



Harley-Davidson Motor Company

CONTRACTOR ON-BOARDING WORK INSTRUCTION AND CHECKLIST

Signed forms can be scanned and e-mailed to the appropriate facility:

York: yorkcontractoronboarding@harley-davidson.com
Kansas City: kccontonboard@harley-davidson.com
Pilgrim Rd.: pilcontonboard@harley-davidson.com
Tomahawk: tomcontonboard@harley-davidson.com
PDC: pdccentronboarding@harley-davidson.com
APG: pdccentronboarding@harley-davidson.com
Juneau Ave.: milcontonboard@harley-davidson.com
H-D Museum: milcontonboard@harley-davidson.com

1. Contractor On-Boarding – **PRESENTATIONS** (All presentations **MUST** be reviewed)
 - Contractor Safety Video
 - Contractor Environmental, Safety and Security Presentation
2. Contractor On-Boarding – **WORK INSTRUCTIONS**
 - Contractor Environmental, Safety and Security Rules and Practices
 - Site Waste Disposal Work Instruction
 - Site Environmental Review Work Instruction (ISO 14000)
3. Contractor On-Boarding – **INDIVIDUAL FORMS** (All employees must complete and sign)
 - On-site Confidentiality Acknowledgement
 - Harley-Davidson Contractor/Supplier Employee Training Tracking Form
4. Contractor On-Boarding – **COMPANY FORMS** (Company representative must complete and sign)
 - Contractor Confidentiality Agreement
 - Harley-Davidson Standardized Contractor Safety Pre-Qualification Form (SCSPF)