Everett Supplement to the Service Provider Manual – Section 6


SECTION 6.0

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1.0 General Information

Contact Numbers

Everett Site EHS (Environment, Health and Safety):
- Safety & Health: 425-717-5608
- Environmental Affairs: 425-342-0871
Boeing Security Dispatch Office: 206-655-8800
Boeing Fire Department Dispatch Office: 206-655-8800
Everett Site Overhead Crane Dispatch: 425-266-8321
Everett Site and Equipment Services Dispatch: 425-342-2944
Everett Site Transportation (Forklifts) dispatch: 425-342-4008
Boeing Abatement Services: 425-931-6807

Emergency notification: Call 2-2222 (Boeing desk phone) or 206-655-2222 (outside phone or cell phone)

Off site and leased property emergency: Dial 8-911 from a Boeing desk phone or 911 from an outside phone or cell phone.

1.3 Vehicles

A flightline pass is required for access.

3.0 Fire Prevention

3.2 General Housekeeping

All tools used in flightline operations must be identified per BPI-2917 "Tool Control and Accountability - Everett, Renton and North Boeing Fields".

Where recycling is required at the Boeing worksite, segregate garbage, clean cardboard, wood, metal, glass, and plastic into appropriate containers provided for recycling.

3.3 Equipment Requirements

The project-specific safety and environmental plan shall include a list of equipment to be brought on site with potential to generate air emissions (e.g., fuel burning equipment, spray coating, abrasive blasting, cleaning or particulate generating equipment).

Equipment shall not be installed and utilities to equipment shall not be installed without prior coordination. Prior to this type of work, the Provider shall notify Site Services and/or Equipment Services or the Boeing Procurement Representative (who will coordinate with Site Services and/or Equipment Services).
3.4 Flammable Liquids
All storage areas for flammable or combustible liquids shall be approved by the Boeing Fire Department (206-655-8800).

3.5 Spray Painting, Flammable Resins, and Chemicals
A 50-foot distance from ignition sources is required for all painting operations.

If flammable or combustible materials will be sprayed on airplane components outside of spray booths or spray rooms, it must either be: performed in a manner consistent with BPI-2289 “Spray Application of Flammable or Combustible Materials on Airplane Components Outside of Spray Booths or Spray Rooms”, or the Boeing Procurement Representative must be contacted to request Everett Site EHS assistance in evaluating the planned process.

3.7 Welding/Cutting Activities
The Boeing Fire Department must approve the size, type and location of any fire extinguishers brought on site by Providers.

The Provider shall verify with the Boeing Fire Department that all fire extinguishing protection systems (sprinklers) are operational in an area of welding and open-flame cutting. Call 206-655-8800.

Boeing -owned fire extinguishers and hoses may be used for standby fire watch provided they are not removed from their assigned locations within the building.

4.0 Safety Requirements

4.1 Project-Specific Safety Plans
Prior to beginning development of the plan, the Provider shall contact the Boeing Procurement Representative to obtain copies of any Boeing policies, procedures, plans, instructions, etc. that might be relevant and applicable to the work (for example, shop operating procedures). The plan shall incorporate or otherwise include, and assure compliance with, any such policies, procedures, plans, instructions, etc. that are relevant and applicable to the work.

Facilities changes shall not be made without prior coordination with Site Services and/or Equipment Services.

- If the work statement or conditions change, a revised plan shall be submitted to the Boeing Procurement Representative.

For aircraft production work, an appropriate health or safety professional (e.g. a certified safety professional (CSP), certified industrial hygienist (CIH) or occupational health and safety technologist (OHST)) shall prepare the plan.

Project-specific safety and environmental plans shall be available and communicated at the site where the work is being performed.

For all on-site work, the plan shall, at a minimum, include the following:
• A complete description of all planned on-site activities
• A general safety plan with provisions for accident reporting.
• Regularly scheduled Provider safety meetings. The frequency of safety meetings shall depend on the length and type of work performed on site. Minutes shall be recorded at Provider safety meetings and copies submitted to the Boeing Procurement Representative upon request.
• An emergency plan

