



Service Provider Manual

**Auburn & Frederickson
Section 6**

January 2015

TABLE OF CONTENTS

6 SITE SPECIFIC REQUIREMENTS	3
6.1 Definitions	3
6.2 Contact Information and Reporting Requirements	5
6.3 Personal Protective Equipment (PPE)	7
6.4 Use of Electronic Devices	8
6.5 Confined Space Notification Process	8
6.6 Crane Stop Process.....	9
6.7 Pre-Dig Process	9
6.8 Mobile Cranes	9
6.9 Hazardous Communications	10
6.10 Environmental Requirements	11
6.11 Training Requirements.....	13
6.12 Parking and Traffic Requirements.....	14
6.13 Pedestrian Requirements.....	15
6.14 Emergent Work Requirements	15
6.15 Planned Work Requirements	16
APPENDIX A. PROJECT SPECIFIC EHS PLAN	17
APPENDIX B. SP EMERGENT PRE-TASK CHECKLIST	19
APPENDIX C. PRE-DIG CHECKLIST.....	20
APPENDIX D. RADIO REQUEST	22
Radio Equipment Information.....	23

6 SITE SPECIFIC REQUIREMENTS

The following provisions identify additional obligations for Service Providers when performing work at Boeing Commercial Airplanes Fabrication Division facilities in Auburn, Washington and Frederickson, Washington.

These requirements supplement, but do not replace, other applicable requirements for the Service Provider, including, but not limited to: requirements contained in Sections 1.0 through 5.0 of the [Service Provider Manual](#); requirements in contracts and agreements between Boeing and the Service Provider; provisions of the Service Provider's project-specific safety plan; and applicable laws and regulations.

Additionally, the Service Provider must comply with the following:

- The Service Provider must review and comply with all safety requirements of [Boeing's OHSAS 18001 Health and Safety Policy](#). All employees of the Service Provider must wear a Boeing OHSAS 18001 badge extender.
- The Service Provider must review and comply with all environmental requirements of Boeing's ISO 1400 Environmental Policy. All employees of the Service Provider must wear a Boeing ISO 14001 badge extender.

To the extent that a Boeing requirement does not meet the requirement of federal or Washington State law, the requirement of federal or Washington State law supersedes the Boeing requirement and the Service Provider must comply with the federal or Washington State requirements. Where a Boeing requirement exceeds the governing federal requirement or Washington State requirement, the Service Provider must comply with the Boeing requirement.

If the Service Provider is not sure whether a particular requirement applies to the work being performed, or believes that two or more applicable requirements may conflict with each other, the Service Provider must immediately inform the Boeing Onsite Activity Representative to resolve any questions about the requirements.

6.1 Definitions

Boeing Onsite Activity Representative (Boeing OAR)

The Boeing employee who has been designated to oversee and monitor Service Provider activities for the Using Organization. The term Onsite Activity Representative is not a job description – it is a functional title only. The following personnel often serve as OAR for Service

Provider activities: Project Engineer, Project Administrator, Construction Administrator, Contract Administrator, and Maintenance Analyst, etc.

Emergent Work

Emergent work is primarily performed by Equipment Maintenance and Supplier Management. It is characterized by short notice for the needed work to be performed and limited project duration. This type of work can be on a contract with a recurring service provider or a new service provider that provides very specialized services.

Personal Technology Devices

Include, but not limited to: cell phones, smart phones, iPods, MP3 players, gaming devices, video, helmet cams, pagers, radio players, two-way radios, etc.

Planned Work

Planned work is primarily performed by Equipment Engineering and Construction Management. It is characterized by long notice, longer project durations, larger scope, multiple Boeing OARs, and possibly sub-contractors of a Boeing Service Provider.

Project Specific Environmental Health and Safety Plan (PSEHSP)

Project Specific Environmental Health and Safety Plan – Written plan developed by the Service Provider that identifies project specific environmental, health and safety hazards, and the processes, procedures and safeguards used to control these hazards. Plans may cover a single job or a group of similar or related jobs.

