

B2W Supervisor Certification Process Update

Purpose

This document outlines the transition from an email-based certification submission process to a centralized shared folder system designed to improve organization, accessibility, and compliance.

New Process Overview

B2W is implementing a centralized Shared Folder Hierarchy for managing Supervisor Certifications. This system is currently in development, with ongoing refinement of structure, access, and workflow.

- 1 Certifications will be uploaded directly into designated folders rather than submitted via email.
- 2 Subcontractors will have limited organizational control within their assigned folders.
- 3 Subcontractors may create new folders for newly hired drivers or supervisors.
- 4 Subcontractors will manage uploads and maintain organization within their directory.
- 5 B2W will maintain overall structure, naming standards, and access control.
- 6 This creates a shared responsibility model between B2W and subcontractors.

Current Status

- 1 Building the folder hierarchy structure.
- 2 Uploading all certifications currently on file.
- 3 Finalizing a standardized naming convention.

Benefits of the New Process

- 1 Centralized access to all certifications.
- 2 Improved organization and consistency.
- 3 Increased transparency and visibility.
- 4 Enhanced compliance tracking.
- 5 Reduced administrative workload.
- 6 Minimized errors and duplicate submissions.

Closing

This updated process is designed to create a more efficient, reliable, and scalable system for managing Supervisor Certifications. Additional guidance and access instructions will be provided upon rollout.