Additional details in the project-specific safety shall be commensurate with the nature of the work.
• To ensure the safety of all personnel and aircraft quality, all activities in Factory or Field must be coordinated regularly with the area Boeing management or area Boeing Team Leader.
• If work will occur in the factory or flightline, the plan shall include a foreign object debris (FOD) prevention procedure and a tool accountability plan per section 4.12.
• If work will involve chemicals or is expected to produce emissions of any air pollutant or contaminant, the plan shall comply with section 3.5, 5.2, 5.3 and shall include the following:
  o A list of hazardous materials to be used on site, related processes and other information per sections 4.3, 3.5 and 5.3.
  o A plan for hazardous materials management and waste handling per an agreement with Everett’s Hazardous Materials Management organization per sections 3.5, 5.2 and 5.3.
  o A plan for air quality per sections 5.5 and 6.0-3.3
• If work will involve confined space entry, the plan shall include a confined space program per section 5.5.
• If work will involve fall hazards, the plan shall include fall protection work plans per section 4.9.
• If work will involve the generation of wastewater, the plan shall include a wastewater plan per section 5.6
• If work will involve energized systems, the plan shall include a lockout, try and tagout (LOTTO) program per section 4.5
• If work will occur on the flightline (area south of SR 526), the plan shall comply with BPI-2495 “Flightline Visits.”

Additional planning assistance may be available through Everett Site EHS or your Boeing Procurement Representative who will contact the Everett site Safety, Health and Environmental Affairs staff and/or other Boeing organizations as needed.

4.2 Personal Protective Equipment

PPE requirements shall be included in the project-specific safety and environmental plan.

Provider personnel shall comply with site policies regarding PPE including but not limited to safety glasses, factory footwear, (as applicable) hearing/fall protection/hard hats, and ANSI Class 2 reflective apparel on the flightline. Where respirators are required, provider personnel shall have their own respiratory protection program and provide their own equipment. Exceptions where provider personnel will be covered by the Everett Site respirator program must be approved by Everett Site EHS management.
4.3 Hazard Communication / Material Safety Data Sheets

Prior to bringing hazardous materials on site, notify the Boeing Procurement Representative (who will coordinate with affected Boeing organizations such as Everett Site EHS, Fire, Hazardous Materials Management and local area Boeing Operations management).

Whenever possible, the Provider shall use the same materials that are in current use on site. For example:

- For aircraft production activities, the Provider should use materials, for example coatings and cleaning solvents, already in the Everett site inventory and should obtain the chemicals from point of use stations in factory areas or from the Hazardous Materials Management organization (425-750-2856) by advance coordination with the Boeing Procurement Representative (who will coordinate with the Hazardous Materials Management organization and Everett Site EHS).

When Providers are using materials that are not also used at the Everett site for aircraft production, the Provider shall notify the Boeing Procurement Representative (who will coordinate with the Hazardous Materials Management Organization and Everett Site EHS). Timely notification is essential to provide the opportunity for coordination of this activity.

Note: Everett Site EHS may prohibit use of a material on site if the proposed use creates a hazard to Boeing personnel or the environment. Some Boeing specified materials may not be allowed for use at specific locations on the Everett site.

If required, Hazardous Materials Management will arrange for hazardous material storage and will coordinate with other Boeing organizations as needed.

The Boeing Procurement Representative shall be contacted before the following radiation sources are brought on site:

- Licensed radioactive material (e.g., gamma radiography equipment, moisture density gauges)
- Class 3b or 4 lasers (class indicated by label on equipment)
- Radio frequency sources
- Machines that produce x-rays

As necessary, Boeing shall provide additional requirements for these materials.

Prior to bringing any container, 55 gallons or greater, of any type of oil onto the site, contact EHS. This includes synthetic oil, vegetable oils and petroleum products such as naphtha solvent or diesel fuel.

787 Only: Comply with D016Z006-001, “787 Partner and Supplier Asbuilt Data Management.”

4.4 Electrical Safety

Contact Everett Site Services and/or Equipment Services for requirements related to the installation of electrical equipment.
Aircraft Electrical Safety

Aircraft electrical systems are complex. Prior to work involving aircraft electrical systems, the local area Boeing Operations management must be contacted for assistance. See section 4.5: Lockout, Tag, and Tryout Program for additional requirements.

4.5 Lockout, Tag, Tryout Program

Aircraft Lockout, Tag, Tryout

Aircraft lockout, tag and tryout is a complex process and therefore requires prior coordination with the area Boeing management. The Provider personnel must provide their LOTTO program to Boeing Procurement Representative. The Provider LOTTO program must, at a minimum, include requirements to:

- Identify Primary Authorized Person who checks in with Boeing’s LOTTO Group Coordinator
- Use Boeing’s lockout and tagout devices
- Enter all information on Boeing’s logsheet
- Review LOTTO instructions for the job with Boeing’s Group Coordinator

Energizing Aircraft Systems

Only Boeing employees shall energize aircraft systems. Personnel safety and aircraft quality may be impacted by energizing aircraft systems if the proper conditions are not achieved before applying electrical, pneumatic or hydraulic power. If the Provider requires an energized system to perform work, prior arrangements must be made with the area Boeing management. Under no circumstances shall the Provider energize aircraft systems.

