



Dear Subcontractor,

As a valued UTC – Climate, Controls, and Security Subcontractor, you have been selected to participate in UTC - Climate, Controls, and Security Subcontractor Management Program. This program is vital to ensuring a safe and healthy workplace for employees and subcontractors working at UTC - Climate, Controls, and Security client locations.

Please note that participation in this program is **required** to continue providing services to UTC - Climate, Controls, and Security, but does not guarantee that you will be awarded work. However, it does ensure that you meet UTC - Climate, Controls, and Security subcontractor background criteria, health & safety standards, insurance requirements, and are qualified to perform work when requested at UTC - Climate, Controls, and Security client locations.

Please review the qualification process instructions and complete the process by the dates noted. Thank you in advance for your support in making UTC - Climate, Controls, and Security client worksites the safest work places in the industry.

Best Regards,

A handwritten signature in black ink that reads "Richard G. Price" with a stylized flourish at the end.

Richard Price
USFO EHS Manager

Subcontractor Credentialing Program

Avetta (formerly PICS Auditing) has been selected by UTC - Climate, Controls, and Security to assist with their subcontractor credentialing process. As you pre-qualify, or maintain your qualification for UTC - Climate, Controls, and Security, Avetta will help make this transition as seamless as possible while providing invaluable services and benefits to all of UTC - Climate, Controls, and Security subcontractors.

Please refer to the following link for further detail: <http://pages.avetta.com/UTC>. The pre-qualification procedure is outlined below:

Registration / Pre-Qualification Requirements

PHASE I: Registration **Monday, July 17th, 2017.**

- ✓ **Register Online:** Each subcontractor must register on the Avetta Website at <http://pages.avetta.com/UTC> and select UTC - Climate, Controls, and Security. If you are already a member with Avetta, simply log in to your account and link your company with UTC - Climate, Controls, and Security. Avetta representatives will be available to provide assistance by phone, at **877-725-3022**.

PHASE II: Pre-Qualification **Monday, July 31st, 2017.**

- ✓ **Complete the Pre-qualification Form (PQF).** Once you have registered and associated your company with UTC - Climate, Controls, and Security you may begin the qualification process by completing and submitting the PQF and Annual Update information (OSHA 300, EMR, etc.) online.
- ✓ **Upload Your Safety Program Documentation.** Even if you have already provided UTC - Climate, Controls, and Security with a copy of your safety program, please upload your current information on the Avetta Website.
- ✓ **Respond to any Audit questions.** After submitting your PQF online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to ensure you complete all Open Tasks listed on your account for UTC - Climate, Controls, and Security.
- ✓ **Provide your Insurance.** Upload a copy of your Certificate of Insurance meeting UTC - Climate, Controls, and Security's insurance requirements.

PHASE III: Qualification Deadline **Monday, August 14th, 2017.**

- ✓ **“Complete” status.** Once you have achieved a “Complete” status, your company will be marked as “Complete” in the Avetta Organizer and approved for work with UTC - Climate, Controls, and Security and other clients within the exclusive Avetta network.

Benefits of Avetta Membership

- ✓ **Exposure** — Once registered in the Avetta system, subcontractors can search for additional business opportunities in the system. Your company and all of your services will be readily available to large organizations within the Avetta network.
- ✓ **Assistance** — Avetta provides subcontractors with individualized customer service to help complete the Pre-Qualification Form, offers guidance on safety programs and answers questions and concerns.
- ✓ **Consistency** — Avetta will apply the same qualification standards to all subcontractors. This reduces the chance of you being underbid by an unqualified subcontractor.

Membership Fee

For subcontractors that are not already active in the Avetta system, there is a one-time registration fee of \$299. In addition to the registration fee, there is an annual membership fee based upon the number of client sites where products or services are provided. The complete fee structure is available on the Avetta Website and can be reviewed during the registration phase.

About Avetta

Avetta partners with large international companies to maintain high health and safety standards and to ensure transparent, effective supply chain management. The global expertise, innovative technology and rigorous pre-qualification process, provided by Avetta, improve subcontractor performance, safety requirements and increase operational efficiencies. Most importantly, Avetta reduces risk to everyone—you, your employees, your subcontractors and the companies you do business with.

What does Avetta provide to the subcontractor?

Avetta will provide a customer service representative to help subcontractors through the pre-qualification process. Once registered in the Avetta system, you can search for other business in the network. Other companies can also find you and solicit your services.

What is a subcontractor required to do if already a member of Avetta?

If your company is already a registered member with Avetta, you must log into your existing account to select UTC - Climate, Controls, and Security as the client/facility where you work. There may be additional Open Tasks to complete and fee to select UTC - Climate, Controls, and Security as a client depending upon the number of sites where you provide products or services. You must ensure your company information is up to date by **August 14th**.

Does the PQF process apply to subcontractors?

Yes, subcontractors will be required to submit information and comply with health and safety requirements just like the primary contractor. You will be required to provide the names of subcontractors during your PQF process. Contractors should instruct subcontractors to submit PQFs at least one month prior to beginning work.

How do I contact Avetta?

Phone: 877-725-3022 Email address: registrations@avetta.com
Office Location: 17671 Cowan, Suite #125, Irvine, California 92614