



Service Provider Manual

**Section 6.0   
Site Specific Requirements  
Boeing Salt Lake  
(revised 9/24/18)**

**March 2016**

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# BOEING SALT LAKE SITE-SPECIFIC REQUIREMENTS FOR SERVICE PROVIDERS

The following provisions identify additional obligations for the service provider when performing work at Boeing Salt Lake (“BSL Site”).

These requirements supplement, but do not supplant, 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;](http://forms.boeing.com/docs/sea/pub/AcrobatUsers/F7/1000/F70115.pdf) requirements in contracts and agreements between Boeing and the service provider; provisions of the service provider’s project-specific safety plan(s); and applicable laws and regulations. Additionally, the service provider must comply with the following:

1. To the extent that a Boeing requirement is less stringent than a requirement of Utah State law, the requirement of Utah State law supersedes the Boeing requirement and the service provider must comply with the Utah State law requirement.
2. 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.
3. All service providers shall provide a jobsite free of recognized hazards.

## General Information and Requirements

1. The service provider’s project-specific safety plan shall include a Job Safety Analysis (JSA) that identifies general tasks that are part of the project and be provided to BSL Environment, Health and Safety (EHS), upon request. The JSA must be written with sufficient specificity to allow BSL EHS to audit the work activities.
2. All powered industrial trucks (including, but not limited to, scissor lifts, boom lifts, forklifts, trucks, etc.) shall be labeled by the service provider in a conspicuous location on the equipment so that the renter/owner of the equipment can be identified.
3. Powered industrial trucks and any rolling equipment shall be chocked (two wheels minimum) when working in the vicinity of open floor pits or holes.
4. The Boeing Onsite Activity Representative and the service provider shall meet before the work commences at the BSL Site to discuss the work scope and review the project-specific safety plan.
5. The service provider shall maintain a clean work site in consideration of Foreign Object Debris (FOD) awareness.
6. Vehicles and mobile equipment are not permitted to drive over any cord or hose. Cords and hoses that run across the floor or traffic area shall be protected by the service provider from being run over by equipment in the area. Cords shall be contained so as to not present a tripping hazard.
7. Trash shall be disposed of in approved Boeing containers. The service provider may only bring to the work area the quantity of materials that are necessary for the current work task and that can be safely stored at the work area. The service provider shall not store excess material in or around BSL facilities unless given written permission by BSL Facilities and EHS.
8. The use of electronic devices on company property is allowed under certain conditions. Electronic devices are defined as cell phones, notebooks, tablets, headphones used for music, and portable digital music players.
9. Electronic devices for company business may be used only after the service provider has ensured safe surroundings and has stopped movement and work. If an electronic device is to be used for personal business, the service provider shall conduct that business in a designated Safety Zone. The service provider will contact their Boeing Onsite Activity Representative for locations of Safety Zones nearest the service provider’s work area.
10. The service provider shall comply with current federal Occupational Safety and Health Administration (OSHA) and Utah State law regulations for control of hazardous energy.
11. The service provider shall notify the Boeing Onsite Activity Representative at least 24 hours in advance of any need to lock out/tagout/tryout Boeing equipment, building system, or utility.
12. Approval from BSL EHS is required for all solvent-cleaning operations. All waste or residual solvent shall be left on site for disposal according to BSL criteria.
13. The service provider shall comply with all applicable fall protection laws and regulations, including but not limited to requirements of Utah State law; provided, however, that the service provider shall also comply with all applicable fall protection requirements applicable to construction work when service provider employees are performing construction work at heights of four feet or higher and exposed to a fall hazard.
14. A debrief with BSL EHS must be completed within 3 working days of the completion of work within a permit-required confined space. If an unsafe condition is identified, the service provider shall notify the Boeing Onsite Activity Representative immediately.

