



## MSCC Contractor Certification – Submission Checklist

### 1- Proven Track Record

- Resumes of officers
- Business license
- Insurance certificate
- Workmen's Compensation Board form
- Letter from MCA

### 2- Journeymen Certified

- List of service journeymen
- List of MSCC Certified journeymen

### 3- Health and Safety

- CORE Certification documents
- or
- Written Corporate Safety Policy or a copy of your Safety Certificate
- Established Safe Work Practices
- Worker Safety Training
- Disciplinary Action for Non-compliance with Safe Work Practices
- Established Substance Abuse Policy
- Work Site Hazard Analyses
- Procedures for Accident/Incident Investigations
- Hazardous Materials Handling Program
- Service Vehicle Safety Program
- Recordkeeping Procedures

### 4- Education

- List of educational programs offered
- List of employees who attended course in the last year

### 5- Inventory Control

- Description of tool inventory program
- or
- Copy of tool inventory program

### 6- Company ID

- Copy of company photo ID

### 7- Customer Service

- Copy of customer service program
- Customer feedback or orientation form
- 3 letters from clients

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