Safety Zone

A Safety Zone is a location where employees typically face fewer risk of workplace hazards of injury. Employees are not required to wear safety glasses and may use electronic devices for work or personal business.

Service Provider (SP)

The independent supplier/contractor performing work for the Boeing Using Organization on property owned, operated, leased, occupied, or controlled by The Boeing Company.

6.2 Contact Information and Reporting Requirements

A. Emergency Reporting

- In the event of an emergency (e.g., workplace injury, environmental spill, etc.), the Service Provider must immediately report the emergency by notifying Boeing Security Dispatch at the following number: **(206) 655-2222**.
- When reporting an emergency, the Service Provider should be prepared, to the extent possible, to report the location (including building, floor, room, column, and the nearest door), the incident type, the nature of injuries, and the severity of injuries.
- Your assistance may be needed to direct Boeing Security to the location of the emergency. Do not end the call until instructed to do so by Boeing Security.
- The Service Provider must report all spills of hazardous materials and/or hazardous waste to Boeing Emergency Dispatch at **(206) 655-2222** to the Boeing OAR, and to the Site Environmental, Health and Safety representative.
- Any response to a spill of hazardous materials and/or hazardous waste must be coordinated with the Site Environmental, Health and Safety representative.
- The Service Provider is required to follow all emergency provisions included in the Service Provider's project specific/site specific safety plan.
- See the inside front cover of this [Service Provider Manual](#) for additional requirements related to emergency reporting.

B. Injury and Near Miss Reporting

C. The Service Provider must report all workplace safety incidents, injuries, near miss incidents, illnesses, and property damage to the Boeing OAR immediately.

D. Non-Emergency Boeing Security and Fire Protection

E. For access issues (e.g., locked door, aisle blockage, etc.) and work permit requirements (e.g., hot work permits, etc.), the Service Provider should contact Non-Emergency Boeing Security and Fire Protection at (206) 655-8800. The Service Provider must provide unimpeded access to their work areas during business and off-shift hours to agents of the company conducting authorized tasks.

F. Boeing OAR

- a. Prior to beginning work on a project at the Site, the Service Provider must obtain the name and contact information of the Boeing OAR.
- b. Maintain contact and update status of activities with the Boeing OAR, throughout the duration of the project.

G. Badging

- a. Service Providers must obtain and visibly display a Boeing identification badge while on Boeing property.
- b. All badges (for both Auburn and Frederickson) are issued in the 17-70 Building, the Badge Office at the Auburn location. The Badge Office is located through the double doors on the west side of the 17-70 Building. The address is 2400 Perimeter Road, Auburn, WA 98001.

Badge Office Open Hours: 6:00 am - 2:30 pm Monday - Friday.

Note: Badges are not issued at the Frederickson Site.

- c. To obtain a badge, the badge recipient must present one of the following documents to prove U.S. Person status:
 - Enhanced Driver's License
 - United States Passport or Passport Card
 - Certificate of U.S. Citizenship (Form N-560 or N-561)
 - Certificate of U.S. Naturalization (Form N-550 or N-570)
 - U.S. Permanent Resident Card (Form I-551)
 - Non-U.S. Passport with unexpired temporary I-551 Stamp
 - Certification of Birth Abroad (Form FS-545)
 - Certification of Report of Birth (Form DS-1350)
 - Consular Report of Birth Abroad (Form FS-240) issued by the U.S. Department of State
 - Original or certified copy of U.S. birth certificate issued by a State, county, municipal authority, or territory of the U.S. bearing an official seal (Puerto Rican birth certificate issued on/after July 1, 2010)

6.3 Personal Protective Equipment (PPE)

For work at the Sites, the Service Provider must include the PPE requirements discussed below in the PSEHSP. These PPE requirements are not intended to be a complete list of PPE needed for work at the Site. The Service Provider must evaluate potential hazards for work being performed for each specific project and determine appropriate PPE for such work.