## Emergencies, Accidents, and Injuries

1. The service provider is responsible for conducting their own incident investigation and preparing a report for significant incident (as defined in the [Service Provider Manual](http://forms.boeing.com/docs/sea/pub/AcrobatUsers/F7/1000/F70115.pdf)). The service provider shall provide a copy of the incident investigation report to BSL EHS upon request within 24 hours.
2. The service provider shall identify locations of medical clinics and/or hospitals in the area in case of injury to the service provider employee(s) that requires medical care beyond first aid.

## ****Pedestrian and Vehicle Traffic****

1. Pedestrians:
2. Stay in designated crosswalks and never assume a driver sees you. Wait for a vehicle to stop before stepping into a crosswalk. **Be aware of your surroundings at all times.**
3. **Make eye contact with any operator of mobile equipment or vehicle if you want to move past them.**
4. **Stop at all intersections or blind spots. Stop, look, and listen for moving equipment. Proceed with caution.**
5. **Use traffic mirrors if available to look for other pedestrians or equipment.**
6. Service Provider Parking:
7. The service provider shall park in the outer parking lots and enter through the main entrance at the BSL Site building’s Security desk.
8. If the service provider needs to bring vehicles inside the Boeing fence, the service provider shall contact their Boeing Onsite Activity Representative to arrange for permission.
9. Parking lots generally have a high amount of activity. Watch for pedestrians and use greater caution during dawn and evening hours.
10. Vehicle Traffic Inside the Facility:
11. **Always give pedestrians right of way.**
12. **Obey all “pedestrian only” or “no vehicle traffic” signs.**
13. **Gently sound horn when approaching pedestrians, corners or hard-to-see areas. Stop if the pedestrian(s) does not respond to the horn.**
14. **Vehicular traffic inside the building shall limit speeds to 5 miles per hour.**
15. **Always drive with headlights on, if equipped, when operating motorized equipment.**

## Inspections

1. The service provider shall inspect their work area to ensure that there are no hazards or uncontrolled hazards. BSL reserves the right to inspect any equipment, tools or activities taking place on BSL property. This inspection right does not relieve the service provider from maintaining a safe work area.
2. BSL EHS will provide any comment on the service provider’s work activity to the service provider’s Boeing Onsite Activity Representative as needed.
3. BSL EHS reserves the right to stop work activities of the service provider that may present a risk of injury. The service provider shall perform all daily inspections on machines, equipment, tools, etc., before using the machine, equipment, tool, etc., as required by law and/or manufacturer’s recommendations and shall maintain records of such inspections. Such inspection records shall be made available by the service provider for BSL EHS to review, upon request.

## Environmental

1. The service provider shall implement all feasible best management practices to control fugitive dust emissions associated with the project. The service provider shall comply with all State of Utah Department of Air Quality regulations applicable to the project, including but not limited to the following:
   1. If the service provider disturbs more than 4,000 sq. ft, or as designated by BSL EHS, the service provider shall develop a dust control plan to be submitted for review by BSL EHS prior to ground disturbance activities.
   2. The service provider shall keep a daily log of dust control methods utilized. This log, upon request, shall be transferred to the Boeing Onsite Activity Representative.
   3. The service provider shall use water for dust control, unless otherwise given written permission not to use water for dust control by BSL EHS.
   4. The service provider shall stabilize or cover piles of soil during work stoppages.
   5. Permanent stabilization shall occur at the end of the project as determined by BSL Engineering and EHS.
2. BSL is a Zero Waste to Landfill site. The service provider shall provide their waste disposal plan, upon request, to the Boeing Onsite Activity Representative for approval.
3. The service provider shall contact their Boeing Onsite Activity Representative for details about processes and areas of BSL where heavy metals are used or present.
4. If the work being performed by the service provider requires the use of liquids (i.e. gasoline, chemicals, water, etc.) the service provider shall identify a storage location with a secondary containment for liquids that require it.
5. The service provider shall have a spill kit available at the storage location to address any spills that may occur.
6. The measures used to address any spills or chemical releases shall be included in the project-specific safety plan.
7. If the service provider brings oils (synthetic, mineral, animal) and fuels to the site in quantities larger than single-use containers, the service provider must comply with the Spill Prevention Control and Countermeasures (SPCC) Plan for the facility. The service provider shall incorporate into the project-specific safety plan all measures and actions necessary to comply with the BSL Site’s SPCC Plan.
8. In the event of a spill of a hazardous material or hazardous waste, the service provider shall take all actions necessary to comply with the SPCC Plan, including actions to prevent the flow of hazardous materials or wastes to uncontained areas of the facility or grounds. If it is feasible to clean up a spill without exposing workers to health or safety risks, the service provider shall clean up the spill in compliance with all legal requirements. The service provider shall also report the spill as required in section 2.2 of the [Service Provider Manual](http://forms.boeing.com/docs/sea/pub/AcrobatUsers/F7/1000/F70115.pdf).
9. Unless approved by BSL EHS (through coordination with the service provider’s Boeing Onsite Activity Representative), the service provider shall not discharge any materials into any drain, sanitary sewer system, storm water channel, or onto the ground.
10. Further guidance can be referenced in the [Service Provider Manual](http://forms.boeing.com/docs/sea/pub/AcrobatUsers/F7/1000/F70115.pdf).

