

System Integrator Training Course

28-30 March 2006

Four Points Sheraton

Huntsville, AL

Training Provider: US Army Corps of Engineers, Electronic Security Center

Target Audience: ESS IV Contractors

Objectives, Scope & Sequence:

1. Principles. The first training objective is to impart to the students an understanding of and appreciation for the fundamental principles that guide the Electronic Security Center (ESC). Examples of principles to be taught are customer care, partnering, quality management, safety, and ESS design. This phase of training will be 2 hours long and will set the stage for the subsequent phases of “process” and “products”. Instructors will use a “lecture with questions” technique to enlist student participation and motivate learning. To supplement the lecture, presentation charts will be employed to illustrate each principle. Charts will use concise bullet text with graphics to reinforce the students’ understanding of the principle.

2. Process. The second training objective is to develop in each student the ability to work effectively within the framework of the ESC business process. This phase of training will consist of 2 hours of instructor-led group discussion and analysis. The focal point of this phase is a process flowchart defining all steps in the ESC business process including Task Order initiation and execution. The instructor will use an interactive flowchart to lead students in a discussion of each step, zooming in or out on the process as needed. Throughout the discussion, the instructor will point out key “lessons learned” from previous process difficulties or failures. The process will introduce students to products and thereby prepare them for the next phase of training.

3. Products. The third training objective is to enhance each student’s ability to develop and submit quality products required in the ESC business process. This phase of training will require 15 hours. Instructors will present case studies in which an example of each product (proposal, accident prevention plan, technical data package, engineering change proposal, etc.), is analyzed to point out both strengths and weaknesses in the example. Student participation in reviewing and commenting on the examples will be encouraged. At the end of each case study, the instructor will use a chart with concise bullet text to summarize the most important “do’s and don’ts” for developing the product. Each product will be introduced by pointing out where it occurs in the ESC business process.

SCHEDULE OF INSTRUCTION

DAY	START	END	LESSON (Instructor)	
Tuesday, 28 MAR 06	8:00	8:50	Welcome & Opening Remarks (Malone)	↑ PRINCIPLES ↓
	9:00	9:25	Program & Project Management Principles (Mitchell)	
	9:25	9:50	Contracting Principles (Sargent)	
	10:00	10:50	Engineering Principles (Anerton)	↑ PROCESS ↓
	11:00	11:50	ESC Business Process - Part 1 (Mitchell)	
	11:50	13:00	LUNCH	↑ PRODUCTS - Task Order Initiation ↓
	13:00	13:50	ESC Business Process - Part 2 (Mitchell)	
	14:00	14:25	Proposal - Part 1 (Sargent)	
	14:25	14:50	Proposal - Part 2 (Willoughby)	
	15:00	15:25	Proposal - Part 3 (Steele)	
	15:25	15:50	Accident Prevention Plan (Blaisdell)	
	16:00	16:25	Project Schedule (Doss)	
	16:25	16:50	Monthly Status Report (Doss)	
Wednesday, 29 MAR 06	8:00	8:25	Quality Control Plan (Doss)	↑ ↓
	8:25	8:50	Submittal Overview (Doss)	
	9:00	9:50	Site Survey Report (Willoughby/Haynes)	↑ PRODUCTS - Task Order Execution ↓
	10:00	10:50	Group I Technical Data Package - Part 1 (Willoughby)	
	11:00	11:50	Group I Technical Data Package - Part 2 (Willoughby)	
	11:50	13:00	LUNCH	
	13:00	13:25	Group II Technical Data Package (Willoughby)	
	13:25	13:50	Group III Technical Data Package (Willoughby)	
	14:00	14:50	Group IV Technical Data Package - Part 1 (Willoughby)	
	15:00	15:25	Group IV Technical Data Package - Part 2 (Willoughby)	
	15:25	15:50	Group V Technical Data Package - Part 1 (Willoughby)	
16:00	16:50	Group V Technical Data Package - Part 2 (Willoughby)		
Thursday, 30 MAR 06	8:00	8:50	RFI, ECP & Misc. Correspondence (Willoughby/Doss)	↓
	9:00	9:25	Invoice (Sargent)	
	9:25	9:50	RMS/QCS - Part 1 (Powers)	
	10:00	10:50	RMS/QCS - Part 2 (Powers)	
	11:00	11:50	RMS/QCS - Part 3 (Powers)	
	11:50	13:00	LUNCH	
	13:00	13:50	Q & A - Part 1 (ESC Panel)	
	14:00	14:50	Q & A - Part 2 (ESC Panel)	
	15:00	16:00	Closing Remarks (Mitchell, Sargent, Anerton, Malone)	

NOTE: A 10-minute break will be provided every hour.

System Integrator Training Course, 28-30 MAR 06, Huntsville, AL

Electronic Security Center

Acronym List

AAPP	Abbreviated Accident Prevention Plan
AC	Alternating Current
ACO	Administrative Contracting Officer
ACP	Access Control Point
ACPEP	Access Control Point Equipment Program
ACS	Access Control System
ADA	American Disabilities Act
A-E	Architect-Engineer
AES	Advanced Encryption System
AF	Air Force
AFB	Air Force Base
AFF	Above Finished Floor
AHJ	Authority Having Jurisdiction
AMG	Alarm Monitor Group
APP	Accident Prevention Plan
AR	Army Regulation
ASIS	American Society of Industrial Security
AT	Anti-Terrorism
AWG	American Wire Gauge
BAFO	Best and Final Offer
BAS	Building Automation System
BMS	Balanced Magnetic Switch
BRAC	Base Realignment and Closure
BSL	Bio Safety Level
CAC	Common Access Card
CADD	Computer Aided Drafting & Design
CBR	Chemical, Biological, Radiological
CBRN	Chemical, Biological, Radiological, or Nuclear
CBRNE	Chemical Biological Radiation Nuclear Explosives
CCTV	Closed-Circuit Television
CDRL	Contract Data Requirements List
CEFMS	Corps of Engineers Financial Management System
CEHNC	Corps of Engineers Huntsville Center
CFT	Contractors Field Test

COB	Close of Business
CoE	Corps of Engineers
CONUS	Continental United States
COP	Community of Practice
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
CR	Cardreader
CR/KPD	Cardreader w/Keypad
CT	Contracting
CU	Control Unit
CY	Calendar Year
DA	Department of Army
DC	Direct Current
DCI	Director of Central Intelligence
DCID	Director of Central Intelligence Directive
DES	Data Encryption System
DHS	Department of Homeland Security
DoD	Department of Defense
DOIM	Directorate of Information Management
DPW	Department of Public Works
DT	Dual Tech
DTM	Data Transmission Media
DTS	Data Transmission System
DVR	Digital Video Recorder
ECF	Entry Control Facility
ECP	Engineering Change Proposal
ECP	Entry Control Point
EECS	Electronic Entry Control System
ELS	Electric Lock Set
EMT	Electrical Metallic Tubing
EOL	End of Line
ER	Engineer Regulation
ESC	Electronic Security Center
ESS	Electronic Security Systems
ET	Electronic Technology
ETSC	Electronic Technology Systems Center

FAR	Federal Acquisition Regulation
FAS	Fire Alarm System
FDB	Field Distribution Box
FFP	Firm Fixed Price
FIPS	Federal Information Processing Standards
FO	Fiber Optic
FON	Fair Opportunity Notice
FOUO	For Official Use Only
FOV	Field of View
FP	Force Protection
FPED	Force Protection Equipment Demonstration
FPO	Force Protection Officer
FRF	Fragment Retention Film
FY	Fiscal Year
G&A	General & Administrative
GAO	General Accounting Office
GFE	Government Furnished Equipment
GIS	Geographical Information Systems
HNC	Huntsville Center
HQ	Headquarters
HSPD	Homeland Security Presidential Directive
HVAC	Heating, Ventilation, Air Conditioning
IAA	Inter-Agency Agreement
IAW	In Accordance With
ICIDS	Integrated Commercial Intrusion Detection System
ID/IQ	Indefinite Delivery/Indefinite Quantity
IDP	Individual Development Plan
IDS	Intrusion Detection System
IED	Improvised Explosive Device
IGE	Independent Government Estimate
IM	Information Management
IMA	Installation Management Agency
IP	Internet Protocol
ISA	Interagency Support Agreement
ISO	International Standards Organization
J&A	Justification & Approval
JB	Junction Box

J-SIIDS	Joint-Services Interior Intrusion Detection System
JSIVA	Joint Staff Integrated Vulnerability Assessment
KO	Contracting Officer
LAN	Local Area Network
LED	Light Emitting Diode
LIR	Line Item Review
LP	Local Processor
LPE	Lead Program Engineer
M&S	Maintenance & Services
MCX	Mandatory Center of Expertise
MILCON	Military Construction
MIPR	Military Interdepartmental Purchase Request
MLK	Magnetic Lock
MNS	Mass Notification System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MUX	Multiplexer
MW	Microwave
NC	Normally Closed
NEC	National Electrical Code
NEMA	National Electrical Manufacturer's Association
NFPA	National Fire Protection Association
NGB	National Guard Bureau
NIC	Network Interface Card
NIC	Not in Contract
NIST	National Institute of Standards and Technology
NO	Normally Open
NTS	Not to Scale
O&M	Operation & Maintenance
OCONUS	Outside Continental United States
OMA	Operation Maintenance Army
OPA	Other Procurement Army
OPMG	Office of the Provost Marshal General
OSHA	Occupational Safety and Health Agency
OTDR	Optical Time Domain Reflectometer
P&I	Procure & Install
PB	Push Button

PCCS	Ported Coaxial Cable System
PDC	Protective Design Center
PDF	Product Delivery Form
PDT	Pre-Delivery Test
PE	Project Engineer
PgM	Program Manager
PIN	Personal Identification Number
PIR	Passive InfraRed
PIV	Personal Identity Verification
PKI	Public Key Infrastructure
PM	Project Manager
PM	Provost Marshal
PM-FPS	Product Manager - Force Protection Systems
PMI	Preventative Maintenance Inspection
PMO	Provost Marshal Office
PMP	Project Management Plan
POC	Point of Contact
POP	Period of Performance
PQCP	Program Quality Control Plan
PR&C	Purchase Request & Commitment
PRB	Program Review Board
PTZ	Pan-Tilt-Zoom
PUS	Passive Ultrasonic Sensor
PVC	Polyvinyl Chloride
PVT	Performance Verification Test
QA	Quality Assurance
QC	Quality Control
QCP	Quality Control Plan
RCVR	Receiver
REX	Request-to-Exit
RFI	Request for Information
RFP	Request for Proposal
RGS	Rigid Galvanized Steel
RMS	Resident Management System
S&A	Supervisory & Administration
SCIF	Sensitive Compartmented Information Facility
SFO	Support for Others

SOP	Standard Operating Procedure
SOW	Statement of Work
T&M	Time & Materials
TA	Technical Analysis
TBD	To be Determined
TDP	Technical Data Package
TM	Tech Manual
TM	Technical Manager
TMP	Tamper
TMTR	Transmitter
TO	Task Order
TS	Top Secret
UFC	Unified Facility Criteria
UFGS	Unified Facility Guide Specification
UMCS	Utility Monitoring & Control Systems
UMS	Ultrasonic Motion Sensor
UPS	Uninterruptible Power Supply
USACE	United States Army Corps of Engineers
USAESCH	U.S. Army Engineering & Support Center, Huntsville
USAREUR	United States Army Europe
USFK	United States Forces Korea
VA	Vulnerability Assessment
Vac	Volts Alternating Current
VCR	Video Cassette Recorder
Vdc	Volts Direct Current
VE	Value Engineering
VMD	Video Motion Detection
WAN	Wide Area Network
XFMR	Transformer



HNC Vision

Vision

We are the U.S. Army Engineers. We will support the global reach of the U.S. Army. We will be the Engineering organization of choice for turn-key planning, management, and execution of unique, hazardous, non-traditional, or high risk missions that are critical to the War-fighter and the National Defense.

- We will be a unique team of highly trained, motivated, and dedicated individuals with unrivaled skills in program management, engineering solutions, and contracting alternatives
- We will be DoD's fastest, most agile and most versatile team
- We will be customer focused, aggressive, proactive, innovative and performance based; providing quality and timely service
- We will lead, manage, and integrate centralized programs meshing together the entire set of Corps assets with a broad and versatile base of private sector suppliers

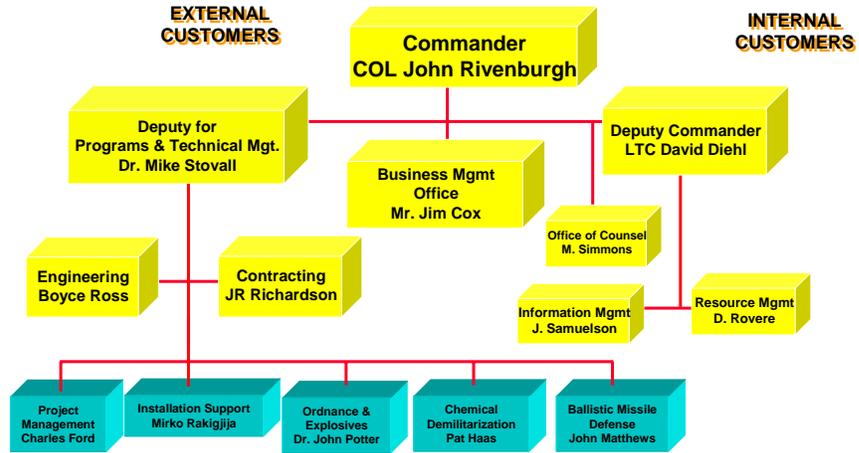


Huntsville Center's Charter--

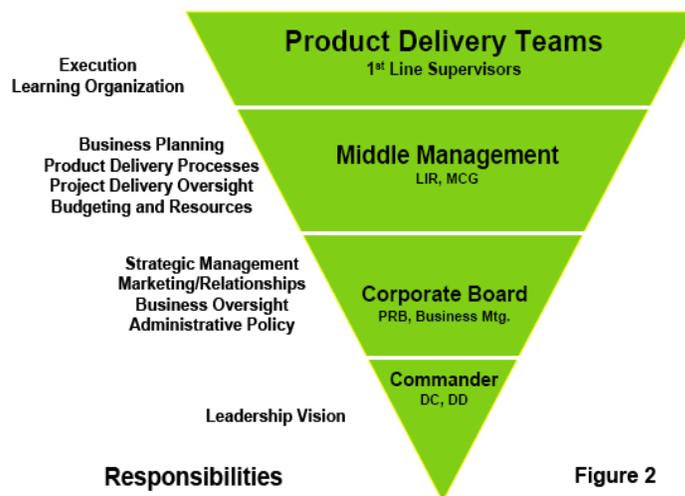
- Require functions not normally accomplished by an HQUSACE element.
- Are national or broad in scope.
- Require a centralized management structure.
- Require integrated facilities or systems that cross geographic division boundaries.
- Require commonality, standardization, multiple-site adaptation, or technology transfer.



