



Grower/Processor Checklist for Farm Labor Contractor (FLC) Prospect

FLC's Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Checklist below can be used as a reference when contracting for services from a FLC.

DESCRIPTION	YES	NO	ADDITIONAL COMMENTS
FEDERAL (US DOL) CERTIFICATE OF REGISTRATION			
Received copy from FLC?			REG #:
Verified Registration with DOL			EXP DATE:
Certificate of Registration for FLC Employee(s) on file?*			
<i>*Company name printed on Certificate should correspond to FLC</i>			
Transportation Authorized?			
If transportation authorized:			
Vehicle Mechanical Inspection Form WH-514 on file for each driver			
Medical Certificate for each driver on file?			
CHP Farm Labor Vehicle drivers have Class B license with Farm Labor Vehicle endorsement?			
Driver licenses on each of the FLC's drivers on file?			
Liability Insurance Policy & Form MBCU 3298 on file?			
Housing Authorized?			
If housing authorized-housing permits & current inspections reports on file?			
STATE FARM LABOR CONTRACTOR LICENSE			
Received copy from FLC?			LIC #:
License verified with DLSE at (559) 248-1893, (415) 703-4853, or www.dir.ca.gov/dlse/flcverify.html			VER #:
Expiration date of license checked?			EXP DATE:

DESCRIPTION	YES	NO	ADDITIONAL COMMENTS
FLC Supervisory Employee Sexual Harassment Disclosure Statements completed?			
Yearly supervisor Sexual Harassment training documentation?			
Sexual Harassment training for all non-supervisory employees completed with supporting documentation?			
Quarterly supervisor training documentation?			
Current rate of compensation posted at worksites?			
Identification Signage posted (4'x 4') signs at worksites?			
TAX STATUS			
Registered with Internal Revenue Service (IRS)			
IRS Tax Information Authorization (Form 8821) on file?			
FLC's tax status is clear?			
Registered with California EDD?			
Registered with California Franchise Tax Board?			
County Ag. Commissioner Registration form on file?			
WORKERS' COMPENSATION INSURANCE			
A current Certificate of Insurance is on file?			
Copy WC Carrier Certificate of Insurance?			
CAL-OSHA COMPLIANCE			
Copy of Injury and Illness Prevention Program?			
Copy of Injury and Illness Prevention COVID-19 Addendum?			
Copy of Heat Illness Prevention Program?			
Copy of Hazard Communication Program?			
Copy of Energy Control Plan (if applicable)?			
Copy of OSHA Logs 300 for past 5 years?			
Copy of any Cal/OSHA citation for past 5 years?			
Area Safety Inspections documented?			
SDS's available to employees?			
Provides field sanitation as required by law?			
Emergency Action Plan?			
First Aid Kits (well stocked)?			
Medical Providers List?			
Water jugs and disposable cups on site?			
Required shade on site allows for social distancing?			
PESTICIDE COMPLIANCE			
Field employee pesticide training documentation?			
Copy of Pesticide Training Program?			
Copy of Respiratory Protection Plan?			
Handler pesticide training documentation (if applicable)?			

DESCRIPTION	YES	NO	ADDITIONAL COMMENTS
Pesticide Safety Information Sheet A-8 posted?			
Pesticide Safety Information Sheet A-9 posted?			
Pesticide SDS's available?			
Respiratory Protection training (if applicable)?			
OTHER SUPERVISOR/EMPLOYEE TRAINING			
First Aid/CPR current training certificates?			
Anti-discrimination/harassment policy for company?			
Complaint process internal and anti-retaliation policies for the company?			
Current Heat Illness Prevention training documentation?			
Equipment Safety Training (if applicable)?			
Has good hygiene practices and crop handling policy and training for employees?			
FSMA (Produce Safety Rules) Certificate (if applicable)?			
POSTINGS			
Current Federal postings are displayed?			
Current State postings are displayed?			
Paid sick leave postings?			
Federal Extended COVID-19 sick leave policy?			
ACA compliant documentation?			
FLC/COMPANY AGREEMENT COMPONENTS			
Agreement has been signed by both parties?			Amount: \$
Secure a Labor Payment Bond?			
Secure comprehensive General Liability Insurance and list company as an additional insured?			
Agreed to indemnify and hold harmless clause?			
Agreed to binding arbitration?			
Will provide payroll information with each invoice?			
Will provide evidence of state/federal employment tax payments?			
Will maintain USCIS Form I-9 on all employees?			
Will allow company to inspect related employment documents?			
Will call office for an up-to-date pesticide applications and hazard communication information before entering production areas			
Subcontracting prohibited without grower consent and documentation of registration, licensing, and compliance by subcontractor?			
Contract reported to EDD?			
Complies with CalSavers or another employee retirement program? (If applicable)			