

Assignment Begin Checklist

China
Confidential

SmartLabor Request Number:	
AC Name:	Assigned Worksite address (HP site or remote if applicable):
Supplier:	HP Building Assigned:
Supplier Contact (name, email, phone#):	Assignment Start Date:
HP Engagement Manager (name, email):	
<u>Mandatory</u> Conditions of Assignment Verification (provide completion dates for each requirement listed below in 'mm/dd/yy' format)	Safety Training/Skill Verifications Received (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed) <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 2px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 35%; text-align: center; border-bottom: 1px solid black; margin-bottom: 2px;">/ /</div> </div>

*Reference for RPL Checklist website:
<http://apps.export.gov/csl-search#/csl-search>
<http://eur-lex.europa.eu/homepage.html>

Enhanced Early Retirement (EER) program, within the past 24 months?	No: <input type="checkbox"/>		
If yes, please provide the following: Last day of HP employment: __/__/__ Former HP Manager's name: _____			
Has the contractor previously worked at HP as a contractor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If yes, please provide the following: First work day of last assignment at HP: __/__/__ Last work day of last assignment at HP: __/__/__ HP Engagement Manager Name: _____ Reason for assignment ending: _____ _____ _____			

Assignment End Agreement

- Contractor will return all issued HP Badge/Credentials as well as HP Equipment (i.e. Laptop; Active Key; Router/Hub; etc.) within 5 working days after Assignment End Date. After this period, the Supplier will be responsible to assure the return of HP Properties as well as the liability for replacement costs and/or agreed contractual penalties.
- Contractor/Supplier Representative will be afforded 72 hours (3 Business days) after assignment End Date to collect personal belongings left at the HP workplace. After this period, HP will not be responsible for any such items or liable for associated replacement value.

Assignment Begin Checklist Signage

I, (HP Approved Supplier Rep. name) , the Supplier Representative of (HP Approved Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (HP Approved Supplier name or Subcontractor Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Agency Contractor: _____

Date: ___/___/___

HP Approved Supplier Representative: _____

Date: ___/___/___

To be completed by Subcontractor Supplier, if applicable

I, (HP Subcontractor Supplier Rep. name) , the Supplier Representative of (Subcontractor Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (Subcontractor Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Subcontractor Supplier Representative: _____

Date: ___/___/___

Please attach to the SmartLabor draft order