

Chicago Area Facilities Operations (CAFO) Passport Contractor Safety Orientation Training Policy

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Table of Contents

1.0	Intent and Purpose	1
2.0	Roles and Responsibilities	2
2.1	Project Manager/Contractor Supervisor/Single Point of Accountability (SPA)	2
2.2	Business Unit (BU) Representative/Tenant	2
2.3	Contractor.....	2
2.4	CAFO HSE	2
2.5	CAF Site Security.....	2
3.0	Policy Elements.....	3
3.1	Personnel Requiring Passport Training	3
3.2	Enrollment for Passport.....	3
3.3	Attendance	3
3.4	Special Requests	3
3.5	Badging	4
3.6	Refresher Training	4
4.0	References and Related Documents	4
5.0	Revisions.....	4

1.0 Intent and Purpose

The CAFO Passport Contractor Safety Orientation Training Policy defines the training requirements and processes related to acquiring and maintaining site clearance for working contractors.

This policy is applicable to all non-BP personnel who perform work at Chicagoland Area Facilities (CAF).

Passport training is intended to provide information related to specific conditions and policies related to working at CAF. Passport training does not take the place of additional job-specific or hazard-specific training that may be necessary or required.

2.0 Roles and Responsibilities

2.1 Project Manager/Contractor Supervisor/Single Point of Accountability (SPA)

- Understands site Health, Safety, Security, & Environmental (HSSE) policies
- Ensures that all levels contractors (e.g., General Contractors, Subcontractors) working on their project are aware of site HSSE policies.
- Understands and can communicate the detail of the scope of services to be performed.
- Contracts with approved contractors (Green Flag status) qualified by AVETTA
- Ensures that contractors have satisfied all vetting and training requirements prior to starting work on-site.

2.2 Business Unit (BU) Representative/Tenant

- Assumes roles and responsibilities of project manager or supervisor listed in **2.1** when hiring contractors independent of the Chicago Area Facilities Operation (CAFO) organization.

2.3 Contractor

- Complies with site HSSE policies
- Complies with requirements of Avetta, Inc. (AVETTA) organization and maintains an active membership to remain an approved contractor (Green Flag status)
- Enrolls all employees and subcontractors in Passport before start of work on-site.
- Ensures that their employees and all subcontractors planned for work on-site have satisfied all vetting and training requirements prior to starting work on-site.

2.4 CAFO HSE

- Provides routine reports regarding the AVETTA approval status to Project Management, Operations, Safety, Security and other stakeholders as requested.
- Ensures the delivery of Passport training program and Passport refresher training on a routine schedule.
- Monitors AVETTA evaluation flags to ensure contractors retain acceptable qualification status.
- Administers AVETTA for CAF and serves as SPA regarding access, questions, etc. to the AVETTA system.
- Routinely communicates with CAF Security to ensure the most accurate information is being provided for site access control/badging.
- Ensures the content of all contractor HSSE training programs is consistent with site HSSE policies
- Delivers Passport training
- Ensures that all Passport students are capable of understanding the materials presented, including delivery language and format.
- Ensures that the training environment is controlled.

2.5 CAF Site Security

- Ensures that all contractors requesting permanent site access have met the requirements for Passport training.
- Activates/De-activates site badges based on current Passport training records and AVETTA status.

3.0 Policy Elements

3.1 Personnel Requiring Passport Training

- All non-BP personnel who have been contracted to perform work at CAF locations must attend Passport training prior to commencing work on-site.
- All non-BP personnel performing work at CAF locations must attend Passport training before a permanent site access badge can be approved.

3.2 Enrollment for Passport

- A training schedule for Passport is communicated quarterly for planning purposes. This schedule represents the minimum number of Passport classes being held.
- Changes to the established Passport schedule will be communicated. Impacted students will be offered a re-enrollment opportunity for the next scheduled class or sooner if possible.
- All companies enrolled in Passport training will be reviewed for Green-flagged status in AVETTA. Companies which are not Green-flagged will be allowed to participate in Passport training on a conditional basis and will not be approved for site access until all vetting requirements have been met.

3.3 Attendance

- First-time Passport attendees must inform gate Security personnel that they're on-site for training.
- First-time Passport attendees will require site access and escorting. BP or contractor personnel must escort the contractor and provide them access to the building where the training will be provided.
- Late arrivals for training will not be accepted. Student should ensure they arrive on-site with adequate time to clear gate security and park their vehicles.

3.4 Special Requests

- Special requests for Passport training will be considered on a case-by-case basis. Consideration for the length of training, personal schedules, misunderstandings, etc. will not sustain a need for special training. Requests will only be accepted from Project Management or Operations. Direct requests from contractors are discouraged.
- Certain operational and/or project conditions may necessitate additional Passport training classes. The Contractor Program Coordinator will work with operations and/or project management on meeting these needs.
- The Contractor Program Coordinator, with consultation from the Safety Team Lead, will address other requests including, but not limited to:
 - Training for non Green-flagged contractors
 - Non-English speaking classes
 - Off - hour classes
 - Site access pending Passport training completion

3.5 Badging

- The Access Request must be completed prior to attending Passport training. The contractor's Site Representative must complete and sign the request form and provide to the Passport attendee. Site Security will issues following successful completion of Passport training.
- The date the Passport class will be on the face of the badge (in yellow). Badges will expire one year from the Passport training date unless a refresher Passport training is completed.
- Badges that are not utilized to access CAF sites for periods longer than 30 days are automatically de-activated. Re-activation must be done by Site Security, in person. After six months of inactivity the badges will be removed from the site access program completely.

3.6 Refresher Training

- Passport refresher training is required annually (15 month maximum) and eliminates the need for enrollment in the "full" Passport training class each year.
- Refresher training is intended to update contractors on site changes and remind/refresh site HSSE polices.
- Enrollment in Passport refresher is subject to the same guidelines as the "full" Passport training class. This includes AVETTA qualification. See Section 3.2 for additional information.

4.0 References and Related Documents

GRP 2.5-0001 BP Group Recommended Practice for Working with Contractors
 CAFO Working with Contractors Policy

5.0 Revisions

Revision Date	Authority	Reviser	Revision Details
3/21/2017	CAFO HSE Manager	Jason Green	Updated PICS to AVETTA Changed CAF to CAFO