug and alcohol policy.
  5. **Updated Certificate of Insurance**
    1. The contractor uploads a current copy of their Certificate of Insurance. The contractor can obtain a copy from their insurance provider. A link to Waupaca Foundry, Inc. insurance requirements is provided in the vendor portal.
    2. It is the contractor's responsibility to send updated insurance certificates on or before the insurance policy expiration date. Updated certificates can be upload via the vendor portal or emailed to [wf.safety@waupacafoundry.com](mailto:wf.safety@waupacafoundry.com)
    3. Link to insurance requirements: <https://wfvendorsportal.waupacafoundry.com/Docs/10.01.2019-Contractor%20Insurance%20Requirements-saf.pdf>
  6. **Visitor Safety Video**
    1. The contractor(s) working onsite must watch the Visitor Safety Video and issued a Visitor Card (HSF 4-0100) for entry into our facilities, for the calendar year.
    2. Visitor video card is proof of watching the video ONLY. It does not prove completion of the contractor program requirements.