Eye Protection

With the exception of Safety Zones, eye protection is required for all work areas across the Sites. Tinted, shaded, photo-chromic or mirrored lenses are prohibited for indoor work except when performing work that may expose employees to harmful levels of ultraviolet, visible, or infrared radiation (welding, working with lasers, etc.).

Foot Protection

With the exception of offices and during designated tours, ANSI/ATSM hard toed shoes are required for all work areas across the Sites.

Fall Protection

- Where work is being performed at heights of four (4) feet or greater compliant fall protection shall be used.
- Using existing structure as a fall protection attachment point requires the Service Provider to have a Fall Protection Work Plan developed by a Competent Person.

Hearing Protection

- Certain areas of the Sites have noise levels that require the use of hearing protection PPE.
- Certain operations within each building will require hearing protection PPE.

Hard Hats

- a. Certain areas of the Sites have overhead hazards that require the use of head protection PPE.
- b. All personnel are also required to wear a hard hat during:
 - Crane operations
 - While in the crane envelop

- Exposed to overhead hazards
- As required by industry specific code

High Visibility Reflective Vests

When high-visibility reflective apparel is required, yellow/green apparel meeting the requirements of ANSI/ISEA 107 will be worn.

6.4 Use of Electronic Devices

The use of electronic devices is allowed to meet job requirements. However, users must ensure safe surroundings and stop movement or use a hands-free device. The use of electronic devices is prohibited while walking unless using a hands-free device. Non-job related use of electronic devices is restricted to designated Safety Zones.

a. Operators of Vehicles or Machinery

- Do not use a personal technology device while driving a vehicle, or operating an equipment.
- Texting or talking on a cell phone while driving (unless hands-free) are violations of Company rules and Washington State law.

b. Pedestrians

Do not use a personal technology device while walking in the vicinity of moving vehicles (aisle ways, parking lots, etc.).

c. Do not use a personal technology device while walking through a work area.

- Move to a safe location before using or answering a phone.
- Do not text and walk.

d. Headphones

Wired or wireless headphones that are only used for two-way communication are allowed.

6.5 Confined Space Notification Process

Work that involves Confined Spaces will be coordinated with the Boeing OAR.

- a. The Boeing OAR will prepare a Service Provider Confined Space Notification Form and submit it to the Service Provider.
- b. The Service Provider will take the information contained in the Service Provider Confined Space Notification into account when

preparing their Confined Space Entry Plan.

- c. Deviations can be made from the notification form but must be coordinated through the Boeing OAR. The deviation must clearly demonstrate why a hazard is no longer present or is adequately controlled.
- d. Within three (3) manufacturing days, the Service Provider will conduct a debriefing with their Boeing OAR.

6.6 Crane Stop Process

Unless prior arrangements have been made with the Boeing OAR with concurrence from affected stakeholders (local crane support and BU), Service Providers should not install crane stops.

6.7 Pre-Dig Process

Excavations have the potential to damage underground utilities. At the Sites, excavations are classified as any type of work that penetrates the ground surface. A number of serious incidents indicate that underground utilities have non-standard installation which requires more than standard industry practices.

- a. Unless directed by the Boeing OAR, Service Providers shall use, at the minimum, Ground Penetrating Radar for locating underground utilities.
- b. Underground utilities shall be located for the entire run of excavation.
- c. Examples of work that qualifies as excavations are saw cutting, core drilling, lagging below grade, and mechanical or hand excavation.
- d. When necessary, other means will be used, in addition to GPR. Coordinate with the Boeing OAR for direction.

6.8 Mobile Cranes

Mobile cranes are commonly used in support of construction and maintenance activities on the Sites. All mobile cranes will have a current Washington State Department of Labor and Industries Mobile Cranes/Derricks Worksheet for Construction Industry. All mobile crane operators must be trained and certified through a valid accrediting agency for the specific type of equipment that is being operated.