Huntsville Organization

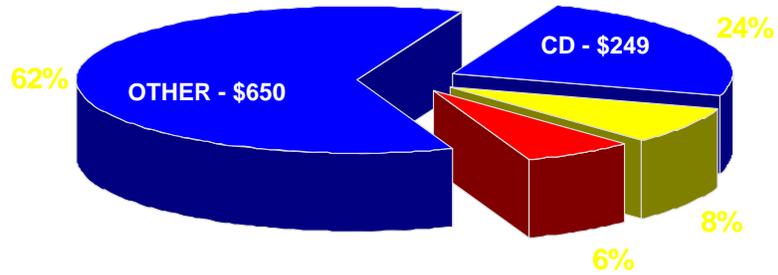


Responsibilities

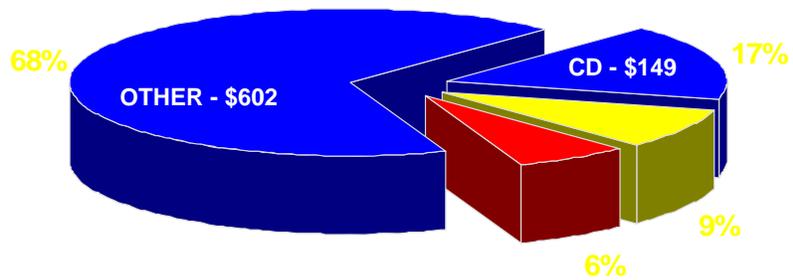




FY05 OBLIGATIONS BY TYPE



FY06 ESTIMATED OBLIGATIONS BY TYPE





Huntsville Center Selflessly Serving

- 646 Personnel
 - Engineers
 - Scientists
 - Construction Experts
- Explosive Ordnance Disposal
- General and Administrative Professionals
- Contract Specialists



- Current Deployments
- Afghanistan – 4
- CMC in Iraq – 21
- Hurricane Relief - 17



HNC/Army Values

- **Loyalty**
- **Duty**
- **Respect**
- **Selfless Service**
- **Honor**
- **Integrity**
- **Personal Courage**



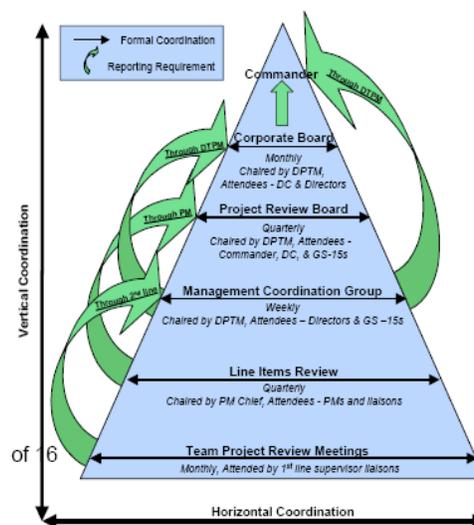
HNC Campaign Plan

- Campaign plan developed to facilitate our Strategic and Business Planning Process
- Focus of goals & objectives
 - People
 - Process
 - Communication



Project Coordination

Program and Project Coordination





HNC Guiding Principles to Efficiency and Success

- **Maintain cost effectiveness**
- **Reduce boundaries**
- **Adapt to changing environment**
- **Play by the rules**



Electronic Security System Principles



Electronic Security Center Mission

Provide a wide range of electronic security system-related services to U.S. Government agencies worldwide. These services embrace physical security, force protection, anti-terrorism, and vulnerability reduction.



Electronic Security Center Services

- **Surveys, Design, Procurement, & Installation**
- **Antiterrorism/Force Protection Vulnerability Assessment**
- **Test and Evaluation**
- **Training**
- **Maintenance**



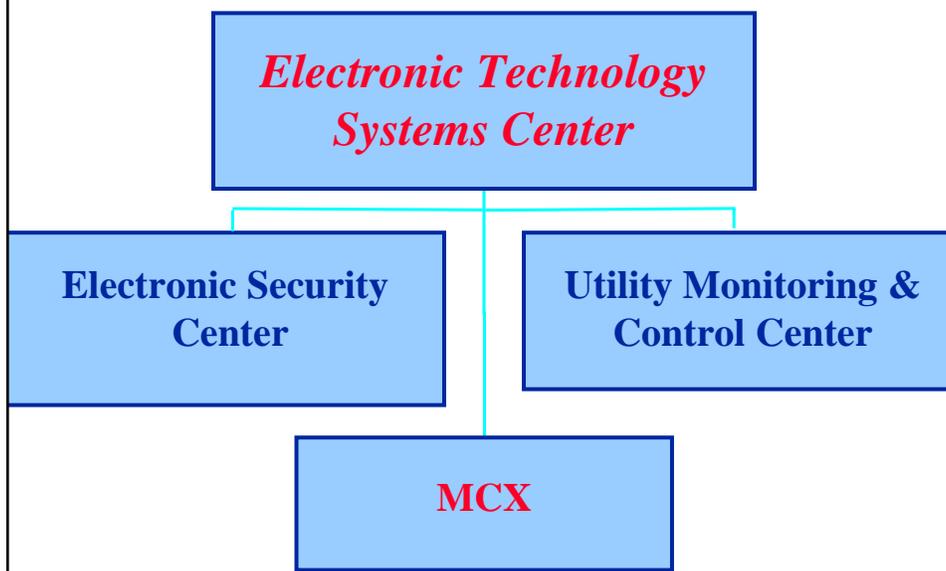
Electronic Security Center Design & Installation

Electronic Security Systems

- **Intrusion Detection**
 - Interior Sensors
 - Exterior Sensors
 - Alarm Annunciation System
- **Closed Circuit Television (CCTV)**
- **Electronic Entry Control Systems (Assess Control)**
 - Entry Portals
 - Readers
 - Badge & Credential System
 - Biometrics
- **Data Transmission System**
- **Electronic Security Equipment Integration**
- **Barriers**



Electronic Technology Systems Center “How We’re Organized”





Electronic Security Center History of Program

- **Electronic Security Systems Mandatory Center of Expertise (ESS-MCX)**
 - **ESS-MCX chartered 1983**
 - **USACE Response to AR 190-13, Army Physical Security Program**
 - **Known as Electronic Security Center (ESC)**
- **AR190-13: HQ USACE will ...maintain centers of expertise for protective design and for IDS to provide assistance to all army elements**



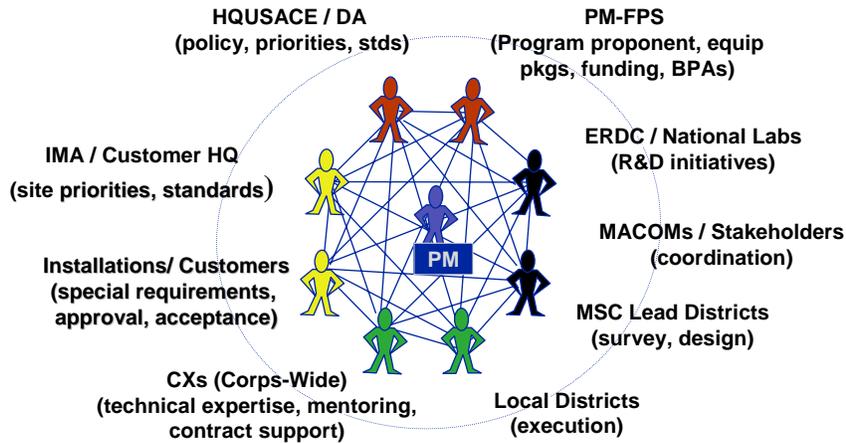
Electronic Security Systems Services to Corps Districts

Mandatory Services (ER 1110-1-8158), exceptions by USACE

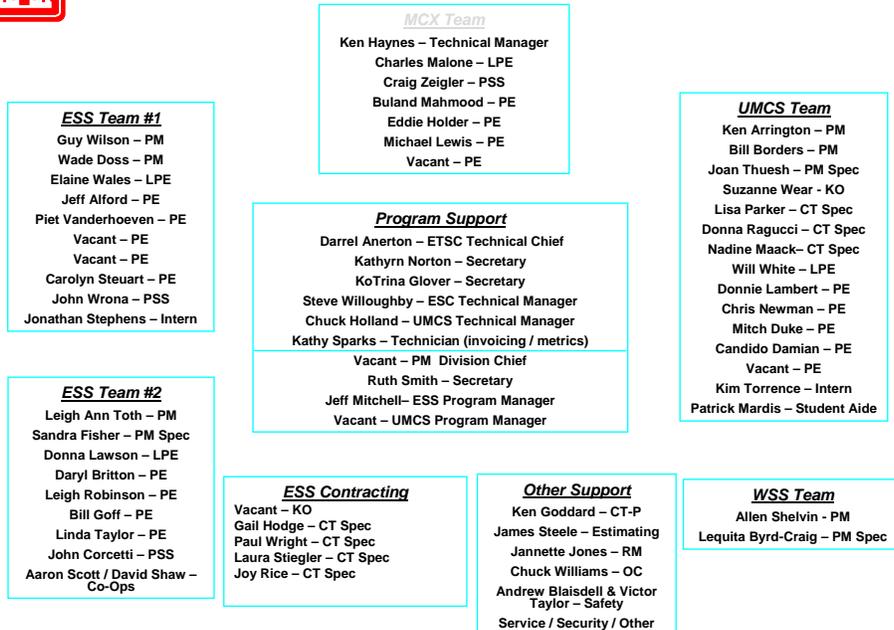
- **Project planning & design**
 - **DD 1391 Review**
 - **Site Surveys, if required**
 - **Submittal review**
- **Procurement**
 - **Use existing IDTs, if cost effective**
 - **Otherwise, MCX participates in technical evaluation**
- **Installation/construction**
 - **Submittal review**
 - **Participate in acceptance tests**



Cross Functional Project Delivery Team (PDT)



ETSC Project Delivery Team





Electronic Security Systems Customers

DoD

- US Army, Europe
- US Forces Korea
- US Army Japan
- US Southern Command
- US Army Central Command
- National Guard Bureau
- National Missile Defense
- AFRR
- USAMRIID
- DFAS
- Missouri National Guard
- Georgia National Guard
- Texas National Guard

Support for Others

John F. Kennedy Center
FBI
US Customs Service
Immigration & Naturalization Service
US Dept of Agriculture
DHS (Plum Island)
Bureau of Land Management
Smithsonian Institute
Veteran's Administration
GSA
FDA
National Institute for Env Health Sci
Bureau of Engraving and Printing



Electronic Security Systems Volume of Work

FY	Obligations (\$M)
• 2002	\$24.2
• 2003	\$131.2 *
• 2004	\$116.5 *
• 2005	\$ 37.2
• 2006	\$ 42.6 (revised 10 Mar 06)

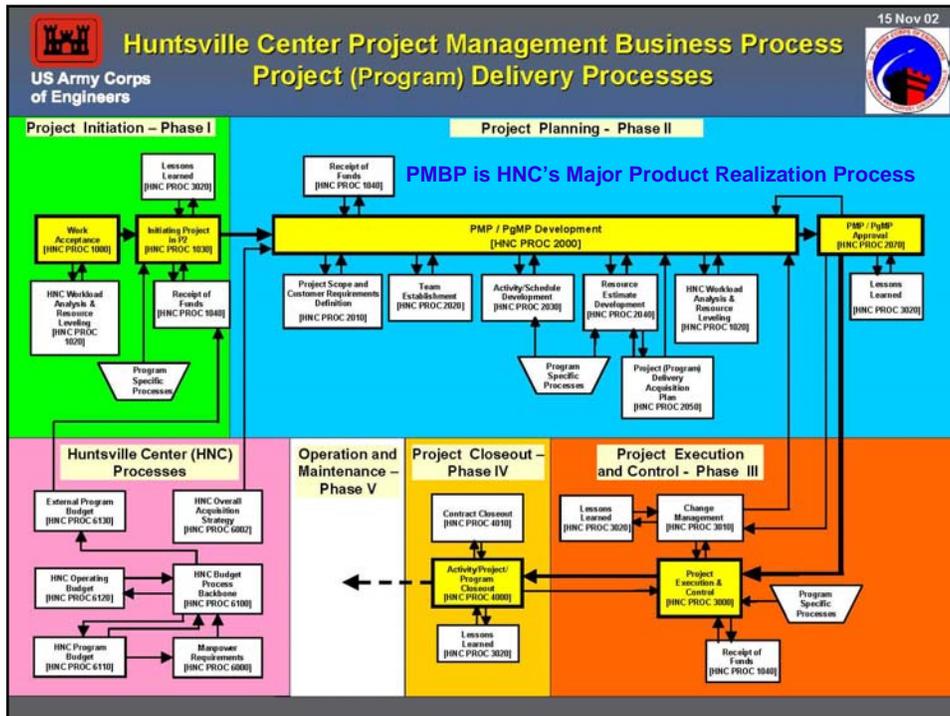
Ongoing: 17 contracts, 81 task orders, value of \$104M

*** Obligations include Access Control Point Equipment Program and Critical Infrastructure projects**



Electronic Security Systems Funds Received

Funds Received for ESS
FY05 vs. FY06





Electronic Security Systems PMBP Principles

- One project, one team, one project manager
- Plan for success and keep commitments
- The PDT is responsible for project success
- Measure quality with goals/expectations in the PMP
- Manage all work with PMP using corporate AIS
- Build effective communications into all activities and processes
- Use best practices and seek continuous improvement



Electronic Security Systems Project Management Plan (PMP)

- Administrative Data
- Scope of Work
- Team Identification
- Critical Assumptions, Constraints, Issues
- Work Breakdown Structure
- Contract Acquisition Plan
- Funding Data
- Schedule (start, end dates)
- Quality Control
- Communications

No project executed
without PMP



Value Management

Value Management review required on all task orders exceeding \$1M; unless Customer waives requirement



Safety ***Accident Prevention Plans (APP)***

- Contractor responsible for preparing APP
- HNC accepts Abbreviated APP prior to any site visit
- Accident Prevention Plan required 15 days prior to mobilization for installation work
- Guidance in EM 385-1-1

(www.hnd.usace.army.mil; select Techinfo, then Engineer Publications; then Engineer Manuals)



US Army Corps
of Engineers
Engineering and Support
Center, Huntsville

CEHNC Quality Policy

The U.S. Army Corps of Engineers
Engineering and Support Center in Huntsville is
Committed to providing quality services through the
Empowerment of our people in order to offer the
Highest level of Customer Care for fulfilling
National priorities while
Continually improving our processes to meet the challenges
of the future.



