

AMES LABORATORY SUBCONTRACTOR OVERSIGHT CHECKLIST #10200.102

Date:	Requestor:	Start Date:	Est. Date of Completion:		
Description of Subcontract Work:					
Location of Work:				Activity #	
Subcontract Company Name:			Subcontractor Employee Name (s):		
Step	Action	Responsible	Date	Initials	
1.	Define Scope of Work (when, where, who, how long, how).	Requestor			
2.	Identify hazards using the Hazard Identification Checklist (Form 10200.003).	Requestor			
3.	Classify Subcontract Activity using ES&H Hazard Levels I, II or III.	ESH&A			
4.	<ul style="list-style-type: none"> • <u>If Activity Hazard Level I,</u> <ul style="list-style-type: none"> <input type="checkbox"/> Document Hazard Level I on Subcontractor Oversight Checklist (Form 10200.102). <input type="checkbox"/> Complete Purchase Order (PO). <input type="checkbox"/> Provide subcontractor with Visitors Safety Guide. <input type="checkbox"/> Complete Subcontractor Training Documentation Form & Oversight Checklist. <input type="checkbox"/> Forward copies of Training Documentation and Oversight Checklist to ESH&A. <input type="checkbox"/> Perform Work • Activity Hazard Level I Procedure Complete • <u>If Activity Hazard Level II,</u> proceed to Step #5. • <u>If Activity Hazard Level III,</u> proceed to Step #15. 	Requestor			
5.	Complete review with ESH&A.	Requestor			
6.	Complete Purchase Order (PO).	Requestor			
7.	Develop Hazard Control Requirements and inform Subcontractor.	Requestor			
8.	Review Subcontractor Written Programs (if applicable)	ESH&A			
9.	Determine subcontractor safety performance items to be addressed in pre-job briefing.	Requestor			
The work and safety precautions authorized by this checklist have been reviewed. MSDS's have been received and are understood. Subcontractor activity is not to be performed unless the requestor and ESH&A have signed below.					
Requestor Signature			ESH&A Signature:		
10.	Implement Hazard Controls.	Requestor			
11.	Perform: <ul style="list-style-type: none"> • Pre Job Briefing. • Review of Ames Laboratory - Visitors Safety Guide. • Documentation of Subcontractor Training using Form 10200.101. NOTE: If subcontractor is escorted by a Ames Laboratory employee or associate, the Subcontractor Training Documentation Form will be waived.	Requestor			
12.	Perform work within established controls.	Subcontractor			
13.	Inspect subcontractor activity to ensure work is being performed as established.	Requestor			
14.	Notify ESH&A of suspected non-compliance of Subcontractor. Activity Hazard Level II Procedure Complete	Requestor/ Subcontractor			
15.	If activity is a Hazard Level III. Readiness Review Procedure (10200.010) is required.	Requestor			

Special Requirements:	YES	NO	Special Requirements:	YES	NO
Lockout/Tagout (Subcontractors Must Comply with Laboratory Program)			Confined Space Entry (Subcontractor Must Comply with Laboratory Program)		
Secure the Area			Hot Work Permit		
Employee Notifications			Protective Clothing (hard hat, safety glasses, steel toed foot wear, respirator, fall protection, etc.)		
Other			Other		

EMERGENCY ACTIONS: Summon Emergency Assistance by telephone (911) or two-way radio (Base 2).