- A. Critical Lifts

- Lifts where the operator and signaler are working outside of visual range.
 - Lifts that could cause more than \$250,000 in damage.
 - Lifts that are over 80% of the load chart.
 - Lifts where proximity to overhead power lines is within the Minimum Approach Distance of 10ft for 50Kv and 0.4 inch for each additional 1Kv.
 - Lifts that have a reasonable potential of creating serious safety hazards.
- B. When a critical lift is conducted a package with the following documentation will be prepared by the Service Provider and submitted to the Boeing OAR upon request:
- a. Copy of the Mobiles Cranes/Derricks Worksheet
 - b. Copy of the operator's certification card
 - c. Copy of the riggers certification card
 - d. Copy of the signal person's certification card
 - e. A documented lift plan that states:
 - Names and roles, including lift director
 - A site drawing with radius and distance
 - A copy of the load chart
 - Type of rigging and rigging plan
- C. All other lifts
- Lifts will be performed to WAC 296-155 and ASME B.30 series standards.
 - The preceding documentation may be requested for all mobile crane operations.

6.9 Hazardous Communications

Asbestos

- a. In addition to other forms of asbestos, which is addressed in Section 5.4 of the [Service Provider Manual](#), certain buildings at the Auburn facility are known to contain Galbestos, which is an asbestos containing material. Although not complete, the following is a list of buildings known to contain Galbestos:

- 17-006
- 17-010
- 17-015
- 17-007
- 17-012
- 17-016
- 17-009

- b. The Service Provider shall comply with all federal, state, and local requirements pertaining to asbestos.

Where work being performed at the Auburn facility includes any action that may disturb building materials, the Service Provider must include the following provisions in the project-specific safety plan:

1. Prior to performing any work that may disturb building materials, the Service Provider shall contact the Boeing OAR for coordination with the Boeing Northwest Regulated Material Management.
2. The Service Provider and its workers are prohibited from disturbing any building material (e.g., cutting, drilling, and breaking up) without prior authorization of Boeing NORMM and notice from Boeing NORMM that any necessary asbestos abatement has been completed.

Heavy Metals

- a. In addition to lead, which is addressed in Section 5.4 of the [Service Provider Manual](#), the Service Provider must evaluate potential hazards from other heavy metals that may be found at the Sites, including, but not limited to, cadmium and chromium.
- b. The Service Provider shall include provisions in the project-specific safety plan to address potential hazards from heavy metals.
- c. When complying with safety measures related to heavy metals, the Service Provider shall coordinate with the Boeing OAR and Boeing Northwest Regulated Material Management and the Service Provider shall evaluate (in consultation with Boeing NORMM) whether heavy metal remediation is required.

6.10 Environmental Requirements

Water Quality

- a. Discharges to sanitary sewer must be reviewed and approved by EHS prior to discharge.
- b. Service Provider and its employees are prohibited from parking in

dirt and gravel areas. For any questions concerning parking, the Service Provider must contact the Boeing OAR.

- c. With the exception of fire systems, and water and chemicals used for yards and ground maintenance which are approved by Boeing Auburn Environmental, rain water is the only liquid allowed to release to the ground.

Potable water and other consumable beverages, such as coffee, may not be poured onto the ground.

- d. Any use of liquids that may be released to ground needs to be coordinated through the Boeing OAR.

Use of Liquids at the Sites

- a. For work that requires Service Providers to use liquids (e.g., fuels, chemicals, water, etc.) at the Sites, the Service Provider must identify a covered storage location with secondary containment for such liquids.
- b. The Service Provider must ensure that a spill kit is available at the storage location to address any spills that may occur.
- c. Unless specific contractual agreements have been reached, the Service Provider is solely responsible for providing necessary means to contain a spill.
- d. The measures to address liquid use at the Sites and to address spills must be incorporated into the PSEHSP.