Quality Management

To deliver quality products and services...

- We plan, develop, and control our delivery processes.
- We determine customer, stakeholder, statutory, and regulatory requirements.
- We ensure that our products meet the requirements.
- We ensure that our suppliers meet the requirements.
- We ensure that employees understand the delivery processes.

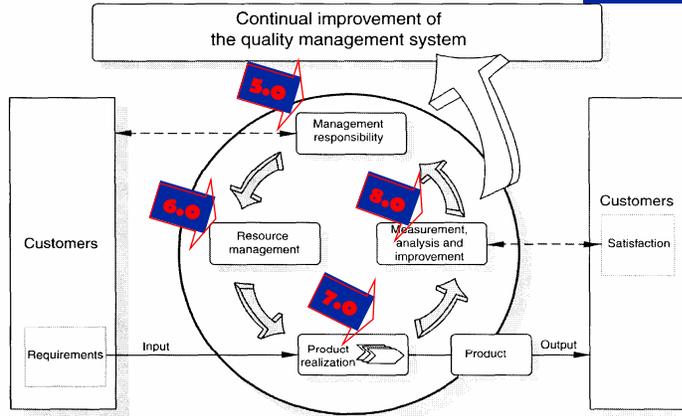


Quality Management System (QMS)

4.0 QMS

Documented QMS

ISO's 5 Major Clauses:
4.0-8.0



ISO Pre-registration
scheduled Audit Apr 06

Key
—▶ Value-adding activities
- - -▶ Information flow



ETSC Metrics Strategy Map FY06





Potential Future Opportunities

- IMA
- DOJ
- DHS
- DTRA
- Ft. Meade
- Ft. Leavenworth
- Ft. Campbell

Marketing



Electronic Security Systems Project Management Focus Areas

- **Scope**
- **Schedule!**
- **Budget**
- **Performance**

**What's important in
project management?**

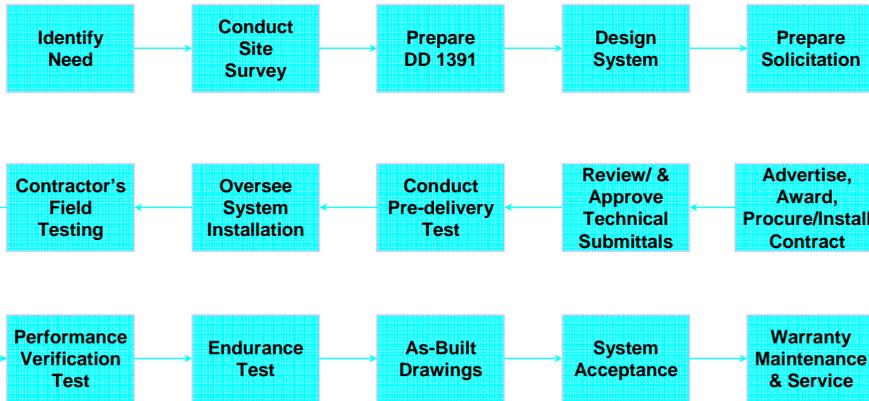


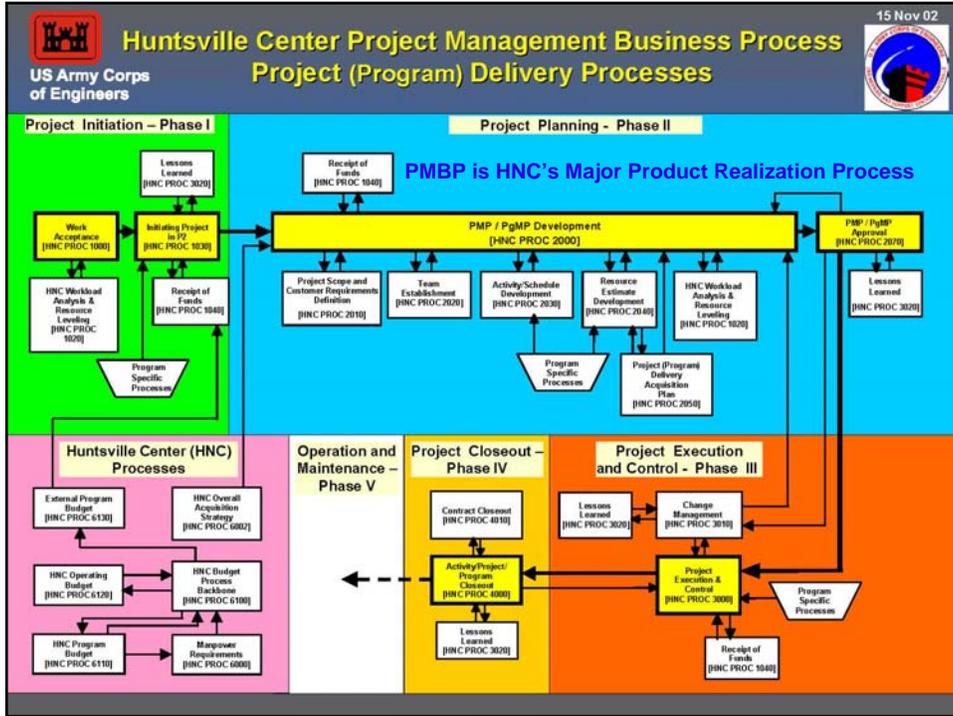
ESS Team -FY06, 13 Mar 06	
PM	TEAM
Leigh Ann Toth	ESS
Guy Wilson	ESS
Wade Doss	ESS
Allen Shelvin	ESS
Jeff Mitchell	ESS
Sandy Fisher	ESS
Lequita Byrd-Craig	ESS
ED	
Darrel Anerton	ED Functional
Kathy Norton	ED Functional
Kotriena Glover	ED Functional
Kim Torrence - Intern	ED Functional
Jonathan Stephens - Intern	ED Functional
Aaron Scott	
David Shaw	
ESS-TM	
Steve Willoughby	ESS-TM
Donna Lawson	ESS-Lead
Eltaine Wales	ESS-Lead
Piet Vanderhoeven	ESS
Jeff Alford	ESS
Daryl Britton	ESS
Leigh Robinson	ESS
Bill Goff	ESS
John Corcetti	ESS
John Wrona	ESS
Linda Taylor	ESS
ESS-MCX	
Ken Haynes	ESS-TM MCX
Charles Makona	ESS-Lead MCX
Buhtand Mahmood	ESS MCX
Eddie Holder	ESS MCX
Craig Zeigler	ESS MCX
Michael Lewis	ESS MCX
Vacancy	ESS MCX
Contracting	
Ken Goddard	CT Functional
Laura Stiegler	ESS
Gail Hodge	ESS
Paul Wright	ESS
Joy Rice	ESS
Carol Sargent - KO	ESS

ESS Installation Support Team PM=7; ED=11; CT=5 Total = 23
 ESS MCX Team PM=0; ED=7; CT=0 Total = 7
 Functional individuals not part of ESS teams



“Cradle to Grave” Services






PMBP Reference Documents

Reference Documents List



Products List

- **Fair Opportunity Notice**
- **Preliminary Scope & Initial Cost Estimate**
- **Contractual SOW**
- **Cost Estimate/IGE**
- **Request for Proposal**
- **Proposal**
- **Cost Analysis**
- **Technical Analysis**
- **Pre –Negotiation Objective**
- **Post Negotiation Memorandum**
- **Contract**
- **Submittals (Safety Plan, QC Plan, TDPs)**
- **Monthly Status Reports**
- **Schedules/Updates**
- **Invoices**



Swimlane Roles & Responsibilities

See Roles & Responsibilities (Excel)

Reference Documents Index

Huntsville Center	
6000	Manpower Requirements
6002	HNC Overall Acquisition Strategy
6100	HNC Budget Process Backbone
6110	HNC Program Budget
6120	HNC Operation Budget
6130	External Program Budget
Program Specific	to be developed
Project Delivery	
1000	Work Acceptance
1020	HNC Workload Analysis and Resource Leveling
1030	Initiating a Project in P2
1040	Receipt of Funds
2000	PMP/PgMP Development
2010	Project Scope and Customer Requirements Definition
2020	Team Establishment
2030	Activity/Schedule Development
2040	Resource Estimate Development
2050	Project Delivery Acquisition Strategy
2070	PMP/PgMP Approval
3000	Project Execution and Control
3010	Change Management
3020	Lessons Learned
4000	Activity/Project/Program Closeout
4010	Contract Closeout
Reference Documents	
8000G	Acronyms and Glossary
8040G	Activity Codes Quick Reference
8610G	Advanced Scheduling Options in Project Manager
8009G	Change Management Plan
8010G	Civil Works Program - Specific Information
8004G	Command Management Review
8006G	Communications Plan
8003G	Contingency Funds - Project Level
8620G	Critical Path Method Scheduling Concepts
8015G	Departmental Overhead and General Administrative Support Services Organization
8570G	DoD PIF Data Requirements
8580G	DSMOA PIF Data Requirements
8018G	Earned Value Management
8100G	Environmental Naming Conventions and Definitions
8012	Environmental Program - Specific Information
8600G	FUDSMIS PIF Data Requirements
8110G	Guidance for Selecting Appropriate Environmental Template
8680G	Initiating a Corps to Corps Project
8690G	Initiating a Programmatic Project
8017G	Interagency and International Services (IIS) Programs - Specific Information
8640G	Military PIF Data Requirements
8011G	Military Program - Specific Information
8590G	Non-DoD PIF Data Requirements
8080G	Oracle Projects Toolbar Icon
8070G	Review of Oracle Projects Navigator
8280G	Applications License and User Access
8021G	PMBP Manual Executive Summary
8060G	PMBP Portal Overview
8005G	PMB/PgMP Content
8650G	Primavera License and Maintenance Fees
8700G	Program as a Project vs. Programmatic Project
8022	Project Manual Business Process (PMBP) Manual Preface
8030G	Project Manager Security Profiles
8090G Rev 2	Project Security Form
8008G	Quality Management Plan
8050G	Relationship Types
8002G	Resource Forecast Analysis Annual Schedule
8013G	Research and Development Program - Specific Information
8007G	Risk Management Plan
8020G	Roles and Responsibilities
8016G	Safety and Occupational Health Plan
8660G	Schedule Status Quality Checks
8001G	Standard Computations for Workload Analysis and Resource Leveling
8730G	The Actual Cost Interface
None	Tutor Best Practices
8023G	Value Management Plan
8630G	Why P2 Moves Your Dates
8400G	Workflow Statuses
8014G	Work Management - Financial Management Interface

Roles and Responsibilities
ESTC Database

Roles and Responsibilities								
Customer	Project Manger	Engineering (ED)	Resources Mgt.	Contracting (CT)	Legal	Safety	Small Business	Contractor
Identify Project requirements	Review & evaluate initial project requirements, evaluate comments	Review & evaluate initial project requirements, provide comments to PM	Receive, accept & process funds	Solicited & award initial IDIQ contracts to qualified contractors	Review & concur with solicitation and basic contacts	Review and comment on submittals, as required	Review & concur with solicitation and basic contacts	Respond to RFP with proposal
Develop initial project Scope	Contact customer, accept project	Develop preliminary project Scope	Monitor account status	Receive and approve contract Scope for task RFP	Review & concur with selected task RFPs			negotiate with Gov't, if required
Approve Preliminary Project scope	Receive funding, establish P2 entry, coord with RM, technically accept project	Determine if work will be in-house or by contract	Close accounts	Identify qualified contractors	Review & concur with selected evaluation processes and related documentation			Receive contract award
	Verify funding, allocate funds	Prepare contract SOW & support documentation		Prepare & forward RFP package				Execute contract as required - Survey, Design, P & I and/or Maintenance
	Review and coordinate preliminary project SOW	Assign in-house personnel, if applicable		Receive & distribute Contractor Proposals	Review & concur with selected (> \$500,000) task order contracts			Survey: Conduct pre survey activities
Review & approve Contract Scope	Review and coordinate Contract SOW internally & with customer	Conduct pre-survey activities, coordinate with customer		Lead and Document proposal evaluation process, evaluate technically and financially				Conduct survey
	Direct ED to perform IGE if contract is > \$500,00	Conduct site visit						Prepare report
Support site visits	Review contract SOW & associated documentation, forward to CT			Negotiate with contractors, if required				Submit invoice
	Coordinate review of RFP	Conduct survey & prepare report, if applicable						
Review reports & designs								
	Receive contractor proposal, coordinate PDT review and evaluation	(Cost Div) prepare cost estimates and IGE if appropriate		Finalize Contract award package				Design: Prepare & submit safety plan
Accept products / systems								Prepare & submit safety plan
	Provide PDT proposal evaluation inputs to KO for evaluation	review & evaluate proposals, provide analysis to PM and KO; participate in evaluation, as requested		Obtain legal concurrence, if > \$500,000				Prepare & submit concept design
Operate products / systems	Participation in proposal evaluation, if appropriate							Prepare & submit final design
		Review & comment on submittals, integrate comments if requested		Award contract				Submit invoice
	Communicate with and provide reports to customer	Monitor and validate system tests		Approve project COR				P & I:
	Coordinate PDT submittal reviews	Provide test assessments top Contractor		Conduct contract administration activities				Develop & submit safety Plans (APP)
	Approve submittals, as required	Certify system, provide to PM		Approve final invoice				Procure & assemble System
	Receive certificate of compliance from contractor & Certification of system by ED	(ED Tracking Team) - receive & track invoices						Test system, if required
								Install system at site
	Prepare and forward "Customer System Acceptance Letter" and Warranty to Customer	Review invoices, provide comments to PM		Closeout contract				Conduct field test
								Conduct evaluation test
	Receive significant warranty issues from customer, coordinate response							Conduct endurance test
								Conduct acceptance test
	Receive & approve contractor invoices in CEFMS							Provide warranty services
								Submit invoices
								Maintenance:

Close out project



PMBP Swimlane Chart

See Swimlane Chart



Quality Management

See QMS slide show



ESC Team Metrics

See Metrics Scorecard

HNC's ISO 9001:2000 Quality Management System

The Crash Course

For best results, please use "SLIDE SHOW" view in PowerPoint.

