



Retail Contractor Access Form

Complete

Score	19 / 20 (95%)	Flagged items	1	Actions	1
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Reminder: Attach all supporting documents (i.e. licenses, insurance certificates, safety inductions) to this form and file it for compliance audits.

Contractor Information

Contract Company Name	Bellport Plumbing
Contractor Representative Name	Brody Aufderhar
Contact Number	(631) 286-6400
Email	brody.aufderhar@bellportplumbing.com
Emergency Contact Name	Cathy Santos
Emergency Contact Number	(909) 824-7585

Scope of Work

Description of work to be performed:

Checking of the pipe and sewage system

Work Location	22455 Barton Rd, Grand Terrace, CA 92313, USA (34.0330284, -117.314727)
Expected Start Date	08.09.2025
Expected End Date	10.09.2025
Responsible Retail Manager	Rylee Hickie
No. of Members/Workers	10

Names of Members/Workers:

Ethan Carter
Marcus Bennett
Samuel Hayes

Adrian Foster
Lucas Mitchell
Nathan Brooks
Oliver Grant
Daniel Reed
Patrick Sullivan
Victor Morgan

Agreement

To be signed by tenant

I acknowledge that I have read and understood this form and confirm that the works stated above are required for business operations.

We authorize the contractor named above to carry out the works on our behalf, with the understanding that they will comply with our rules and regulations.

Rylee Hickle
12.09.2025 11:09 PST

Rylee Hickle

Photo 1

To be completed and signed by contractor on site

As the principal contractor/subcontractor, I accept full responsibility for all personnel working under my direction and guarantee that both my staff and I hold the required trade licenses.

Furthermore, I confirm that the tenant has provided us with the appropriate site induction training.

Brody Aufderhar
12.09.2025 11:09 PST

Brody Aufderhar

Photo 2

Please list down all mandatory documentation and licenses provided by contractors on site:

See attached file for the complete list.

[Bellport Plumbing Licenses.pdf](#)

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Retail Contractor Access Form / Safety Induction & Emergency Briefing

Has a site-specific safety induction been conducted?

No


To do | Priority: Low | Due: 08.09.2025 08:30 PST | Created by: SafetyCulture Staff

Safety Induction

Hi Norwich, please conduct a safety induction for the contractors

Other actions

0 actions

Retail Contractor Access Form		1 flagged, 1 action, 16 / 17 (94.12%)
Contractor Vetting & Compliance		8 / 8 (100%)
Has the contractor provided a valid government-issued photo ID?	Yes	
Brody Aufderhar_Government ID.pdf		
Have contractor licenses been verified?	Yes	
Has a risk assessment or method statement (RAMS) been submitted?	Yes	
Are permits-to-work required for this job (e.g. hot work, electrical)?	Yes	
Have all permits-to-work been verified for validity and authorization?	Yes	
Have insurance documents been provided (e.g. public liability, worker's comp)?	Yes	
Have safety certifications been checked (e.g. WHS, OSHA)?	Yes	
Has a background check been completed for access to sensitive areas?	Yes	
Documents Reviewed		
Reviewed By <div>  <div> Rylee Hickle 12.09.2025 10:48 PST </div> </div>		
Date		08.09.2025
Safety Induction & Emergency Briefing		1 flagged, 1 action, 3 / 4 (75%)
Has a site-specific safety induction been conducted?	No	
To do Priority: Low Due: 08.09.2025 08:30 PST Created by: SafetyCulture Staff		
Safety Induction Hi Norwich, please conduct a safety induction for the contractors		
Have emergency procedures (e.g. fire exits, muster points, alarms) been explained?	Yes	

Have Personal Protective Equipment (PPE) requirements been communicated?	Yes
Has the contractor been briefed on store customer interaction policies (e.g. no direct engagement)?	Yes
Briefings Conducted	
Briefing Conducted By <div> <div>Norwich Latte</div> <div> Norwich Latte 12.09.2025 10:50 PST </div> </div>	
Date	08.09.2025
Access Management	2 / 2 (100%)
Has a temporary access pass been issued?	Yes
Pass Number	3033001
Entry Date and Time	08.09.2025 07:00 PST
Exit Date and Time	10.09.2025 17:00 PST
Method of Tracking	Digital Log
Work Activity Monitoring	3 / 3 (100%)
Is the contractor adhering to agreed scope of work?	Yes
Is the contractor following site safety protocols?	Yes
Is the contractor maintaining housekeeping rules?	Yes
Supervisor Observations No issues recorded.	
Are all incidents and hazards reported?	N/A

Has the work been completed in accordance with the agreement?

Yes

Are all incidents and issues properly recorded and addressed?

Yes

Additional Comments

N/A

Contractor Performance Rating

Excellent

Reviewer Signature

Phoebe Kerluke

Phoebe Kerluke
12.09.2025 10:53 PST

Supervisor Signature (if applicable)

Media summary

Rylee Hickie

Photo 1

Brody Aufderha

Photo 2

File summary

[Bellport Plumbing Licenses.pdf](#)

[Brody Aufderhar_Government ID.pdf](#)