Air Quality

- a. For work that may include use of a portable, non-road engine(s) (e.g., a generator) with a cumulative maximum rated brake horsepower (BHP) greater than 500, the Service Provider must notify, prior to delivery of such engine(s) to the Site, the Boeing OAR and the Boeing Site Air Environmental Engineer.
- b. The Service Provider must include provisions necessary to address environmental, health and safety risks of portable, non-road engines in the PSEHSP.
- c. To mitigate the exhaust odors emitted from off-road diesel equipment being used both inside and outdoors, off-road diesel equipment should be powered with EPA Tier 4 equipped engines.
- d. Portable, non-road engines (e.g., generators and light plants, shall not remain in a fixed location for more than 9 months without coordination with the Boring Site Air Environmental Engineer.

Spill Response

- a. The Service Provider must obtain and review the Spill Prevention Control and Countermeasures (SPCC) Plan for the Site.
- b. The Service Provider shall incorporate into the project specific environmental plan provisions needed to ensure that the Service Provider and its workers comply with the SPCC Plan.
- c. In the event of a spill of a hazardous material or hazardous waste, the Service Provider must take appropriate actions to comply with the SPCC Plan, including:
 - Call Boeing Emergency Dispatch at **(206) 655-2222** to report any spills of hazardous materials.
 - Actions to prevent the flow of hazardous material wastes to uncontained areas of the Sites.
 - Clean up the spill if it is determined that cleanup will not expose workers to health or safety risks.

6.11 Training Requirements

- a. Chemical Access Training
 - For work that requires the Service Provider and its employees enter any limited access tankline area:

Prior to initiating the project, employees of the Service Provider must complete High Hazard Area Access Training and obtain a badge that allows access to the tankline area.
 - No SP employee will be allowed to enter a limited access tankline area without required training and badge.
- b. Service Provider Safety Orientations
 - Service Providers are required to give and have each employee review the Boeing [Service Provider Manual](#).
 - Service Providers are required to have all employees review the PSEHSP.
 - Where formal Service Provider Orientations are available, the Service Provider will follow the applicable guidance.

6.12 Parking and Traffic Requirements

Prohibited Parking

The Service Provider and its employees are prohibited from parking any vehicle or placing any material in a location that blocks a fire lane that impedes the flow of traffic, that blocks pedestrian walkways or crosswalks, or that blocks access to a doorway.

Personal Vehicle Parking

Service Provider Employees may only park personal vehicles in clearly identified parking spots. If parking credential is required for the parking location, the employee must place the parking credential in a location (e.g., beneath windshield) where it is visible and readable at all times.

Service Provider Vehicle Parking

Service Providers must communicate work that will require employees of the Service Provider to use company vehicles for deliveries to the Sites. The Boeing OAR and Security must grant prior approval for the parking location of such delivery.

- a. Service Providers are authorized to park in designated SVO stalls, marked with a white block in the stall.
- b. Service Providers are only allowed to park outside of designated parking stalls for short term deliveries.
 - The vehicle may not block access, fire lanes, or pedestrian access.
 - The vehicle must have its warning flashers on and the engine must be turned off.
- c. Failure to adhere may result in the vehicle being towed or access being denied to the operator or company.

Traffic

- a. When driving vehicles at the Sites, the Service Provider and its employees must comply with all traffic signs and signals and adhere to all traffic rules. Vehicles may not be operated in excess of posted speed limits. Onsite roadways and parking lots: 15 mph.

Pedestrians always have the right of way. Stop and let pedestrians pass.

6.13 Pedestrian Requirements

a. Pedestrian crosswalks and identified walkways:

SP and its employees must use marked pedestrian crosswalks and identified walkways when walking on the Sites and must maintain awareness of roadways and moving vehicles.

b. Pedestrian access to buildings:

- When entering or exiting a building, the Service Provider and its employees must use pedestrian doors.
- The Service Provider and its employees are prohibited from entering or exiting a building through roll-up doors.
- Exception may be granted for employees acting as spotters for equipment and material entering or exiting the buildings. Coordinate with the Boeing OAR for approval.