1

Learning Objectives

- Define quality.
- Understand what ISO 9001-2000 is.
- Understand how HNC meets ISO requirements.
- Learn where to access HNC quality documents.
- Know management's responsibilities.
- Understand how PMBP fits with ISO.
- Understand next steps for QMS implementation.



Anything Else?

2

What is Quality?

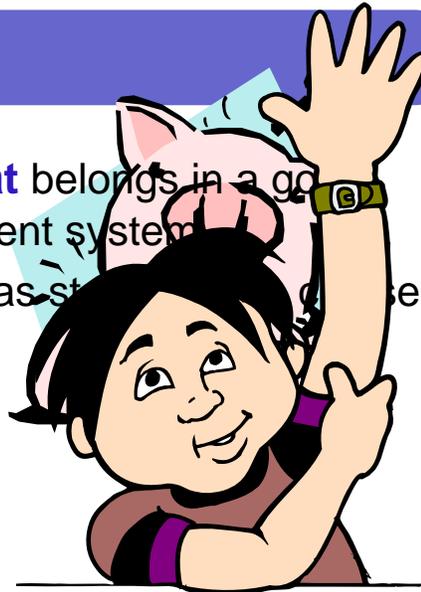
- Meeting customer, stakeholder, statutory, and regulatory requirements



3

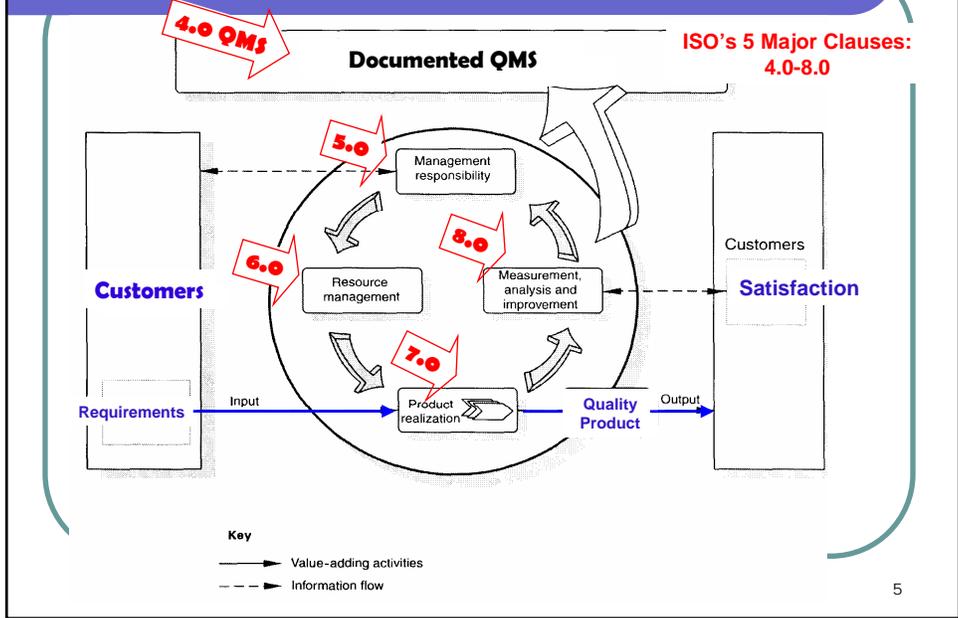
What is ISO?

- Standard for **what** belongs in a good quality management system
- Five required areas-steps.

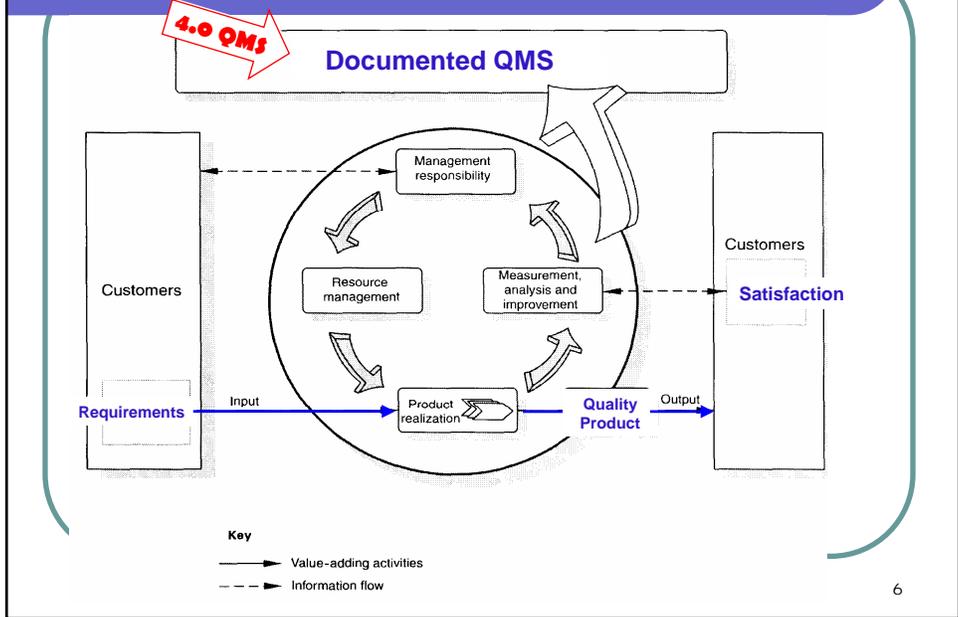


4

Quality Management System (QMS)



Quality Management System



4 Quality Management System

4.1 General requirements

- Say what you do
- Do what you say



4.2 Documentation requirements

4.2.1 General

- Write down the important things

4.2.2 Quality Manual

- Get organized to achieve quality

*HNC-QM 1.0 and
Functional Unit
Interface Manuals—
Roadmap*

7

4 Quality Management System

4.2.3 Control of document:

- Define necessary documents
- Establish guidelines for control
- Make documentation available to the users

Controlled QMS Documents:

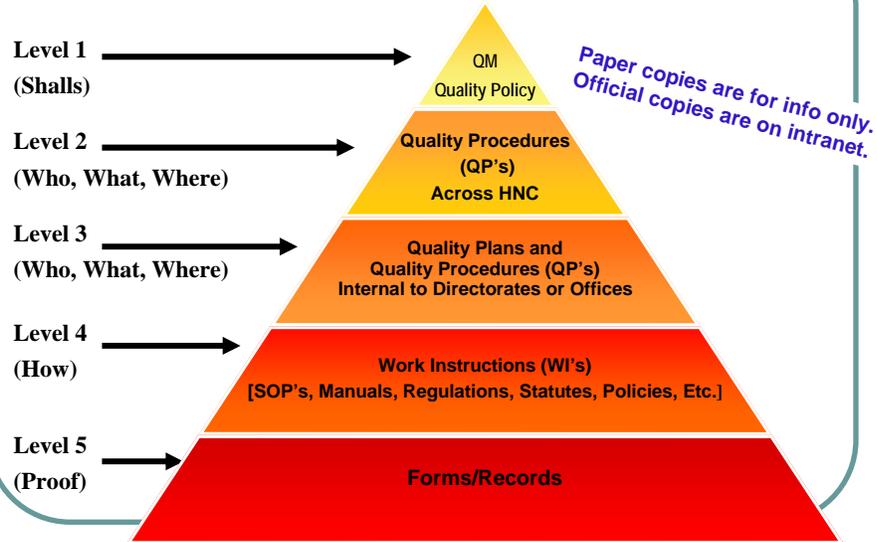
- QM = Roadmap
- QP = What, Who, Where
- WI = How
- Records = Proof

Records are controlled QMS documents providing evidence of conformity to requirements and of the effective operation of the QMS. Records include but are not limited to completed forms, databases, contracting files, and project management files. Records are maintained in accordance with their respective procedures or work instructions.

HNC-QP-42-02, Control of Records

8

The Multi-Tiered Documentation System

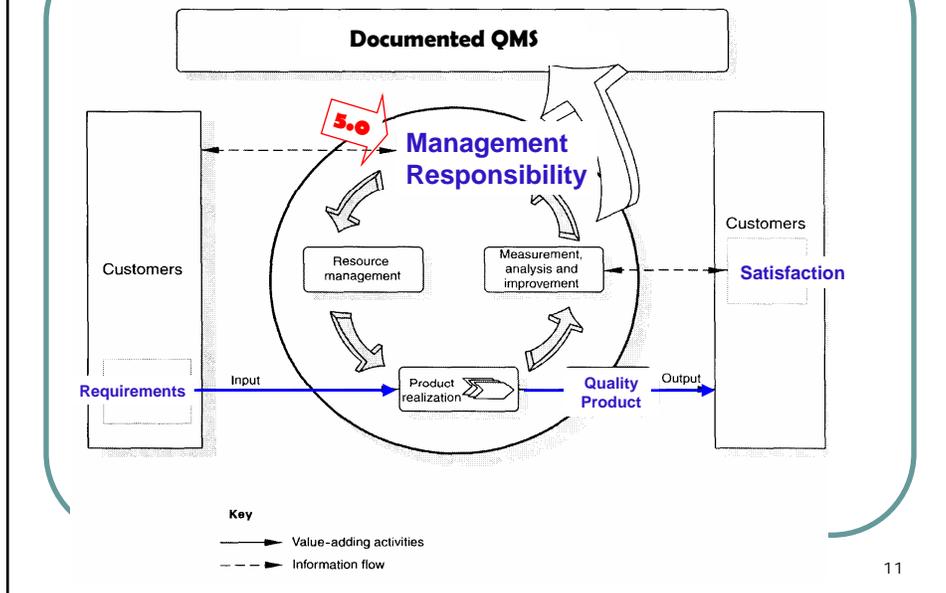


4 Summary

- **Say what you do. Do what you say.**
- **We control our documents.**
- **Official copies of documents are located on the intranet.**
- **Paper copies are not official.**



Quality Management System



5 Management responsibility

What is management responsible for?

- Management owns the Quality Management System.
- 95% of variation/problems are in the system.
- Management needs to be well versed in the standard.
- Management:
 - ◆ Sets and communicates objectives and policies.
 - ◆ Reviews the system.
 - ◆ Ensures the effectiveness of the system.



5 Management responsibility

5.1 Management commitment

- Provide the vision and show commitment

5.2 Customer focus

HNC-QP-82-01, Customer Feedback and Satisfaction

HNC-QP-72-01, Determination of Requirements

HNC-QP-72-03, Customer Communication

HNC-QP-55-02, Internal Partnership Survey Process

HNC-QP-64-01, Climate Survey

- Make assignments for providing quality products and services



13

Compulsory
Commitment
Compass

Quality Policy
Quality Policy

The U.S. Army Corps of Engineers

Engineering and Support Center in Huntsville is

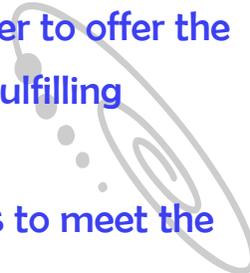
Committed to providing quality services through the

Empowerment of our people in order to offer the

Highest level of Customer Care for fulfilling

National priorities while

Continually improving our processes to meet the
challenges of the future.



5 Management responsibility

5.1 Management commitment

- Provide the vision and show commitment

5.2 Customer focus

5.3 Quality policy

- Define your policy on quality

5.4 Planning

- Make assignments for providing quality products and services

HNC-QP-41-01, Quality Plan

HNC-QP-54-01, Quality Objectives

HNC-WI-54-01, Developing Balanced Scorecard and Team Award Metrics

15

5 Management responsibility

5.5 Responsibility, Authority, Communication

- Assign Responsibilities **QP-55-01, Mission and Functions**
- Keep everyone informed **QP-55-02, IP Survey**
- QMS Management Rep **QP-55-03, Internal Communication**
QP-55-04, Committee Management
QP-55-05, Agreements

5.6 Management Review

- Determine suitability, adequacy, and effectiveness
- Measure your progress
- Make continual improvements

• **QP-56-01, Mgt Review**

• **Directorates also need management review QP:**

> **Quality objective metrics**

> **Audit Findings**

> **Corrective/preventive actions** ❖

16

5 Summary

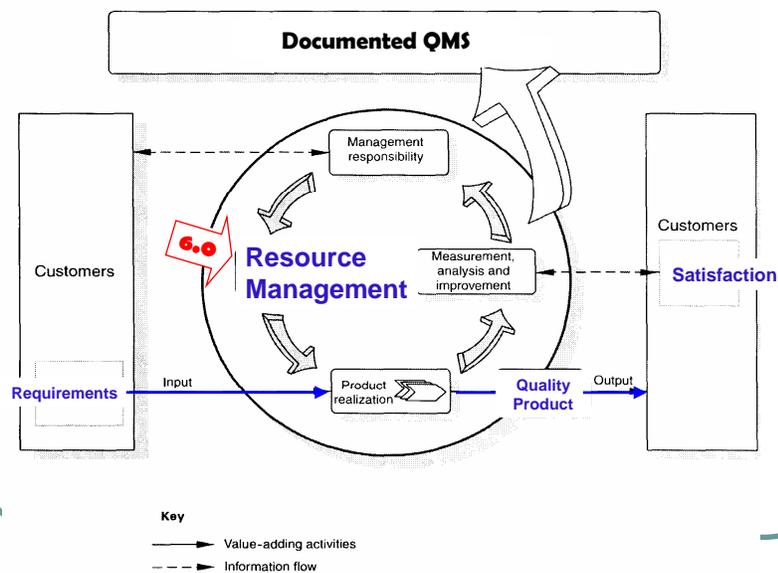
Management:

- Owns the QMS
- Reviews QMS to ensure effectiveness
- Sets quality policies and objectives
- Communicates quality policies and objectives



17

Quality Management System



18

6 Resource management

Resource Management

- Emphasis placed on resources the organization needs to ensure that the customer receives what has been agreed upon.
- Resources include not only people, but also physical resources such as facilities, equipment, computers, and other materials/services as required.

