



Harley-Davidson Motor Company

## Contractor On-Boarding Work Instruction and CheckList

Signed forms can be scanned and emailed to [yorkcontractoronboarding@harley-davidson.com](mailto:yorkcontractoronboarding@harley-davidson.com).

Contractor On-Boarding - **PRESENTATIONS** – All presentations **MUST** be **REVIEWED**

- Contractor On-boarding Presentation (viewing time is 7 minutes)
- Environmental/Safety/Security

Contractor On-Boarding – **WORK INSTRUCTIONS** (All Work Instructions Must be Reviewed)

- Contractor/Supplier Environmental Review Work Instruction (YS2.03.639)
- Waste Disposal Work Instruction (YS2.03.637)
- Safety & Health – Contractor Safety Rules and Practices (YS2.03.514)

Contractor On-boarding – **FORMS** (All Employees Must Complete and Sign)

- On-Site Confidentiality Acknowledgement
- Harley-Davidson Contractor (Supplier) Employee Training Tracking Form (YS2.03.514.02)

Contractor On-boarding – **FORMS** (Company Representative Must Complete and Sign)

- Contractor Confidentiality Agreement
- Harley-Davidson Standardized Contractor Safety Pre-Qualification Form (SCSPF)  
(YS2.03.514.01)

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