4.8 Confined-Space Entry

Aircraft Confined Space

Prior to any Provider personnel’s entry into an Aircraft Confined Space, the Provider shall submit a written confined space program and permits to the Boeing Procurement Representative for coordination with local area Boeing Operations Management and Everett Site EHS.

Upon completion of confined space entry, the Provider shall hold a debriefing with local area Boeing Operations Management and submit a copy of the closed permit and debriefing to Everett Site EHS.

The Provider shall, on request, furnish documentation that personnel involved with confined space entry have been properly trained in all aspects of confined space entry activities.

Unless prior contractual agreements are made, the Provider shall furnish attendants, ventilation equipment, lighting, tools, PPE, breathing air source (if applicable), emergency response procedures and training. In all cases, the Provider remains responsible for space characterization, permit development, and otherwise assuring that its personnel, subcontractors, and suppliers comply with applicable laws and permits.
Exceptions to the above, when provider personnel are covered by the Everett Site aircraft confined space program, must be coordinated with Boeing Operations Management and approved by Everett Site EHS management.

The Boeing Fire Department is the designated Confined Space Rescue Team. With prior coordination, they may make emergency rescue service available for aircraft confined space emergencies.

4.12 Foreign Objects Debris / Foreign Object Damage

Provider shall comply with BPI-3872 “Everett Factory Tool Control and Accountability Processes” and BPI-1636 “BCA Foreign Object Debris/Damage (FOD) Prevention” and with any other applicable local area FOD prevention and tool control and accountability procedures.

4.13 Overhead Crane Operations

The Provider shall notify Everett Factory Overhead Crane management to schedule any work requiring lifts by Boeing overhead cranes, work adjacent to Boeing overhead cranes, work around Boeing overhead cranes or work in the overhead crane space. These activities may require the installation of bridge crane rail stops, or inactivation of bridge cranes to preclude collision with Provider equipment.

Note: Factory overhead crane space includes the area from the third floor to the ceiling and an area four feet behind the column posts.

5.0 Environmental

5.2 Hazardous Materials

If the service provider brings hazardous materials on site for use in aircraft production, the service provider must provide Boeing a report at least monthly quantifying the amount of each hazardous material brought on site. The report must include, at a minimum, the product name, manufacturer, Boeing MSDS number, container size (e.g. 12 ounce aerosol can, 1 pint can), and number of containers brought on site during the period covered by the report. Alternatively, hazardous materials used for aircraft production may be tracked in the Boeing Everett hazardous material electronic tracking system. Storage and use area shall be assigned electronic tracking area identification. The materials shall be assigned a Boeing MSDS number and a Material ID specific to the product, size and container. Further definitions and explanations are found in BPI-2933 (Northwest Region BCA, IDS, and SSG EHS Hazardous Material Data Standards for Regulatory Compliance), which is available from Everett Site EHS. Hazardous materials shall be stored in a manner that protects water quality (See section 5.6 requirements). Incompatible materials shall be segregated. Transfer (pouring, pumping, dispensing) of hazardous materials shall be performed in a contained area and in a manner which minimizes spills.

5.3 Hazardous Waste and Solid Waste Handling and Disposal

The Provider shall cooperate with Boeing Hazardous Materials Management to determine proper Hazardous Waste handling and responsibilities per Environmental Information Sheets.
5.4 Suspect Materials

a. Asbestos Awareness

Boeing facilities may contain asbestos-containing materials (ACM). Prior to the start of Work involving construction, renovation, remodeling, maintenance, repair, or demolition of facilities where asbestos-containing materials may be disturbed, the Provider shall obtain a determination from Boeing Abatement Services (425-931-6807) regarding the presence of asbestos-containing materials associated with the Work.

b. Lead, Cadmium, Beryllium and Chromium Awareness

Lead, cadmium and beryllium may be found in a variety of airplane parts, including fasteners, bushing, bearing, electronics components, wiring, sealants, paints and inks. Chromium may be found in a variety of products including paints and sealers.

c. 787 Only

Lead, cadmium, beryllium and chromium associated with the 787 Airplane are identified in the Enovia parts definition in accordance with 787N4 -0600 “787 Parts Definition Requirements.”

Prior to commencing Work, Provider shall investigate potential for exposure to lead, cadmium, beryllium and chromium and detail the necessary communication and risk abatement measures related to the proposed Work in the project-specific safety and environmental plan.