19

6 Resource management

6.1 Provision of resources

- Provide resources for system & to satisfy the customer
QP-61-01, Manpower Management
QP-61-02, Manpower Requirements

6.2 Human resources

- Prepare people so they can do the job
QP-62-01-04, Recruitment
QP-62-05, Training

6.3 Infrastructure

- QP-63-01, Facilities QP-63-04, IM Functions
QP-63-02, Travel QP-63-05, Security
QP-63-03, Property

6.4 Work environment

- Create and maintain a good work place
QP-64-01, Climate Survey
QP-64-02, Safety ❖

20

6 Summary

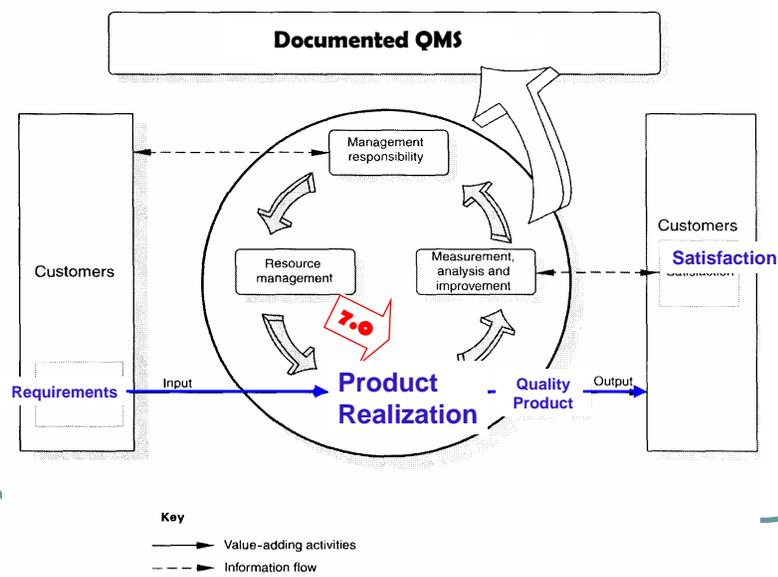
Resource Management Means That We:

- Manage resources in order to meet agreed-upon customer requirements.
- Ensure that employees are competent.
- Ensure that employees have the tools needed to meet customer requirements.
- Ensure that employees have the work environment needed to meet customer requirements.



21

Quality Management System



22

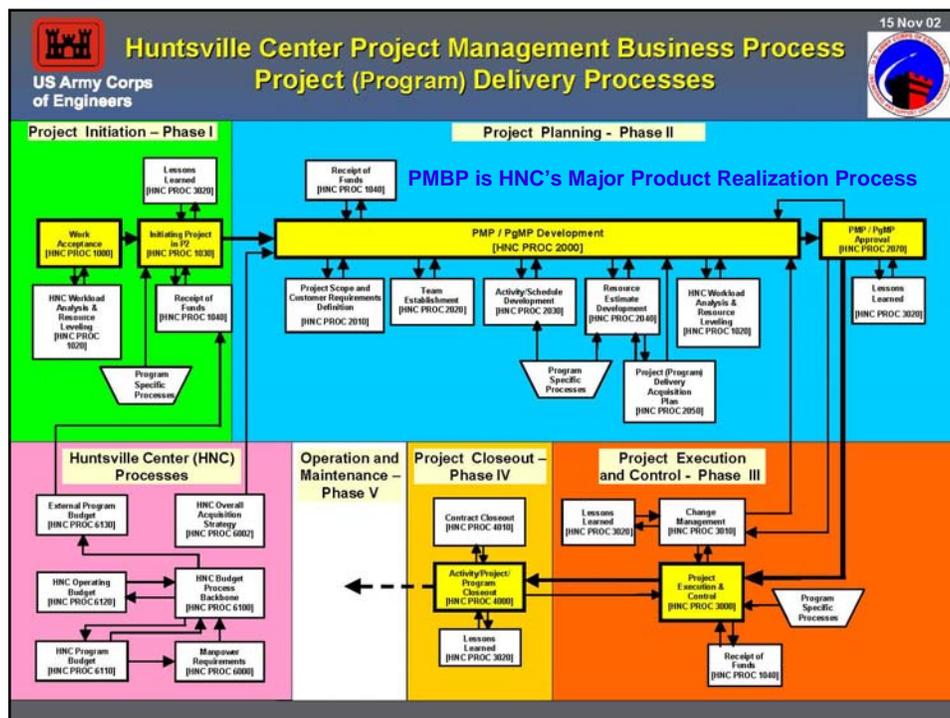
7 Product realization

Product Realization

PMBP

- Covers the processes that are needed to provide the product/service.
- These processes include, but are not limited to:
 - ◆ taking instruction from the customer
 - ◆ the design and development of the product
 - ◆ purchasing of materials and services needed for the product
 - ◆ delivery of the products and services

23



7 Product realization

7.1 Planning of product realization

- Determine the process steps ahead of time

QP-71-01, Planning
WI-71-01, P2 for LCM's
WI-71-02, P2 for PM's
QP-71-02, Legal Review

7.2 Customer-related processes

- Clearly understand the customer requirements
- Make sure you can do it
- Keep the customers informed and listen to them

QP-72-01, Determine
QP-72-02, Review
QP-72-03, Communicate

PDT process maps are aligned with 7.1 and 7.2.

25

7 Product realization

7.3 Design and development

- Create a design plan
- Know what you are designing
- Identify measures for success
- Review the work as it progresses
- Verify that you did what you promised
- Make sure it actually works
- Scrutinize changes

HNC-QP-73-01, Design and Development Program

26

7 Product realization

7.4 Purchasing

QP-74-01, Acquisition
Plus accompanying WI's

- Know what you want
- Check out your suppliers
- Make sure you get what you wanted

7.5 Production and service provision

7.5.1 Control of production and service provision

- Control your processes

QP-75-01, Control of Production and Service Provision
Plus PDT Process Maps

27

7 Product realization

~~7.5.2~~ Validation of process—Excluded

- When you cannot check the product, check the process
- Match the requirements to the project
- Show whether end result is acceptable or not

7.5.3 Identification and traceability

- Keep track of what you provide

QP-75-02, Identification and Traceability

Units develop identification and traceability plans as needed:

>project numbers in P2

>contract numbers

>PR&C numbers

>Org codes

>tasker numbers

7 Product realization

7.5.4 Customer property **HNC-QP-63-03, Property**

- Be careful with what belongs to the customer

X 7.5 Preservation of product—Excluded

- Make sure product/service gets delivered properly

29

7 Product realization

7.6 Control of monitoring and measuring devices

ED only

- Identify information needed for go/no-go decisions
- Install equipment capable of providing the information
- Use the equipment in the proper environment
- Periodically check the equipment calibration ❖

30

7 Summary

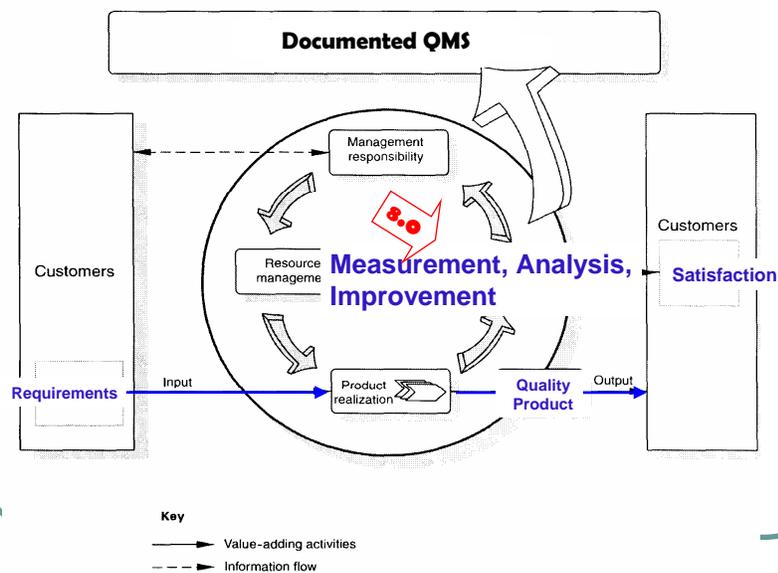
To deliver quality products and services...

- We plan, develop, and control our delivery processes.
- We determine customer, stakeholder, statutory, and regulatory requirements.
- We ensure that our products meet the requirements.
- We ensure that our suppliers meet the requirements.
- We ensure that employees understand the delivery processes.



31

Quality Management System



32

8 Measurement, analysis, and improvement

Measurement Analysis and Improvement

- Measurement of customer satisfaction
- Measurement of the quality management system
- Ensuring continual improvements of the system



33

8 Measurement, analysis, and improvement

8.1 General

- Identify important measuring processes
- Use data to make sure things are right and to make things better
- Determine if you need to use statistics

8.2 Monitoring and measuring

8.2.1 Customer satisfaction

- Keep track of customer satisfaction

QP-55-01, IP Survey

QP-82-01, Customer Feedback and Satisfaction

34

8 Measurement, analysis, and improvement

8.2.2 Internal audit

- Examine your internal operations against requirements
- Report the results to those in charge
- Check to make sure problems were fixed

QP-56-02, Internal Review Program
QP-82-02, Internal Quality Audits

*Directorates
Have QP's*

8.2.3 Monitoring and measurement of processes

- Watch the processes to ensure they remain capable

QP-82-03, Monitoring and Measurement of Processes
(Business Meetings and Team Measures)

35

8 Measurement, analysis, and improvement

8.2.4 Monitoring and measurement of product

- Check the product against requirements
- Ship only what was ordered

QP-82-03, Monitoring and Measurement of Product

8.3 Control of nonconforming product

- Eliminate
- Fix
- Use with concession

QP-83-01, Control of Nonconforming Product

8.4 Analysis of data

- Collect information and figure out what it means

No QP. CEHNC-QM 1.0 statement invoking QP-54-01, Quality Objectives, and QP-82-01, Customer Feedback, etc.

*PRB/LIR
Tech Reviews
Team metrics
Audits*

*Complaints
MCP
Audits
Surveys*

36

8 Measurement, analysis, and improvement

8.5 Improvement

- Practice never-ending improvement

8.5.1 Continual improvement

- Identify problems and potential problems

QP-85-01, Continual Improvement

8.5.2 Corrective action

- Determine why the problem occurred
- Fix the cause of the problem
- Verify that your changes worked

QP-85-02, Corrective Action

8.5.3 Preventive action

- Look for potential problems

QP-85-03, Preventive Action ❖

37

8 Summary

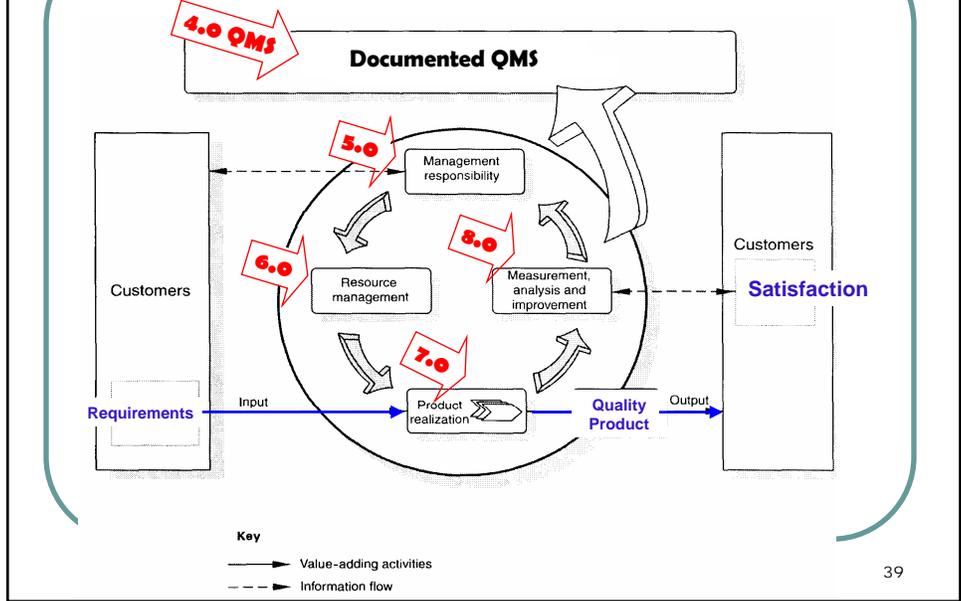
What do we measure and why?

- Measure customer perception.
- Monitor and measure your processes.
- Monitor and measure your products.
- Audit the entire QMS periodically.
- Use that information to continually improve.



38

Quality Management = Customer Satisfaction



39

QMS Implementation

- Train top management and supervisors in QMS.
- Supervisors orient their staff on QMS processes.
- Read and start using procedures.
- Everyone notes gaps and improves procedures.
- Train supervisors & ISO reps as ISO auditors course —by 31Oct05.
- Full-system audit 1 Oct 05 – 31 Mar 06.
- Gap analysis Dec 05.
- Revise and update process documentation to improve processes.
- Pre-registration audit—Apr 06.



40

Questions?

- Define quality.
- Understand what ISO 9001-2000 is.
- Understand how HNC meets ISO requirements.
- Learn where to access HNC quality documents.
- Know management's responsibilities.
- Understand how PMBP fits with ISO.
- Understand next steps for QMS implementation.