6.14 Emergent Work Requirements

It is recognized that the time constraints and the narrow scope of Emergent work usually do not allow nor require detailed levels of pre-task planning. To adequately communicate local hazards to the Service Provider and the Service Provider to communicate potential hazards that they can create, the following process has been developed.

This process will be used for work that is classified as Emergent work which is mostly conducted by Equipment Maintenance and Supplier Management. Boeing OAR other than Equipment Maintenance and Supplier Management that believe it would be appropriate to use this process must coordinate with their supporting EHS professional for concurrence.

a. The Boeing OAR is responsible for providing the Service Provider with a copy of the Boeing [Service Provider Manual](#), ensuring that the Service Provider understands the requirements, and providing clarification when needed.

b. The Boeing OAR and the Service Provider will work together to complete the Service Provider Emergent Pre-Task Checklist.

- The Service Provider Emergent Pre-Task Checklist will be completed in lieu of the standard PSEHSP.
- The Service Provider Emergent Pre-Task Checklist is used by the Boeing OAR to communicate hazards and specific hazards to Service Providers that are conducting Emergent work.

- The Service Provider Emergent Pre-Task Checklist is used by the Service Provider to communicate to the Boeing OAR how safety and environmental hazards will be mitigated, Boeing personnel and assets will be protected, and what hazards the Service Provider may introduce while performing their task.
- c. Depending on the task, the Boeing OAR and the Service Provider may need to provide more information than what is required in the Service Provider Emergent Pre-Task Checklist.
- d. The Service Provider Emergent Pre-Task Checklist does not relieve the Service Provider or the Boeing OAR from any State or Company requirements that are set forth within the contract or the Boeing Service Provider Manual.

6.15 Planned Work Requirements

Planned work allows for a more measured and thorough approach to notifying Service Providers of local hazards and the Service Provider notifying the Boeing OAR of potential hazards that their activities can create. The following process has been developed for planned work. Work that is generally classified as planned work is mostly conducted by Equipment Engineering and Construction Management.

- a. The Boeing OAR is responsible for providing the SP with a copy of the BSPM, ensuring that the Service Provider understands the requirements, and providing clarification when needed.
- b. The Boeing OAR will invite the Service Provider to an onsite Pre-Work Meeting with affected stakeholders. Stakeholders may be Boeing Fire and Security, EHS, Engineering, representatives from the Business Unit, SMEs, and other impacted individuals.
- c. The Boeing OAR shall follow a prepared agenda that covers site specific hazards, non-obvious hazards, and as needed, distribute copies of the Boeing [Service Provider Manual](#) to the SP.
- d. Prior to, but no later than, the Pre-Work Meeting, the Service Provider will submit their PSEHSP for review by the Boeing OAR.
 - The Boeing OAR will submit to the stakeholders, such as EHS for review.
 - Work may not be performed until the PSEHSP has been fully reviewed and all inconsistencies have been addressed.
- e. The PSEHSP does not relieve the Service Provider or the Boeing OAR from any State or Company requirements that are set forth within the contract of the Boeing [Service Provider Manual](#).

APPENDIX A. PROJECT SPECIFIC EHS PLAN

GENERAL INFORMATION		
Company Name	Address	Phone Number
Project Name	Projected Start Date	Projected End Date
Project Location (City, State)	Building Number	Floor/Column Number
Project Description		
Attached Documents <input type="checkbox"/> SDS <input type="checkbox"/> Chemical List <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Fall Protection Plan <input type="checkbox"/> Lockout/Tagout Plan <input type="checkbox"/> Electrical Safety Plan <input type="checkbox"/> Critical Lift Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Air Quality Plan <input type="checkbox"/> Wastewater Plan <input type="checkbox"/> Stormwater Protection Plan		
<input type="checkbox"/> Other (Explain)		

KEY PERSONNEL			
Project Contacts	Name	Phone Number	Email
Project Manager			
Project Supervisor			
Site Safety Officer			
Boeing Onsite Activity Representative			

