



SITE ACCESS CONTRACTOR COORDINATION & SAFETY EVALUATION FORM



Service Request Section	Date:		Requestor / Planner:		Extension:	
	Contract Number:		Workorder Number:		Schedule Date:	
	Pricing Method: ☐ CPS ☐ LSA ☐ T&M ☐ UPS					
	Contract Company Name:				Expected completion Date:	
	Contractor Contact:			Contractor Contact Phone Number:		
	Notes:					
	Contractor Classification					
		☐ A	☐ B	☐ C1	☐ C2	
	Requirements:	1-11	2,4,5,7	4,6,7,8	7	
	On-Site Contract Coordinator Section	Individual requirements		Confirmed		Support contact
1. ECCS Participation		☐ Yes ☐ No		Safety		
2. Executed Contract		☐ Yes ☐ No		Contract Administrator		
3. Facial Hair		☐ Yes ☐ No		Safety		
4. Facility Orientation: Video & Contractor Safety Manual		☐ Yes ☐ No		Safety		
5. Pre-Job Orientation		☐ Yes ☐ No		Field Coord.		
6. Drug Testing		☐ Yes ☐ No		Maintenance Admin Assistant		
7. Insurance		☐ Yes ☐ No		Contract Administrator		
8. Training: General Safety Rules form		☐ Yes ☐ No		Contractor or Field Coord.		
☐ Additional contractor and/or BEPC auditing and corrective action status		☐ Yes ☐ No		Safety		
9. OSHA or MSHA Training		☐ Yes ☐ No		Maintenance Admin Assistant		
10. Minimum Safety Statistics: TCIR ≤3.0 EMR ≤1.0		☐ Yes ☐ No		Safety		
11. Contractor Safety Manual Evaluation Third Party Safety Program (NDSC)		☐ Yes ☐ No		Safety		
Requirements to gain access to facility must be completed prior to arrival. All documentation and the names of contract employees being mobilized to perform work must be received at least three business days prior to arrival.						



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INDIVIDUAL REQUIREMENTS					
Name (First & Last)	Drug Exp. Date	OSHA Exp. Date	Facility Orientation Video	Training General Safety Rules	Facial Hair Class A
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Badges					
Access badge(s) needed	☐ Yes ☐ No		Provide a list of names to Maintenance Admin. Assistant.		

ROUTE TO MAINTENANCE ADMIN ASSISTANT UPON COMPLETION

All individuals' requirements must be verified prior to working on site.