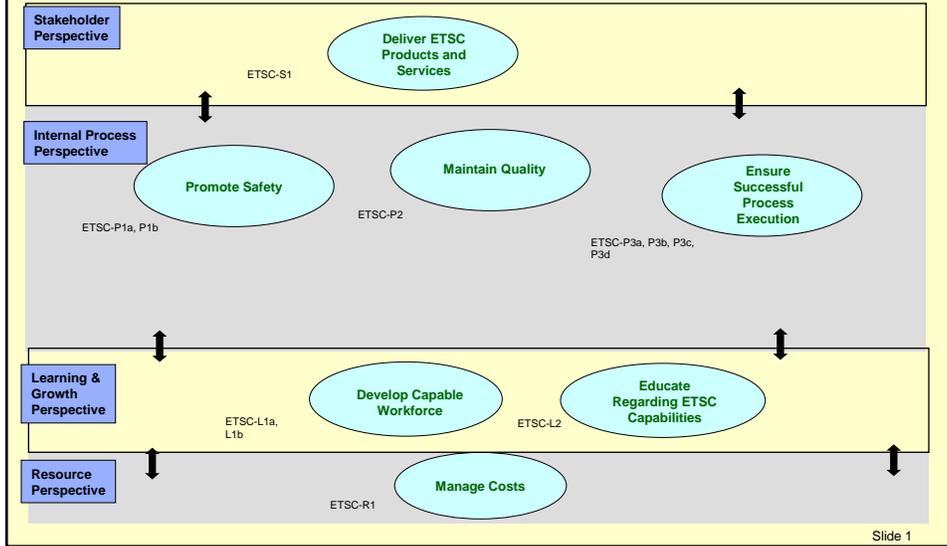
41

That's All Folks!

42

ETSC Strategy Map FY06

XX MISSION: Provide the complete array of electronic systems services to Army and other customers including all aspects of electronic security systems (ESS) and utility monitoring and control systems (UMCS). ESS includes intrusion detection, electronic entry control, closed-circuit television and data transmission. UMCS includes utility monitoring and control systems and other building control/automation systems. Maintain the capability to survey, design, procure, install, operate, and maintain electronic systems worldwide. As the Mandatory Center of Expertise, provide ESS and UMCS technical support to USACE elements and other customers during planning, design, construction, and test phases. Develop and maintain ESS and UMCS criteria documents and special publications to support proper ESS and UMCS planning, design, application, installation, test, and acceptance.



Objective Implementation Plan

Perspective: Stakeholder

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC-S1	ETSC Products and Services	Deliver ETSC products and services	Customer's perception of Team overall performance (1-5)	≥4		<ul style="list-style-type: none"> Customer coordination throughout product delivery process. 	Customer Survey: Average of ESC scores from survey excluding contractor scores

Slide 2

Objective Implementation Plan

Perspective: Internal Process

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC -P1	Safety	Promote safety	(a) Number of safety discussions (b) # Contractor lost workday cases x 200,000/ # hours worked	≥4 ≤0.54		<ul style="list-style-type: none"> Emphasis on safety with in-house personnel Monitor contractor's safety plan/program Verify that contractor is taking corrective actions when necessary 	Record copies of published Team meeting agenda Contractor submitted monthly safety reports

Slide 3

Objective Implementation Plan

Perspective: Internal Process

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC -P2	Quality	Maintain Quality	%PVTs passed first time with no major punch lists	≥ 90%		Ensure Contractor quality processes have been executed and necessary work completed prior to starting PVT	Use ETSC Contractor supplied metrics database

Slide 4

Objective Implementation Plan

Perspective: Internal Process

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC -P3	Process Execution	Ensure successful execution of internal ETSC processes	(a) % funds obligated on schedule (b) % deliverables on time (c) % contracts closed NLT 60 days after final invoice paid (d) % T&M contracts definitized on time IAW contract schedules and baseline P2 schedule	(a) $\geq 80\%$ (b) $\geq 90\%$ (c) $\geq 80\%$ (d) $\geq 80\%$	(a) (b) (c) (d)	(a) Monitor execution ICW CT (b) Development of ETSC performance schedule template, use of Resident Management System (RMS) software as standard to managing delivery schedules (c) Monitor ICW CT (d) Monitor ICW ET and CT	(a) P2 schedule / baseline (b) Use of ETSC Contractor provided metrics database (c) Coordination with CT and use of internal logs (d) Coordination with CT and use of internal logs

Slide 5

Objective Implementation Plan

Perspective: Learning & Growth

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC -L1	Workforce	Develop capable workforce	(a) Attend functional proficiency courses (b) Prepare technical papers/presentations	(a) $\geq 90\%$ of Team Members participate in at least 1 training event (b) ≥ 10		(a) Ensure individual development plans (IDPs) are current and maintained annually (b) Ensure relevance of MCXs	(a) ETSC Team Database (b) ETSC Team Database

Slide 6

Objective Implementation Plan

Perspective: Learning & Growth

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC-L2	Educate	Educate regarding ETSC capabilities	Familiarized others with Team capabilities	Distrib Tech Bulletins 2x/year		Use AE services contract to support development of bulletins	Maintain record of published bulletins

Slide 7

Objective Implementation Plan

Perspective: Resource

Obj #	Obj. Name	Objective Statement	Measures	Target	Actual	Initiatives To Meet Targets	Method of Data Collection/Validation
ETSC-R1	Costs	Manage Costs	Projected cost vs. actual cost of product execution	≥ 90%		Use of standard cost estimating worksheet	Track data ICW ETSC project database; use of P2 and CEFMS

Slide 8



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Safety Requirements

- EM 385-1-1, USACE Safety & Health Requirements Manual
- 3 November 2003
- <http://www.usace.army.mil/inet/usace-docs/eng-manuals/em385-1-1/toc.htm>



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Engineering and Support
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Safety Requirements

- http://www.hnd.usace.army.mil/safety/Safety_Pol_Reg_Docs.aspx
 - Reference Documents
 - Work Instructions
 - Accident Reporting Documents



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Safety Requirements

- Abbreviated Accident Prevention Plan
- AAPP only for site visits and accepted by the Safety Office prior to the site visit
- Easy to use, Fill-in the Blanks



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AAPP

- General Info
- Purpose
- Present Usage
- Responsibilities
- Description of Activities
- Hazard Evaluation
- Risk Assessment



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AAPP

- Communications
- First Aid / CPR
- Emergency Response
- Training
- Minimum Safety Requirements
- PPE
- Accident Reporting
- Safety Briefing



**US Army Corps
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Accident Prevention Plan

- Accident Prevention Plan
- EM 385-1-1, Appendix A
 - Content / Format
- Site specific
- New APP for new Task Orders issued



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Accident Prevention Plan

Signature Sheet

Title, signature, and phone number of the following:

- a. plan preparer
- b. plan approval
 - by officer authorized to obligate the entity
- c. plan concurrence
 - e.g. Chief of Safety, Chief IH, etc...



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Accident Prevention Plan

Background Info

- a. contractor
- b. contract number
- c. project name
- d. brief project description, description of work to be performed, and location (map)
- e. accident experience (provide information such as EMR, OSHA 300 Forms, corporate safety trend analyses)
- f. phases of work and hazardous activities requiring activity hazards analyses



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Accident Prevention Plan

Statement of Safety and Health Policy

In addition to the corporate policy statement, your corporate safety program may provide a significant portion of the information required by the APP



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Accident Prevention Plan

Responsibilities & Lines Authority

- a. Identification and accountability of personnel responsible for safety - at both corporate and project level
- b. Lines of authority



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Accident Prevention Plan

Subcontractors and Suppliers

- a. identification of subcontractors and suppliers (if known)
- b. means for controlling and coordinating subcontractors and suppliers
- c. safety responsibilities of subcontractors and suppliers



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Accident Prevention Plan

Training

- a. List subjects in employees safety indoctrination
- b. List mandatory training /certifications which are applicable & requirements for retraining/recertification
 - OSHA 10 hr for SSHO
 - Certified operators etc..
- c. Identify requirements for emergency response training
- d. Outline requirements for supervisory and employee safety meetings



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Accident Prevention Plan

Safety and Health Inspections

- a. who conducts safety inspections, when inspections are conducted, how the inspections are recorded, deficiency tracking system, follow-up procedures, etc
 - Frequency
 - Daily QA Logs
 - Correcting Deficiencies
- b. any external inspections/certifications which may be required (e.g., Coast Guard)



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Accident Prevention Plan

Safety and Health Expectations

- a. The company's written safety program goals, objectives, and accident experience goals for this contract
- b. A brief description of the company's safety incentive programs (if any)
- c. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements)
- d. Provide written company procedures for holding managers and supervisors accountable for safety



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Accident Prevention Plan

Accident Reporting

- a. exposure data (man-hours worked)
- b. accident investigations, reports and logs
- c. immediate notification of major accidents



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Accident Reporting

- Accident Reporting
- EM 385-1-1, 01.D
- ENG Form 3394
 - [http://www.hnd.usace.army.mil/safety/Safety_Pol_R
eg_Docs.aspx](http://www.hnd.usace.army.mil/safety/Safety_Pol_R_eg_Docs.aspx)
- HNC Work Instruction SO-64-02



US Army Corps
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Accident Reporting

Immediate notification of major accidents to the GDA

- KO
- COR
- PM
- a. fatal injury
- b. three or more persons admitted to a hospital
- c. property damage > \$2000
- d. Injury or Illness resulting in LWD
- e. Submit ENG Form 3394



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Engineering and Support
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Accident Reporting

- The ENG Form 3394 is prepared by the contractor, with **original** signatures in blocks 15c and 16. Remaining blocks, 17 -19, will be completed by USAESCH
- Submit to the Contracting Officer or authorized rep within 5 working days following the accident IAW AR 385-40 and USACE Supplement 1



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Man-hour Report

Due to Contracting Officer by the 10th

- Use one report for all Task Orders
- CC ESS Program POC
- KO will provide forms required for submittal
 - All hours worked in the field
 - Include Subcontractors



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Accident Prevention Plan

Medical Support

- a. Outline on-site medical support and off-site medical arrangements (Provide Map and Directions to Hospital)
- b. 2 or more persons trained in CPR (unless 5 minutes from medical facility)
- c. Individuals who are required to work alone in remote areas shall be trained in first aid
- d. First Aid Kits: 16-unit first aid kits or kits approved by a licensed physician in the ratio of one for every 25 persons or less



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Accident Prevention Plan

Medical Support

- e. Cross reference applicable emergency information
 - Emergency support phone numbers
 - Method for emergency communication
 - Must test communication method on job site every shift



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Accident Prevention Plan

Personal Protective Equipment

- a. Outline procedures (who, when, how) for conducting hazard assessments and written certifications to provide appropriate PPE

- b. Include methods for proper use, selection, and maintenance of PPE.



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Accident Prevention Plan

Plans Required

- Appendix A, Section 12
 - Those plans required for your operation
 - Emergency Response
 - Fall Protection
 - Hazardous Energy Control
 - Prevention of Alcohol and Drug Abuse

Others as required! Make sure all applicable sections of EM 385-1-1 are addressed. Cover all areas listed in section 12, if not applicable list as N/A.



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Activity Hazard Analysis

- A required tool to identify the work activities and the associated hazards and controls. Workers are required to be briefed on the applicable AHA.
 - Principal Steps
 - Hazards
 - Controls
 - Equipment
 - Inspections
 - Training



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Activity Hazard Analysis

- Steps should clearly show how the activity is performed
- Hazards should list the applicable safety hazards for each step
- Controls should reference applicable sections of the APP (e.g. hazardous chemicals, heavy machinery, procedures for Lock out/Tag out etc...)
- Equipment (PPE, Cranes, Dozers, etc...)
- Specialized training or inspection requirements



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Activity Hazard Analysis

Activity		Analyzed by/date	
Principal Steps	Potential Safety/Health Hazards	Recommended Controls	
Equipment to be used	Inspection Requirements	Training Requirements	



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Recap

- AAPP for site visits
- APP for work activities (One for each Task Order, Site specific)
- Content and Format in Appendix A, EM 385-1-1
- Reviewed by HNC System Safety for acceptance



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Safety Requirements

Questions?

Andrew Blaisdell
(256) 895-1596

andrew.a.blaisdell@hnd01.usace.army.mil

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

CONTENTS
(CTRL + Click to Access Item)

Purpose..... 3

Scope..... 3

References..... 3

Definitions..... 4

Responsibilities..... 4

Procedures..... 5

Accident Notification and Reporting 5

Additional Reporting Requirements 6

Initial Treatment of an Injury Policy 7

Accident Investigations..... 7

Adequacy of The Investigation..... 8

Government Civilian Accidents..... 8

Activity Hazard Analysis (AHA)..... 9

Records/Objective Evidence..... 9

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

1.0 PURPOSE

This accident reporting WI provides guidance and requirements and assigns responsibilities for notification, investigation, reporting and the submission of the necessary reports for all Army accidents/incidents in which Government Civilians, Contractors, and/or Military Personnel are involved and/or property damage over \$2000 occurs. It is imperative that the requirements listed in this document be understood and followed to eliminate hazards and prevent recurrence. The ENG Form 3394 will be the form used to report all accidents.

2.0 SCOPE

This WI applies to all Government Civilians, Contractors, and Military Personnel who are employed by, assigned to, or under contract with the U.S. Army Engineering & Support Center, Huntsville (USAESCH).

3.0 REFERENCES

- 3.1 AR 385-40, Accident Reporting and Records, 1 November 1994.
- 3.2 U.S. Army Corps of Engineers (USACE) Draft Supplement 1 to AR 385-40, 5 October 2000.
- 3.3 USASC Message, CSSC-Z, 081810Z Jun 01, subject: Clarification of Army Accident Classes.
- 3.4 CEHNCR 385-1-1, Safety and Occupational Health Program Management, latest edition.
- 3.5 EM 385-1-1, U.S. Army Corps of Engineers Safety Manual, 3 November 2003.
- 3.6 USACE, CESO-ZA, Memorandum, subject: Appointment of Accident Investigation Boards, 22 April 2003.
- 3.7 CEHNC-SO Policy Memorandum 04-06, subject: Policy for Accident Investigation Boards, 16 August 2004. See policy memorandum at: <https://hnc-ws-intra.hnd.usace.army.mil/im/publications/search/PM/PM04-06.pdf>
- 3.8 DA PAM 385-40, Army Accident Investigation and Reporting, 1 November 1994.
- 3.9 EP 385-1-40, Boards of Investigation, 31 May 1991.
- 3.10 DA PAM 385-40, Army Accident Investigation and Reporting, 1 November 1994.