## Controlled Contamination Area Requirements

1. Any work inside the Controlled Contamination Area requires a deviation request that is coordinated through the service provider’s Boeing Onsite Activity Representative. Any service provider entering the Controlled Contamination Area must be either
2. Escorted by the service provider’s Boeing Onsite Activity Representative, or
3. Complete the Controlled Contamination Area 15-minute training.
4. The following information outlines general requirements, but do not contain all provisions of the West Jordan Facility Operating Regulations (FOR). The FOR document is maintained by Boeing’s Quality Department and may be obtained through the service provider’s Boeing Onsite Activity Representative upon request. The Controlled Contamination Area environment requires special work instructions for a variety of work tasks including, but not limited to:
5. Aerosol dispensing
6. Particulate generation
7. Chemical usage
8. Vehicle operation
9. Food and water consumption
10. Material composition
11. Protective clothing
12. Construction activities
13. Debris collection and disposal
14. The service provider shall comply with all clean room requirements established by the FOR.
15. The service provider shall prepare a written documented work plan for any work by the service provider in the Controlled Contamination Area environment. This work includes, but is not limited to, grinding, welding, spray painting, use of propane powered forklifts, and other operations that produce particulate matter. This plan shall be reviewed with Boeing Quality prior to commencing any work in the Controlled Contamination Area.
16. Doors used to transport tools, materials, supplies, or any other equipment shall be open no longer than necessary for ingress or egress.
17. Carts, pallets, boxes, etc. made of metal, plastic or wood are allowed in the Controlled Contamination Area. Any paint or markings that create particulate debris is not allowed. Bare wood is not allowed. All wood must be covered (i.e., laminated), finished, painted or clear coated.
18. Consumption/ingestion of food, beverages or placing/maintaining consumable products in an operator’s mouth (including hard candy, throat lozenges, breath mints/strips or teeth whiteners) is not allowed.
19. Storage of unopened or fully sealed food, consumable products or beverages is not allowed.
20. Transportation of unopened or fully sealed food, consumable products, and beverages is not allowed.
21. Cardboard with clean cut edges is acceptable. Cut tape and adhesive labels to open the container prior to entering the contamination control area. Do not cut or tear off cardboard in the Controlled Contamination Area. Do not store cardboard with torn edges, abraded surface or any other form of damage that disturbs the fibers unless the damaged area is covered by plastic film.
22. Promptly dispose of empty cardboard boxes in a recycle bin outside of the Controlled Contamination Area. Do not allow empty cardboard boxes to accumulate in the Controlled Contamination Area.
23. The service provider shall not approach any uncovered airplane product without proper personal protective equipment and permission from their Boeing Onsite Activity Representative. Additional coordination is required if access is needed within 6 feet of an uncovered airplane product.

