

Contractor Training & Credentials Certification

GENERAL INFORMATION

Contractor Last Name	First Name	Middle Initial
CONTRACTOR Contact Number	Credentials for current position (attach resume if needed)	
Contract House Name	Contract House Phone Number	
Position at KUKA-AT	KUKA-AT Supervisor to whom Contractor reports	

Complete the following items. Attach training quizzes and signed policy agreements.

Forms and Training files are available at www.kuka-at.com/training

REQUIRED for ALL Contractors

TRAINING & POLICY AGREEMENTS

- | | | | | | |
|--------------------------|-----------|--------------------------------|--------------------------|------------|--------------------------------------|
| <input type="checkbox"/> | POLICY | Confidentiality/Non-Disclosure | <input type="checkbox"/> | SHOP 07 | Lockout/Tagout |
| <input type="checkbox"/> | POLICY | Login Security | <input type="checkbox"/> | RESPOND 14 | Emergency Response Plan & Map |
| <input type="checkbox"/> | POLICY | Electronic Communications | <input type="checkbox"/> | SAFETY 20 | Hazardous Materials Safety Awareness |
| <input type="checkbox"/> | BMS 01 | Business Mgmt System | <input type="checkbox"/> | GENERAL 08 | Sexual Harassment Prevention |
| <input type="checkbox"/> | EMS 03 | Environmental Mgmt System | <input type="checkbox"/> | GENERAL 09 | Diversity in the Workplace |
| <input type="checkbox"/> | SAFETY 02 | Hazard Communication Basic | <input type="checkbox"/> | SAFETY 13 | Eye Safety |
| <input type="checkbox"/> | SAFETY 03 | Personal Protective Equipment | | | |

ADDITIONAL material required for ENGINEERING Contractors

- | | | | | | |
|--------------------------|-----------|--------------------------------|--------------------------|-----------|----------------------------|
| <input type="checkbox"/> | SAFETY 25 | Compressed Gas & Air Equipment | <input type="checkbox"/> | SAFETY 21 | Arc Flash Safety Awareness |
| <input type="checkbox"/> | SAFETY 30 | Electrical Safety Awareness | | | |

ADDITIONAL material required for MANUFACTURING Contractors

- | | | | | | |
|--------------------------|-----------|---------------------------------|--------------------------|-----------|-----------------------------------|
| <input type="checkbox"/> | EMS 06 | Environmental Work Instructions | <input type="checkbox"/> | SAFETY 32 | Back Safety |
| <input type="checkbox"/> | SAFETY 11 | Ladder Safety | <input type="checkbox"/> | SHOP 10 | Hand & Portable Power Tool Safety |
| <input type="checkbox"/> | SAFETY 21 | Arc Flash Safety Awareness | <input type="checkbox"/> | SHOP 05 | Forklift Training |
| <input type="checkbox"/> | SAFETY 24 | Fire Prevention & Safety | <input type="checkbox"/> | SHOP 06 | Cranes Training |
| <input type="checkbox"/> | SAFETY 25 | Compressed Gas & Air Equipment | <input type="checkbox"/> | SHOP 09 | Aerial Platform Training |
| <input type="checkbox"/> | SAFETY 30 | Electrical Safety Awareness | | | |

NOTE: ALL appropriate training must be completed prior to start of contract work.

ALL CONTRACTORS - DRESS CODE

****ABSOLUTELY NO CANVAS SHOES ARE ALLOWED WHEN WORKING ON THE MANUFACTURING FLOOR**

Everyone entering the manufacturing floor must not have any loose clothing and must wear shop appropriate shoes.

ACKNOWLEDGE WITH SIGNATURE

****HARD HATS MUST BE WORN WHEN INVOLVED IN OPERATION OF THE CRANE.**

You are encouraged to bring your own; however, if you do not have one KUKA-AT will supply one to you.

ACKNOWLEDGE WITH SIGNATURE

MANUFACTURING CONTRACTORS - POWERED INDUSTRIAL TRUCKS

If you do not have an Operator's Permit you CANNOT operate the Forklift, Crane, and/or Aerial Platform

INITIAL

MIOSHA training requirements are available at http://www.michigan.gov/documents/CIS_WSH_part21_35460_7.pdf

NOTE: Manufacturing contractors must be certified to operate Powered Industrial Trucks (Forklifts, Cranes and Aerial Platforms) for three years or for the duration of the work assignment at KUKA. This certification (operator permit) must be submitted to KUKA before start of contract work.

For Office Use Only

Contractor Training & Credentials Certification

CERTIFICATION

The signature below certify that:

- a) The Contractor has completed the training and has attached the completed training quizzes, signed policy agreements, and copy of Powered Industrial Truck operator permit as specified above.
- b) The Contractor has accurately listed his / her qualifications above for the appointed position.
- c) The Contractor agrees to visibly display the KUKA-AT issued badge when on KUKA-AT premises.
- d) The information on this form is true and accurate to the best of my knowledge.
- e) The Contractor has reviewed KUKA-AT's Emergency Response Plan Summary & Map specific to the assigned facility.

Contractor Signature

Date

This form indicates which documents and training must be completed

prior to start of contract work for KUKA Assembly and Test Corp.

Contractors **cannot** start work for KUKA-AT until all documentation is complete.

All portions of this form must be completed.

- 1 All of the training and policy agreements listed are necessary for the work you will be doing. See "Training & Policy Agreements" section above.
- 2 **All Contractors** - Training and policy agreements*:
 - a. Open website <http://www.kuka-at.com> and click "Training" on the left side of the page.
 - b. Enter the password provided by your contract house and click the "Submit" button.
 - c. Click the button which corresponds to the department in which you will work.
 - d. Download and print the Training & Credentials Certification. Complete the form.
 - e. For each policy listed:
 - Download and print the policy.
 - Read the policy and sign the accompanying Acknowledgment Form.
 - Keep the printed policy for your reference.
 - f. For each training module listed:
 - Download and print the handout, if available. Keep for your reference.
 - Download and print the quiz.
 - Click "Presentation" to view.
 - Complete the quiz using the presentation and handout.
- 3 **Manufacturing and Engineering Contractors** - Lockout Tags and locks:
 - a. You must provide your own lockout tags and locks. You will need three (3) sets.
 - b. You must have the locks and tags with you whenever you work on behalf of KUKA-AT.
 - c. Use padlocks with a body width of at least 40mm.
 - d. The tags must be waterproof and sturdy.
 - e. The tags must contain the following information:
 - Your name
 - Your contract house's name
 - A recent headshot photo
 - The date on which you completed KUKA-AT Lockout training (no more than 6 months previously)
 - the words "LOCKOUT TAG" in large, bold letters
- 4 **Manufacturing Contractors** - Operator permit for Powered Industrial Truck:
 - a. You **must be** certified to operate forklifts, cranes, and aerial platforms. Your contract house will provide you with this training, test your proficiency at operating the equipment, and issue an
 - b. Make a photocopy of your operator permit (front and back) to submit to KUKA-AT.
- 5 **All Contractors** - Arriving for work at KUKA-AT.

Bring the completed Certification Form, Policy Acknowledgment Forms, Training Quizzes and photocopy of operator permit on your start date at KUKA-AT.

YOU WILL NOT BE ADMITTED TO KUKA-AT FACILITIES WITHOUT ALL REQUIRED PAPERWORK

* Adobe Acrobat Reader, computer speakers, and a printer are required to complete training.