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	<p>Effective Date: 1 November 2005 Revision: 1</p>	

3.11 USACE, CEMP-CE, Memorandum, subject: Interim Guidance – Notification Procedures for Discovery of Recovered Chemical Warfare Materiel (RCWM) During USACE Projects, 23 April 2004.

4.0 DEFINITIONS

AccidentAn unplanned event that causes personal injury or illness, or property damage.

Class AFatality or permanent total disability (Government Civilian, Military Personnel, and/or Contractor), or > \$1,000,000 property damage*.

Class BPermanent partial disability or inpatient hospitalization of 3 or more persons (Government Civilian, Military Personnel, and/or Contractor), \$200,000 < \$1,000,000 property damage*.

Class CLost Workday (Contractor) or Lost Time (Government Civilians), \$20,000 < \$200,000 property damage*.

Class D\$2000 < \$20,000 property damage*.

*Property damage examples - rental cars, leased items/equipment, GSA property, Huntsville Center (HNC) property, installation property, land owner property.

5.0 RESPONSIBILITIES

5.1 The supervisor of the injured employee is required to sign block 15c. of the ENG Form 3394, conduct the accident investigation, and take the necessary steps to prevent future occurrences.

5.2 For contractor accidents, the contractor's management will sign block 16 of the ENG Form 3394 and forward to the Government Designated Authority (GDA) which is the Contracting Officer or the Contracting Officer's Representative.

5.3 The USAESCH Director of the program incurring the accident will sign block 18 of the ENG Form 3394 and forward to the Safety Office.

5.4 The USAESCH Safety Office is responsible for ensuring the ENG 3394 is properly completed, signing block 18 and forwarding the ENG Form 3394 to the Commander for signature. Once the Commander signs the ENG Form 3394, the original will be filed in the Safety files and a copy sent to Headquarters (HQUSACE) Safety Office.

5.5 Serious accidents and those accidents as determined by the Commander or the Safety Office will be investigated by a Board of Investigation (BOI).

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5.6. Assistance. The USAESCH Safety and Occupational Health Office will provide needed assistance in reporting or investigating accidents. Please contact the USAESCH Safety and Occupational Health Office at 256-895-1583, 256-895-1849 or 256-895-1225. Completed ENG Form 3394 samples are available in the Safety and Occupational Health Office.

6.0 PROCEDURES

6.1. Accident Notification and Reporting.

6.1.1 All Class A or B accidents are to be reported without delay and the task/activity being performed at the time of the accident immediately stopped and the accident scene preserved. Fatalities or serious accidents will be reported as follows:

6.1.1.1 Immediately notify the USAESCH Commander during normal duty hours at 256-895-1310 and during non-duty hours (nights, holidays and weekends) at Home or Cell (256-426-8495).

6.1.1.2 For RM, IM, LM, Directorates and MR, OC, SL, SO, EE, DB, IR, PA Separate Offices, notify the USAESCH Deputy Commander during normal duty hours at 256-895-1308 and during non-duty hours (nights, holidays and weekends) at 256-656-5252.

6.1.1.3 For ED, IS, OE, MD, PM, CT Directorates notify the USAESCH Deputy for Programs and Technical Management during normal duty hours at 256-895-1307 and during non-duty hours (nights, holidays and weekends) at 256-509-5790.

6.1.1.4 For BMO Office notify the USAESCH Chief, Business Management Office during normal duty hours at 256-895-1246 and during non-duty hours (nights, holidays and weekends) at 256-426-3429.

6.1.1.5 Notify the appropriate USAESCH Director, Separate Office Chief, Resident Engineer.

6.1.1.6 Notify the USAESCH Safety Office during normal duty hours at 256-895-1583 and during non-duty hours (nights, holidays and weekends) at 256-656-5324.

6.1.1.7 For additional information on reporting, see reference 3.4. Reference 3.4 can be viewed on the Safety Homepage at the website below:
<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Regs/385-1-1.pdf>

6.1.2 All Class C or D accidents are to be reported within 24 hours except for accidents occurring on weekends, which will be reported the next workday following the accident. Work being performed at the time of the accident should be temporarily suspended and

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a preliminary investigation/assessment conducted to determine cause and ensure mitigation measures are employed to prevent recurrence prior to work resuming.

6.1.3 Government civilian accidents are to be immediately reported to the first line supervisor.

6.1.4 Contractor accidents are to be reported to the project manager (PM), contracting officer (KO), contracting officer representative (COR) and/or resident engineer (RE) herein referred to as the “Government Designated Authority (GDA)”, who by position is responsible for overseeing, managing, directing, and/or administering the project/activity contract, operation, material or person(s) involved at the time of an accident.

6.1.5 The supervisor or GDA upon learning of an accident must promptly contact the USAESCH Safety and Occupational Health Office and provide a brief summary of the events surrounding the accident. The Safety Office will notify the Command Group as appropriate.

6.1.6 Upon notification, the Safety and Occupational Health Office will immediately notify the Headquarters Safety Office as appropriate. Additionally, the Safety and Occupational Health Office will prepare and forward the Report of Serious Accident (ROSA) to Headquarters as required.

6.1.7 Chemical events will be reported in accordance with reference 3.11.

6.2. Additional Reporting Requirements. In addition to the accident definitions described in paragraph 4.0, the following additional conditions must also be reported per the guidance outlined in paragraph 6.4.1 through 6.4.5 below.

6.2.1 Army civilian or contractor personnel injured while on duty or in a TDY status
Exception: Contractor employee injuries, occupational illnesses, and property damage accidents that occur away from and involve activities unrelated to a Corps project/activity for which the contractor is working are not required to be reported.

6.2.2 Accidents or mishaps incident to a Corps project/activity that could cause unfavorable press or embarrassment to USACE.

6.2.3 Serious near misses.

6.2.4 Injuries to USAESCH military personnel, on or off-duty.

6.2.5 Government civilian injuries that occur incident to a government work activity in which medical expenses are incurred regardless of whether or not the injury meets one of the accident definitions in paragraph 4.0 above.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p> <hr/> <p>Effective Date: 1 November 2005 Revision: 1</p>	 <p>Huntsville Center</p>
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6.3 Initial Treatment of an Injury Policy. Employees are permitted to select a physician for treatment of an injury; however, AMCOM, who provides Workers' Compensation services to the USAESCH, has a "clinic first" policy. Therefore, this "clinic first" policy also applies to HNC employees. This means that, in non-emergency situations, the supervisor should accompany the injured employee to the Occupational Medicine (OM) Clinic at Fox Army Health Center for initial evaluation and treatment. The telephone number for the OM Clinic is 256-955-8888, ext. 1027. In the event the OM Clinic is closed, the Fox Army Health Center (FAHC) may be utilized for the initial evaluation and treatment of an on-the-job injury.

6.4 Accident Investigations.

6.4.1 Government Civilian Accidents. The supervisor of a government civilian employee who experiences an accident is responsible for investigating the accident and completing the U.S. Army Corps of Engineers Accident Investigation Report (ENG Form 3394). In addition, the requirements contained in Paragraphs 6.8 and 6.9 of this Work Instruction must also be followed.

6.4.2 Contractor Accidents. Contractor accidents occurring incident to a USAESCH project/activity, the contractor is responsible for performing the accident investigation in accordance with the contractor's accepted Accident Prevention Plan (APP), a.k.a. Safety and Health Plan. Additionally, the government may also investigate some contractor accidents due to their nature or seriousness.

6.4.3 For all accidents, it is essential for the supervisor or contractor to take positive measures and any necessary corrective actions to prevent future occurrences. The investigation is the supervisor's or contractor's documented root cause analysis, internal review, and accurate account of an accident. The investigation report must be based on factual information gathered by a thorough and conscientious examination of all causal factors. The focus should be from a PREVENTION perspective. Carefully determining the root cause and then concentrating on identifying measures to mitigate or eliminate future accidents can achieve this focus.

6.4.4 At the conclusion of an accident investigation, the supervisor or contractor must submit a properly completed original ENG Form 3394 with its instructions **through the Government Designated Authority (GDA)** to the USAESCH Safety and Occupational Health Office for review and processing within 5 working days following the accident.

6.4.4.1 A copy of the ENG Form 3394 (pdf template) can be found at:
<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/ENG%20Form%203394%20-%20Template.pdf>

6.4.4.2 Or access a copy of the ENG Form 3394 using the FormFlow filler.

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-02 Accident Reporting	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

The instructions for completing the ENG Form 3394 above can be found at:

http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Safety%20Info/3394_Instructions.pdf

6.4.4.3 This ENG 3394 form must contain the original signatures as described in reference 3.4. Reference 3.4 can be viewed on the Safety Homepage at the website below.

<http://www.hnd.usace.army.mil/safety/organization/systems-eng/Safety/Regs/385-1-1.pdf>

6.5 The USAESCH Safety and Occupational Health Office will assess the adequacy of the investigation as described in the ENG Form 3394 along with all submitted analyses to determine whether the information provided is acceptable.

6.6 For Class A or B accidents, if the investigation report is found acceptable the Safety and Occupational Health Office will notify the supervisor or GDA that the specific work activity that was stopped in accordance with paragraph 6.1.1 above may resume.

6.7 For all classes of accidents if the report submitted is found unacceptable, e.g., missing data or attachments or incomplete corrective actions, etc., the USAESCH Safety and Occupational Health Office will provide to the appropriate supervisor or GDA the rationale along with recommendations to improve the report. The GDA is responsible for notifying the contractor that the report requires additional information for completeness.

6.8 Government Civilian Accidents.

6.8.1 For government civilian claims, Class A through C accidents, contact the Workers' Compensation Program Coordinator at 256-842-9038 for assistance and direction. The Workers' Compensation Program Coordinator will advise as to the appropriate Department of Labor (DOL) Form, e.g., CA-1 (injury), CA-2 (occupational illness/disease/ stress), CA-7 (claim for compensation), or other forms to use.

IMPORTANT: In addition to completing the appropriate DOL Form, an ENG Form 3394 must also be completed and submitted to the Huntsville Center Safety Office for processing. Special Notice: The CA Forms are subject to privacy act requirements and therefore will no longer be submitted to the HNC Safety and Occupational Health Office for processing. The information contained on the form should be limited to the affected employee, the employees' supervisor, the Workers' Compensation Program Coordinator, Civilian Personnel Advisory Center (CPAC) Representative and officials from the DOL Office of Workers' Compensation Program (OWCP).

6.8.2 The employee is responsible for completing and submitting the appropriate DOL Form to their immediate supervisor for processing.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-02 Accident Reporting</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

6.8.3 The supervisor is responsible for reviewing, signing and delivering the original CA form to the Workers' Compensation Program Coordinator located in Building 5308 on Redstone Arsenal. For assistance contact the Workers' Compensation Program Coordinator at 256-842-9038 for assistance and direction.

6.8.4 The DOL Form CA-1 is time sensitive and per the requirements contained in the Aviation and Missile Command (AMCOM) Workers' Compensation Handbook for Supervisors, must be submitted to the Workers' Compensation Program Coordinator within 48 hours from the date of the accident. To view the AMCOM Workers' Compensation Handbook (which includes completed example CA forms w/instructions), go to the following website:
<https://intranet2.redstone.army.mil/wcw/handbook1.doc>

To access CA Forms use the following U.S. Department of Labor website:
www.dol-esa.gov

6.9 Light Duty Program. The supervisor is responsible for ensuring employees who are disabled from a job-related injury or illness return to their regular duties and maintain the discipline of going to work on a daily basis and to allow them to contribute to the mission as soon as possible. For assistance, the supervisor should contact the CPAC Representative at 256-313-5892, 256-895-1254, or the Workers' Compensation Program Coordinator at 256-842-9038.

6.10 Activity Hazard Analysis (AHA).

6.10.1 On the original ENG Form 3394, if block 11b is checked "Yes," the AHA for the task/activity being performed at the time of the accident must be submitted as an attachment.

6.10.2 If the block is checked "No," then a finding should be shown on the ENG Form 3394 that an AHA was not developed for the activity/task being performed at the time of the accident. The corrective action section of the investigation form must discuss the path forward as to the development of an AHA.

6.10.3 The AHA must be developed and submitted to the USAESCH Safety and Occupational Health Office for review and acceptance prior to resuming the specific work activity being performed at the time of the accident.

7.0 RECORDS/OBJECTIVE EVIDENCE. ENG Form 3394, U.S. Army Corps of Engineers Accident Investigation Report, retained by SO for 30 years.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

CONTENTS
(CTRL + Click to Access Item)

Purpose.....	3
Scope.....	3
References.....	3
Definitions.....	4
Responsibilities.....	4
Procedures.....	4
AAPP	4
APP	5
AHA.....	7
Exposure Hours And Lost Workday Reporting Requirements – Contractor	8
Records/Objective Evidence.....	8

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

1.0 PURPOSE

This Work Instruction (WI) delineates guidance as to the appropriate safety plan to use, i.e., an Accident Prevention Plan (APP) or the Abbreviated Accident Prevention Plan (AAPP), for project work performed under all U.S. Army Engineering and Support Center, Huntsville (USAESCH) contracts. Additionally, this WI provides general information on the Activity Hazard Analysis (AHA), Contractor Accident Reporting and the Accident and Exposure Hour Reporting requirements.

2.0 SCOPE

Safety on the job/project site is paramount for success. To ensure Huntsville Center's continued safety success of providing a safe, high quality product for our customers, it is imperative that USAESCH collectively promotes a proactive approach towards safety. If the safety element is not adequately addressed on a project, it generally results in poor quality, ergo less than desirable project outcome, which impacts both schedule and cost, resulting in dissatisfied customers.

For the vast majority of project work performed under USAESCH contracts, there are basically two types of safety plans, an APP or an AAPP. For hazardous waste site cleanup operations under CERCLA or RCRA, a Site Safety and Health Plan (SSHP) is also required and must be attached to an APP. Each plan has a specific application. For the purposes of this procedure, it will be limited to APPs and AAPPs. The brief descriptions provided in the definitions should assist in determining which plan is required.