SUB CONTRACTORS			
Company Name	Contact Name	Phone Number	Email

PROJECT HAZARD ANALYSIS		
Job Step	Potential Hazards	Risk Control Measures

BOEING SPM ACKNOWLEDGEMENT	
<p>The Service Provider company completing this plan has received a copy of the Boeing Service Provider Manual (F70115) and has reviewed it with all Service Provider personnel and sub-contractors involved in this project. The Service Provider will ensure that Service Provider personnel and sub-contractors comply with the Boeing Service Provider Manual.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

PREPARED BY		
Name	Signature	Date

APPENDIX B. SP EMERGENT PRE-TASK CHECKLIST

Date: _____

TASK INFORMATION			
OAR:		OAR Contact Phone:	Job Number:
Service Provider:		Service Provider Point of Contact:	Task:
		Service Provider Contact Phone:	Location:

ISO/OSHAS Badge Extender Copy of BSPM

STEPS OF TASKS		POTENTIAL HAZARDS	
1		1	
2		2	
3		3	
4		4	
5		5	
HAZARDS CONTROL METHODS			
1			
2			
3			
4			
5			
PPE NEEDED/REQUIRED		AREA HAZARDS	
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> High Visibility Vest Yellow/Green		<ul style="list-style-type: none"> • Access /Egress • Housekeeping • Tanklines • Production • Overhead Cranes • Confirmed Space 	
HAZARDS		HAZARDS CONTROLS	
<input type="checkbox"/> JOBSITE ENVIRONMENT/RISK			
<input type="checkbox"/> WORKING AT HEIGHT			
<input type="checkbox"/> LOCKOUT/TAGOUT			
<input type="checkbox"/> CONFINED SPACE			
<input type="checkbox"/> HOTWORK			
<input type="checkbox"/> ELECTRICAL WORK			
<input type="checkbox"/> EXCAVATION			

HAZCOM	CONTROL
<input type="checkbox"/> Asbestos	
<input type="checkbox"/> Heavy Metals	
<input type="checkbox"/> SDS	
ENVIRONMENTAL	CONTROL
<input type="checkbox"/> Waste Management	
<input type="checkbox"/> Air Quality	
<input type="checkbox"/> Waste Water	
<input type="checkbox"/> Storm Water	
Environmental should be notified if repairing any of the following: equipment tanks, scrubbers, dust collectors, paint booths, combustion devices, or equipment containing refrigerants or if handling equipment or materials outdoors.	
ADDITIONAL INFORMATION	
NOTES	
PRINT NAME	SIGNATURE

Only check boxes that pertain to the specific task/job being performed. Provide additional details in the Controls section.

APPENDIX C. PRE-DIG CHECKLIST

Identification of Underground Utilities Checklist

CAUTION: Prior to any surface penetration/ excavation activity, please check with your Environmental Representative.

Project #: _____ **Job Description/Location:** _____

- | | | | |
|---------------------------------------|-----|----|-----|
| 1. Best available As-Builts obtained? | Yes | No | N/A |
| 2. Onsite review completed? | Yes | No | N/A |

Attended by: Owner Rep, Construction Rep, Locate Rep, Utility Rep (circle all that apply)

Other: _____

- | | | | |
|--|-----|----|-----|
| 3. Utility Location: | | | |
| One Call # called (811) | Yes | No | N/A |
| Private (Owner) utilities located? | Yes | No | N/A |
| 4. Digging/Excavation boundaries outlined in white paint? | Yes | No | N/A |
| 5. Have locations of underground utilities been established? | Yes | No | N/A |
| Depths Required? | Yes | No | N/A |

Type of Locating Equipment used: _____

How are utilities marked? Paint _____ Stakes _____ Flags _____ Other _____

Locating Co: _____ **Rep:** _____ **Contact #:** _____

- | | | | | | |
|-----------------------------|-----|----|--------------------|-----|----|
| a. Electric (RED) | Yes | No | Requires Shutdown: | Yes | No |
| b. Gas (YELLOW) | Yes | No | Requires Shutdown: | Yes | No |
| c. Water (BLUE) | Yes | No | Requires Shutdown: | Yes | No |
| d. Sewer/Storm (GREEN) | Yes | No | Requires Shutdown: | Yes | No |
| e. Communications (ORANGE) | Yes | No | Requires Shutdown: | Yes | No |
| f. Reclaimed Water (PURPLE) | Yes | No | Requires Shutdown: | Yes | No |
| g. Other/ Unknown () | Yes | No | Requires Shutdown: | Yes | No |
6. Walk/ Visual Inspection completed with Owner Rep/Contractor/ Subcontractors/ Locating Co to verify access?