All facilities- and tooling-based paints containing lead or cadmium shall be removed using techniques that prevent generation of airborne dust before proceeding with any grinding, sanding, cutting or welding activities. Paint removal shall be performed by trained personnel. The Provider shall not use compressed air to remove lead or cadmium dust.

5.5 Air Quality

The written plan required by Section 5.5.a of the Service Provider Manual must include a plan to ensure compliance with all applicable air quality regulations and any applicable provisions of any air quality orders, permits or approvals issued to Boeing, including but not limited to the Boeing Everett Air Operating Permit (PSCAA AOP No. 13120).

All instances of non-compliance with the plan or the Boeing Everett Air Operating Permit must be reported to the Everett Site EHS and the Boeing Procurement Representative immediately after the non-compliance is discovered.

If service provider activities include performing aerospace cleaning and coating operations, the plan, at a minimum, must address the requirements described below. The Environmental Information Sheets referenced below provide additional details regarding some of the requirements. The current versions of the Environmental Information Sheets are available from the Boeing Procurement Representative.
• Primers, topcoats, and temporary protective coatings regulated by the Aerospace National Emission Standards for Hazardous Air Pollutants (40 CFR Part 63 Subpart GG) and Puget Sound Clean Air Agency Regulation II, Section 3.09 must comply with the volatile organic compound (VOC) and organic hazardous air pollutant (organic HAP) content limits as specified in those rules.
• The amount of any solvent added to coatings for thinning purposes must not exceed that allowed by the applicable BMS specification or by the instructions on the coating container (as described in Environmental Information Sheet AIR -04, “Solvent Contents in Coatings: Production”).
• Only low vapor pressure solvents (as described in Environmental Information Sheet AIR -05, “Solvent Wipe Cleaning Operations”) shall be used for hand-wipe cleaning operations. Only semi-aqueous cleaners or very low vapor pressure solvents (as described in Environmental Information Sheet AIR-14, “Solvent Flush Cleaning Operations”) shall be used for flush cleaning unless captured in a closed container as required.
• Coating and solvent contaminated rags shall not be left unattended. All coating and solvent contaminated rags shall be stored and disposed of in closed containers (as described in Environmental Information Sheet AIR-09, “Rag Management”).
• No spray coating, other than spray coating using hand-held, non-refillable aerosol cans, may occur without prior approval from EHS.
• Containers with paints, solvents, and other materials containing volatile organic compounds or organic HAP shall remain closed except when material is being added, mixed, or removed from the container.

5.7 Response to Spills

If the Provider causes or discovers a spill or release, the Provider shall immediately notify Boeing emergency response (2-2222 from a Boeing desk phone or 425-342-2222 from an outside phone or cell phone) and the Boeing Procurement Representative. Provider shall undertake immediate response to incidental spills or releases originating from the Provider’s activity to contain the spill or release, where the substance can be absorbed, neutralized, or otherwise controlled to prevent spreading, but only to the extent such response can be undertaken without posing a physical danger to the responding personnel or others nearby.

Respond to all spills using the guidance provide in Environmental Info sheet EMR-01, “Emergency Spill Response - Hazardous Substances”.

References

Documents referenced are available from the Boeing Procurement Representative. Referenced BPIs are available via the Supplier Portal.

BPI:
• BPI-1636 “BCA Foreign Object Debris/Damage (FOD) Prevention”
• BPI-2289 “Spray Application of Flammable or Combustible Materials on Airplane Components Outside of Spray Booths or Spray Rooms”
• BPI-2495 “Flightline Visits.”
• BPI-2917 “Tool Control and Accountability - Everett, Renton and North Boeing Fields”.
• BPI-2933 “Northwest Region BCA, IDS, and SSG EHS Hazardous Material Data Standards for Regulatory Compliance”
- BPI-3872 “Everett Factory Tool Control and Accountability Processes”
- BPI-2404 “Control of Hazardous Energy on Aircraft”

Environmental Info Sheets
- AIR-03 “Coating Application Techniques: Production”
- AIR-04 “Solvent Contents in Coatings: Production”
- AIR-05 “Solvent Wipe Cleaning Operations”
- AIR-07 “Spray Gun Cleanup”
- AIR-09 “Rag Management”
- AIR-14 “Solvent Flush Cleaning Operations”
- EMR-01 “Emergency Spill Response - Hazardous Substances”
- HAZ-14 “Maintaining Accumulation Areas”
- HAZ-15 “Maintaining Satellite Accumulation Areas”.

D016Z006-001, “787 Partner and Supplier Asbuilt Data Management.”

ENOVIA: 787N4 -0600 “787 Parts Definition Requirements.”

Everett Air Operating Permit (PSCAA AOP No. 13120)