## Controlled Contamination Area Prohibited Operations and Materials

1. The following operations and materials are prohibited from the Controlled Contamination Area:
2. Aerosol dispensers, unless authorized in the service provider’s deviation request.
3. Materials, tools, parts or equipment that have contaminants detrimental to adhesion such as dirt, grease or oil on their exterior surfaces.
4. Processes or operations that produce uncontrolled spray, dust, fumes or particulate matter (i.e., grinding, machining, sanding or drilling), operations that involve erasers, tearing paper, opening envelopes, and all other activities that produce particulate matter shall not be performed within ten feet of uncovered prepreg, resin, preforms, adhesives, or bonding surfaces.
5. Uncured parting agents (liquid mold release or tool sealers).
6. Use of compounds containing uncured silicone, or any material detrimental to adhesion.
7. Use of unauthorized cleaning methods.
8. Fluorocarbons (Teflon).
9. Operations that generate hydrocarbons.
10. Operation of internal combustion engines (e.g. gasoline, diesel, propane powered equipment).
11. Application of perfumes, cosmetics, aftershave, or hand lotions.

## Controlled Contamination Area Cleaning Requirements

1. Water or approved cleaning solution shall be used with an automated system (i.e. walk behind automated floor scrubbers), mop, cloth or rag.
2. Containers used during water mopping shall be emptied and appropriately stored at least ten feet from any production activity when not in use. Any spills must be cleaned and dried immediately.
3. Vacuuming with the exhaust either vented outside the Controlled Contamination Area or filtered to the same quality as the filtered incoming air for the area. The Controlled Contamination Area vacuum cleaners shall have HEPA filters.
4. Chemical mopping with mops commercially treated with propylene glycol, polyethylene glycol or slightly tacky epoxy resin. Brooms and dry dust mops shall not be used in the Controlled Contamination Area.
5. Glass cleaner shall not be used within ten feet of airplane product, resin, preform, film adhesive, bonding surfaces or any contact material.
6. Whiteboard cleaner shall not be used within ten feet of airplane product, film adhesive, resins, preforms, or procured detail bonding surfaces or any contact material.
7. Cleaning with dry non-contaminating electrostatic cloths shall not be used for work surfaces, tools, and other surfaces that contact cured or uncured composite materials.
8. Plastic liners should be used in all trash containers. The trash containers with liners shall be emptied by first closing the liner and then removing it from the trash container. Trash shall not be dumped from one container into another container while inside the Controlled Contamination Area. Trash containers without plastic liners shall be removed from the Controlled Contamination Area before being dumped out.

## Arc Flash Analysis

For new, modified or relocated electrical installations, the electrical contractor and the responsible Facilities project representative shall determine whether an arc flash analysis is required.

# APPENDIX A. CHROMIUM NOTIFICATION

**To:** Service provider whose scope of work involves interactions with paint booth filters at Boeing Salt Lake facilities.

Service Provider’s Address

**Subject:** OSHA Hexavalent Chrome Rule, 29CFR1910, Subpart Z – Toxic and Hazardous Substances, §1910.1026(h)(3)(iii).

(iii) The employer shall inform any person who launders or cleans protective clothing or equipment contaminated with chromium (VI) of the potentially harmful effects of exposure to chromium (VI) and that the clothing and equipment should be laundered or cleaned in a manner that minimizes skin or eye contact with chromium (VI) and effectively prevents the release of airborne chromium (VI) in excess of the PEL.

The terms and conditions of purchase orders issued by The Boeing Company require service providers to comply with all applicable laws. The purpose of this letter is to ensure that you are aware of a regulation affecting the protection of employees who clean protective work clothing and equipment used during manufacturing operations possibly involving airborne hexavalent chrome.

In accordance with the rule copied above, Boeing hereby notifies you that the paint booth filters handled under the Statement of Work (“SOW”) issued to you may contain hexavalent chrome contamination as defined by OSHA. Accordingly, as an employer of persons who may be thus exposed to hexavalent chrome, you may be subject to the OSHA rule. At a minimum, this may include a requirement to inform all persons who may potentially be exposed to hexavalent chrome while cleaning, maintaining or replacing protective clothing and equipment, regarding the potential hazards and be protected from releases that might exceed the PEL.