Attended by: Owner Rep, Construction Rep, Locate Rep, Utility Rep
(circle all that apply)

Other: _____ Yes No N/A

- a. Pertinent shut off valves and switches are located for area of work. If any are closed, Lock Out/ Tag Out/ Try Out requirements apply: Yes No N/A
 If yes, location(s) of required Lock Out: _____ Yes No N/A
- b. Secured Access Coordination Required? Yes No N/A
 If yes, Contact info: _____ Yes No N/A

7. Safety Plan: All workers assigned to project have been instructed on:
- a. Location Yes No N/A
- b. Type Yes No N/A
- c. Hand Dig/Probe (within min. of 24" of utility markings) Yes No N/A
- d. Other Owner Required Instruction/Training Yes No N/A

If yes, describe: _____

Call: _____ @ _____

Call: _____ @ _____

Call: _____ @ _____

8. Excavator Method of maintaining located marks:
- _____
- _____

9. Estimated time for open excavation: _____ days.

10. Surface Encumbrances: Require walkways, traffic control, etc.? Yes No N/A
 Describe: _____ Yes No N/A
 _____ Yes No N/A

11. Update As-Builts required? Yes No N/A
 If yes, provide to: _____

12. Comments/Special Circumstances/Requirements

13. Reviewed/Acknowledged:
- Contractor Rep: _____ Date: _____
- Company: _____
- Subcontractor Rep: _____ Date: _____
- Company: _____
- Locating Rep: _____ Date: _____
- Company: _____
- Excavator: _____ Date: _____
- Company: _____

APPENDIX D. RADIO REQUEST

Contractor Radio
Communications Request

Boeing
Frequency Management

Purpose

This form must be completed for Boeing Contractors and approved by Boeing Frequency Management Services before transporting and operating radio communication equipment (voice or data) or other radio devices on Boeing property. This includes FCC licensed or unlicensed equipment. Generally, cellular or other mobile telephones are permitted without authorization; however some areas are strictly prohibited. Consult with your appropriate Boeing Point of Contact.

Instructions:

Step 1. Fill out this section.

Contractor Company Name	
Contractor Point of Contact (POC) Name	
Contractor POC Phone	
Boeing Point of Contact Name	
Boeing POC Phone	
Project Name	
Boeing Job Site, Building, Facility Name	
Date radios will begin operations	
Date radios will cease operations	
Contractor License Call Sign(s)	

Step 2. Attach a copy of your applicable FCC license(s)

Step 3. Fill out radio equipment information.

Radio Equipment Information

Frequency	Station Class	Emission	Power (W)	# of Radios	Radio Manufacturer & Model

Base Station Location	
Required Area of Operations (KM or Miles radius)	

Step 4. Make a copy for your office records. Return this form to your Boeing Point of Contact who will return the form to Boeing Frequency Management Services by email, company mail or FAX.

Address: The Boeing Company
 Frequency Management Services M/C 2T-22
 Attention: Nate Miller P.O. Box 3707
 Seattle, WA 98124-2207

Phone: 206-544-6045 or 866-248-1493

Fax: 206-662-0701

Email: nathan.a.miller@boeing.com

Step 5. A letter of authorization with operating information and any restrictions will be sent to the Boeing Point of Contact. Contractors should make a copy for office records. Contractors should have a copy of the authorization letter and license at the job site. Any changes subsequent to authorization will require another request.

NOTE
