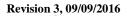
XII. Contractor Program Nevada Division of Environmental Protection Chemical Accident Prevention Program Element Audit Checklist





Facility:			Process(es) Covered:			HHS(s):			
			Date	Part A Scor	Part A Score		Part B Score		
Сог	npletion	Score History	xx/xx/xxxx	xx%		XX %			
	A. PROCEDURE/POLICY REVIEW								
			Document	ts Reviewed					
Dat	e Reviev	ved	Title of Document		Rev. #	Date	# Pgs.		
1)	1) FACILITY RESPONSIBILITIES					NAC Ref.	Resp. Code		
Item #1 Completion Score – Weighted 50% of Part A				x / 5 = xx%					
i.	i. Does the program procedure require that information be obtained and evaluated regarding a contractor's safety performance and programs; and does the procedure define what information is reviewed, the responsible individual(s), and the acceptance criteria?				ure define	459.95435(1a) 459.95341			
ii.	ii. Does the program procedure require that the facility inform the contractor of known potential fire, explosion or toxic release hazards related to the work of the contractor and to the process where the work is taking place; and does the procedure define what information is reviewed, the responsible individual(s), and how the review is conducted?				459.95435(1b) 459.95341				
iii.					459.95435(1c) 459.95341				
iv.				actices	459.95435(1d) 459.95341				
v.	Does the program procedure require that facility staff periodically evaluate the contractor's performance; and does the procedure define the frequency of evaluation, the responsible individual(s), what is included in the evaluation, and the acceptance criteria, in fulfilling the following obligations:			459.95435(1e) 459.95341					
		nstructing contrac erform their job s	tor employees in the work praction afely?	ces necessary to		459.95435(1e) 459.95341			
	re		tor employees in the known fire, ated to the job and the process wh			459.95435(1e) 459.95341			
			tor employees in the applicable p plan or emergency response plan			459.95435(1e) 459.95341			
		nstructing contrac afe work practices	tor employees in the facility safe	ty rules, including		459.95435(1e) 459.95341			

Response Code (Point Valve): Y = Yes (1), N = No (0), NA = Not Applicable (Not Scored), U = Undetermined (0), P = Partially Satisfied (1/2), NR = Not Reviewed (Not Scored), R = Reviewed (1)



Notes/Comments Pertaining to Responses to Que	stions under Issue 1):			
2) CONTRACTOR RESPONSIBILITIES	CONTRACTOR RESPONSIBILITIES			
Item #2 Completion Score – Weighted 40% of Part	x / 2 = xx	$\mathbf{x} / 2 = \mathbf{x} \mathbf{x} \%$		
i. Does the program procedure require the contra	actor to:	459.95435(2)		
a. Instruct their employees in work practice job safely?	es necessary to perform their	459.95435(2a)		
b. Instruct their employees in the known per release hazards related to the job and the taking place?		459.95435(2b1)		
c. Instruct their employees in the applicabl action plan or emergency response plan		459.95435(2b2)		
d. Instruct their employees in the facility sa safe work practices (Hot work, Lockout/ Breaking, Controlled Access)?		459.95435(2e)		
e. Instruct their employees to advise super- any hazards identified?	visor or facility personnel of	459.95435(2f)		
ii. Does the program procedure require the contra	actor to:	459.95435(2)		
a. Document that contract employees have training required pursuant to question i a		459.95435(2c)		
b. Ensure the training documentation inclumeans used to verify that the employee u		459.95435(2d)		
Notes/Comments Pertaining to Responses to Que	stions under Issue 2):			
3) MANAGEMENT PLAN AND DOCUMEN	T CONTROL	NAC Ref.	Resp. Code	
Item #3 Completion Score – Weighted 10% of Part	x / 2 = xx	2%		
will be developed and maintained, including, who are members of the team with overall res	Is there a site-specific plan that addresses how the Contractor Program requirements will be developed and maintained, including, documenting the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Contractor Program Requirements?			
ii. Is there a site-specific policy or procedure tha documentation is controlled to ensure that the circulation and use?	459.95341			
Notes/Comments Pertaining to Responses to Que	stions under Issue 3):			

Response Code (Point Valve): Y = Yes (1), N = No (0), NA = Not Applicable (Not Scored), U = Undetermined (0), P = Partially Satisfied (1/2), NR = Not Reviewed (Not Scored), R = Reviewed (1)



General Procedure/Policy Review Notes/Comments:



	B. ON-SITE INSPECTION - RECORDS AUDIT							
1) SELECT 1 TO 4 CONTRACTOR FILES/RECORDS TO REVIEW (Include Contractors Presently On Site) List on the Following Table:				NAC 459.95435				
Item #1 Completion Score – Weighted 100% of Part B				$\mathbf{x} / 4 = \mathbf{x} \mathbf{x}^{0} \mathbf{/}_{0}$				
#	Contractor Name Services Provided & Processes Where the S Rendered			ervices are Time in Facility				
i								
ii								
iii								
iv								
				Response Code :				
	Inquiry/Observation		i	ii	iii	iv		
a.	a. Is there a record of the facility obtaining and evaluating a contractor's safety performance and programs?							
	b. Is there a record of the facility informing the contractor of known potential fire, explosion or toxic release hazards related to the work of the contractor and to the process where the work is taking place?							
c.								
d.	d. Is there a record of the facility providing and reviewing the facility safe work practices with the contractor?							
e.	e. Is there a record of the facility auditing the contractor's performance instructing contractor employees in work practices necessary to perform their job safely?							
f.	T. Is there a record of the facility auditing the contractor's performance instructing contractor employees in the known potential fire, explosion or toxic release hazards related to the job and the process where the work is taking place?							
g.	s. Is there a record of the facility auditing the contractor's performance instructing contractor employees in the applicable portions of the emergency action plan or emergency response plan?							



h.	Is there a record of the facility auditing the contractor's performance instructing contractor employees in the facility safety rules, including safe work practices?					
i.	Did the facility audit indicate that the contractor was fulfilling their obligations?					
j.	If the contractor was not fulfilling their obligations, is there evidence that the facility took steps to correct the situation?					
k.	Based upon the response codes used to complete items 'a' through 'j' above, is it possible to confirm that the contractor program is being implemented in accordance with the regulation?					
Notes/Comments Pertaining to Responses to Questions under Issue 1):						
General On-Site Inspection Notes/Comments:						