OSHA has provided hazard information at the address below. <http://www.osha.gov/SLTC/hexavalentchromium/recognition.html>

Under the SOW, it is solely service provider company name obligation to evaluate applicability of this rule to the Work and implement all of the Employer’s obligations for safety including, without limitation, communication of the hazards to your employees and the methods for protecting them from possible exposure.

Respectfully,

Kimberly Balcerzak,

Environment, Health and Safety Manager

Boeing Salt Lake

Phone: 801-401-1837

Email: [Kimberly.I.Balcerzak@boeing.com](mailto:Kimberly.I.Balcerzak@boeing.com)

# APPENDIX B. 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**  SDS  Chemical List  Confined Space Entry Plan | Fall Protection Plan  Lockout/Tagout Plan  Electrical Safety Plan  Critical Lift Plan | Waste Management Plan  Air Quality Plan  Wastewater Plan  Stormwater Protection Plan | |
| Other (Explain) | | | |

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

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| --- | --- | --- | --- |
| **SUB CONTRACTORS** | | | |
| **Company Name** | **Contact Name** | **Phone Number** | **Email** |
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| **PROJECT HAZARD ANALYSIS** | | |
| --- | --- | --- |
| **Job Step** | **Potential Hazards** | **Risk Control Measures** |
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| **BOEING SPM ACKNOWLEDGEMENT** | |
| 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. | Yes No |

|  |  |  |
| --- | --- | --- |
| **PREPARED BY** | | |
| **Name** | **Signature** | **Date** |

# APPENDIX C. SERVICE PROVIDER EMERGENT PRE-TASK CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASK INFORMATION** | | **Date:** | |  |
|  | |  |
| **OAR:** | | **OAR Contact Phone:** | **Job Number:** | **Location:** |
| **Service Provider:** | **Service Provider Point of Contact:** | | **Service Provider Contact Phone:** | **Task:** |

**ISO/OSHAS Badge Extender**  **Copy of BSPM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STEPS OF TASKS** | | **POTENTIAL HAZARDS** | | |  | **HAZCOM** | | **CONTROL** |
| **1** |  | **1** |  | | Asbestos | |  |
| **2** |  | **2** |  | | Heavy Metals | |  |
| **3** |  | **3** |  | | SDS | |  |
| **4** |  | **4** |  | | **ENVIRONMENTAL** | | **CONTROL** |
| **5** |  | **5** |  | | Waste Management | |  |
| **HAZARDS CONTROL METHODS** | | | | | Air Quality | |  |
| **1** | | | | | Waste Water | |  |
| **2** | | | | | Storm Water | |  |
| **3** | | | | | 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. | | |
| **4** | | | | |
| **5** | | | | |
| **PPE NEEDED/REQUIRED** | | | | **AREA HAZARDS** |
| Hard Hat  Safety Glasses  Hearing Protection  Respiratory Protection  High Visibility Vest   Yellow/Green | | | | * Access /Egress * Housekeeping * Tanklines * Production * Overhead Cranes * Confirmed Space |
| **ADDITIONAL INFORMATION** | | |
|  | | |
|  | | |
| **HAZARDS** | | | | **HAZARDS CONTROLS** |  | | |
| JOBSITE   ENVIRONMENT/RISK | | | |  |  | | |
| **NOTES** | | |
|  | | |
| WORKING AT HEIGHT | | | |  |  | | |
| LOCKOUT/TAGOUT | | | |  | **PRINT NAME** | **SIGNATURE** | |
| CONFINED SPACE | | | |  |  |  | |
| HOTWORK | | | |  |  |  | |
| ELECTRICAL WORK | | | |  |  |  | |
| EXCAVATION | | | |  |  |  | |

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

NOTE

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