2.1 The procedures presented in this WI apply to the development and implementation of all APPs, AAPPs, AHAs, and Accident Exposure Hour Reporting, which are to be followed by KOs, CORs, PMs, Contract Specialist, TMs, Project Engineers, LEs, and others in determining the appropriate safety plan for the project work performed under USAESCH contracts.

2.2 This WI applies to all Government Civilians, Contractors, and Military Personnel who are employed by, assigned to, or under contract with the U.S. Army Engineering & Support Center, Huntsville (USAESCH).

3.0 REFERENCES

3.1 CEHNCR 385-1-1, Safety and Occupational Health Program Management, latest edition.

3.2 EM 385-1-1, U.S. Army Corps of Engineers Safety Manual, 3 November 2003.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p>CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis</p>	 <p>Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

3.3 USACE, CEMP-CE, Memorandum, subject: Interim Guidance – Notification Procedures for Discovery of Recovered Chemical Warfare Materiel (RCWM) During USACE Projects, 23 April 2004.

3.4 AR 385-40, Accident Reporting and Records, dated 1 Nov 1994.

3.5 USACE Draft Supplement 1 to AR 385-40, 5 October 2000.

4.0 DEFINITIONS

Abbreviated.....Accident Prevention Plan (AAPP). An abbreviated version of the accident prevention plan that outlines occupational safety and health policy, responsibilities, program requirements, and contains a hazard evaluation risk assessment that may be used for site visits, limited sampling activities, which are of short duration for minimal hazard/low risk work.

Accident Prevention Plan (APP).....A document outlining occupational safety and health policy, responsibilities, and program requirements.

Activity Hazard Analysis (AHA).....A documented process by which the steps (procedures) required to accomplish a work activity are outlined, the actual or potential hazards of each step are identified, and measures for the elimination or control of those hazards are developed.

Exposure Hours.....Hours worked on the project site where an employee is in an on-duty pay status. Exposure hours also referred to as “work hours”, “field hours” or “project hours.”

5.0 RESPONSIBILITIES

5.1 KOs, CORs, PMs, Contract Specialist, TMs, Project Engineers, LEs, and others will use the procedures presented in this WI apply to the development and implementation of all APPs, AAPPs, AHAs, and Accident Exposure Hour Reports. They will also use this WI in determining the appropriate safety plan for the project work performed under USAESCH contracts.

5.2 The Systems Safety Branch will review, comment and accept submitted AAPPs, APPs, and AHAs as described in EQP 7-07.

6.0 PROCEDURES

6.1 Abbreviated Accident Prevention Plan (AAPP).

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

6.1.1 The AAPP is the USAESCH Safety and Occupational Health Office's implementation of the Army's Safety Risk Management doctrine, a risk-based approach, which is an acceptable approach to assessing and controlling hazards for USAESCH work activities or tasks that have been determined to be of low risk. An AAPP may be used for 1st time visits where a PM, Project Delivery Team (PDT) Members or a contractor is required to visit a site to assess the work to be performed in order to develop a work plan/cost estimate/safety plan, etc. Project activities discussed below that fall under the AAPP purview are not to take place until the AAPP has been reviewed and accepted by the USAESCH Systems Safety Branch.

Special Note: When an AAPP is used, at least one team member must be trained in CPR and First Aid when the nearest hospital or medical clinic is more than 5 minutes away.

6.1.2 An AAPP is submitted for project activities where a contractor will be performing nonintrusive type work such as site investigation, site assessments, e.g., environmental, site visits other than those visits to meet in a conference room or office setting. Examples of activities in which the AAPP may be used for are, gathering information, counting light fixtures for replacement, evaluating fence line for repair, assessing pumps and associated piping and wiring for replacement in an equipment room (size, voltage, amps, hp, gpm, basically nameplate info), evaluating boilers for repair/replacement, measuring the floor area for removal and replacement of the flooring, minor adjustments, very limited sampling of material (such as a small vial of paint chips or soil grab samples for lab analysis), affixing labels or tags where no power tools are involved or use of equipment to gain access such as ladders, lifts, etc., is required, limited Quality Assurance functions and similar tasks, all of which are generally considered very low risk activities.

6.1.3 An AAPP is not to be used for intrusive work or actual work activities such as removing flooring, removing/replacing parts/components from equipment, repairing items, e.g., pumps or security barriers, soil sampling using motorized equipment, e.g., gas auger, lifting devices, e.g., bucket truck or man-lift, or large equipment such as a backhoe, etc. For this type of work, i.e., the actual work that will be performed as a result of the site investigation/assessment, an APP per the guidance contained in paragraph 7.0 is required.

6.1.4 No plan is required for office or administrative type activities. Examples are; site visit to attend a meeting located in a conference room, office setting; review drawings in a files room, scan documents, examine maintenance records and logs, participate in line item review, teach /instruct on software programs, brief organizations, secretarial support services, or other similar administrative type activities. Again, for administrative type activities "**no**" plan is required. For these type activities the contractor's, their Corporate Safety and Health Program document is acceptable. For USAESCH employees, CEHNCR 385-1-1, Safety and Occupational Health Program Management may be used.

6.2 Accident Prevention Plan (APP).

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

6.2.1 An APP, also referred to as a Safety and Health Plan (SHP), Safety Plan (SP), Site-Specific Accident Prevention Plan (SSAPP), Project Safety and Health Plan (PSHP), or Site-Specific Safety and Health Plan (SSSHP), herein will be referred to as the APP, is a U.S. Army Corps of Engineers (USACE) mandatory requirement for all work activities in which EM 385-1-1 is applicable.

6.2.2 A site specific APP prepared by the contractor must be submitted and accepted by the USAESCH Systems Safety Branch for each project/task order prior to issuing a Notice to Proceed (NTP) or issuing a task order against an existing contract. After the plan has been accepted the KO may issue a NTP.

6.2.3 For purposes of this guidance, it is basically every contract and/or task order issued against a contract, which involves the actual work to include mobilization activities other than office/administrative type actions, e.g., hiring workers. Examples when an APP is required areas follows: intrusive type work such as removing flooring, erecting scaffolding, climbing scaffolding, working from heights more than 4 feet, use of specialized personal protective equipment (PPE), e.g., respirators, lead based paint/asbestos abatement, electrical work, removing, repairing, or replacing parts/components from equipment, repairing pumps, excavations, soil sampling using mechanized equipment, use of power tools, welding and cutting, work in confined spaces, machinery, demolition, underground work, concrete/masonry construction and steel erection, hazardous waste operations, blasting, heavy equipment operations, when using lifting devices, e.g., bucket truck or man-lift and similar work activities described in EM 385-1-1, Corps of Engineers Safety and Health Requirements Manual. These examples are not all-inclusive; they are provided for general type work activities that necessitate an APP to be prepared by the contractor and submitted per contract requirements for formal USAESCH Systems Safety Branch review and acceptance prior to issuing a NTP or issuing a task order against an existing contract.

6.2.4 An APP must address each element contained in Appendix A, EM 385-1-1, in the exact order provided in the manual. In addition, other applicable requirements not specifically identified in Appendix A but are contained in EM 385-1-1 must also be addressed to include any OSHA requirement as dictated by the work activity. The APP shall address those elements, which are site-specific and have the potential for adverse effects on the safety and health of workers and other personnel on the jobsite. The APP is the contractor's site-specific implementing document; therefore, the plan must place special emphasis on "WHAT" elements must be included that accurately reflect the work activity, "WHO" specifically is responsible for each element, "HOW" the element will be specifically addressed to mitigate any known or potential hazards, and explain "WHEN" each of the applicable requirements will be performed. If an element contained in Appendix A is not applicable, the Contractor shall make a negative declaration to establish that adequate consideration was given the topic along with a brief justification provided for its exclusion.

 US Army Corps Of Engineers® Engineering and Support Center, Huntsville	CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis	 Huntsville Center
	Effective Date: 1 November 2005 Revision: 1	

6.2.5 Prior to commencement of the work on the job/project site, the APP and the AHA discussed in paragraph 8.0 below must be physically located on the jobsite and must be available for review/use by the worker's performing work under the contract. It is the prime contractor's responsibility to ensure that all subcontractors are made aware of where the APP and AHAs are located on the job/project site and the prime must provide the necessary oversight to ensure compliance with both the APP and AHA. The APP shall provide for frequent safety inspections, conducted by qualified personnel who are trained in Corps safety and occupational health requirements (competent person), of the job sites, material, and equipment to ensure compliance with the plan and EM 385-1-1, Corps Safety and Health Requirements Manual.

6.2.6 To emphasize the importance of safety on all of HNC project sites, suggest contractors should be made aware that failure to comply with safety mandated requirements, e.g., AAPP or APP and associated AHA, on one of the Center's job/project sites may result in a "show cause" letter which may be a precursor to an unsatisfactory rating if safety performance is inadequate, deficient or fails to improve following an accident. Alternately, an interim unsatisfactory may be issued based on acknowledgement of safety violations resulting in a fatal or serious accident, e.g., fatality, 3 or more persons hospitalized in a single event, permanent total disability or permanent partial disability.

6.3 Activity Hazard Analysis (AHA) – Contractor.

6.3.1 An important mandatory requirement that is a part of the APP is the AHA. Before beginning each work activity, AHAs shall be prepared by the contractors performing the work activity. AHAs shall define the (1) sequence of work; (2) specific hazards known or anticipated; (3) and the control measures to mitigate the identified hazard(s). Figure 1-2, EM 385-1-1, is an accepted outline that can be used in meeting the AHA contract requirement.

6.3.2 In no case shall a specific work activity be started until both the APP and AHA have been reviewed and accepted by the USAESCH Systems Safety Branch. Examples of hazards that may be identified in the AHA are struck by moving vehicle, burns, slip, trips and falls, asphyxiation, back injury, electrical shock, heat exhaustion, head, foot, or eye injury, etc. The activity, hazards and controls to mitigate the hazards must be listed in a manner that is easily understood by general workers. The controls identified in the AHA are then required to be addressed in the relevant topic contained in the APP.

6.3.3 Once the contractor has an APP and AHA accepted and in place, future site visits to the work location(s) by the same contractor, should be covered by the accepted detailed APP and AHA until such time the contract is completed or terminated.

 <p>US Army Corps Of Engineers® Engineering and Support Center, Huntsville</p>	<p align="center">CEHNC-WI-SO-64-01 Abbreviated Accident Prevention Plans, Accident Prevention Plans and Activity Hazard Analysis</p>	 <p align="center">Huntsville Center</p>
	<p>Effective Date: 1 November 2005 Revision: 1</p>	

6.4 Exposure Hours and Lost Workday Reporting Requirements – Contractor.

Exposure hours and lost workday (LWD) cases will be submitted through the COR monthly to the U.S. Army Engineering and Support Center, Huntsville (USAESCH), Safety Office. The data must be submitted to arrive at the USAESCH not later than 10 calendar days after the end of each month. The information cut-off date will be the last day of each month. The monthly submission shall be on the spreadsheet located at the website listed below under USACE Prime Contractor Monthly Record of Accidents and Exposure Hours. If no hours are worked on the project/task, a report showing “zero (0)” is required. At present, complete page 1 only.

http://www.hnd.usace.army.mil/safety/Safety_Pol_Reg_Docs.aspx

7.0 RECORDS/OBJECTIVE EVIDENCE

All AAPPs, APPs, and AHAs will be received, reviewed and if found sufficient, accepted by the Systems Safety Branch. Acceptance will be documented as required by EQP 7-07.

**U.S. ARMY ENGINEERING AND SUPPORT CENTER, HUNTSVILLE (USAESCH)
ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)**

NOTE: For Site Visits only. (Please type or print)

Date of Site Visit: _____

Project Site Location: _____

Contract Number: _____ Task Order Number: _____

Contractor's Name: _____

Contractor's Address: _____

Prepared by: _____ Signature: _____ Date: _____

Telephone Number: _____ E-mail Address: _____
(Include area code)

USAESCH, Huntsville Project Manager (PM):

Name: _____ Telephone: _____
(Include area code)

Accepted by: USAESCH CEHNC Safety Office:

Name: _____ Office: _____ Date: _____

Notice: USAESCH personnel, contractors and all subcontractors must comply with all Occupational Safety and Health Administration (OSHA) laws, state and local mandates and adhere to the requirements of EM 385-1-1, Corps of Engineers Safety and Health Requirements Manual. **This AAPP is not intended to define full compliance with OSHA or other safety laws, codes or regulations.** Compliance with OSHA and other safety laws, codes or regulations, and maintaining a safe work environment for contractor or subcontractor employees remains the Contractor's responsibility.

NOTE: This AAPP is to be used for site visits only and must be accepted by the USAESCH Safety Office prior to the site visit. All members of the site visit team must comply with the provisions within this AAPP and attend a tailgate safety briefing just prior to the start of the visit and complete the Site Visit Team Statement on Page 8.

SPECIAL INSTRUCTIONS: Coordination must be made with the installation prior to conducting the site visit. Contact the USAESCH PM to assist in making arrangements. **Photographs** and **Video Recording** must also be coordinated with the USAESCH PM, if it is determined to be a necessary requirement.

1. PURPOSE OF THE SITE VISIT. (Examples: Field survey, gather data, records search/review, site investigation, inspection)

2. PRESENT USAGE. (Check ALL that apply)

- | | | | |
|--|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Military Installation | <input type="checkbox"/> Residential/Housing | <input type="checkbox"/> Recreational | <input type="checkbox"/> Nature Area |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Facility Support | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Child Care | <input type="checkbox"/> Industrial | <input type="checkbox"/> Active |
| <input type="checkbox"/> Dental Clinic | <input type="checkbox"/> Dining Facility | <input type="checkbox"/> Landfill | <input type="checkbox"/> Inactive |
| <input type="checkbox"/> Other – specify _____ | | | |

3. PERSONNEL RESPONSIBILITIES.

Contractor or USAESCH Team Leader (TL):

Name: _____ Office: _____

Address: _____ Telephone: _____
(Include area code)

TL Responsibilities: The TL is responsible for communicating the requirements contained in this AAPP to all team members. The TL and/or SSHO shall hold a tailgate meeting to discuss the information contained in this AAPP and any other site-specific topics before the site visit activities begin. **The SSHO responsibilities may be performed by the TL.**

Site Safety and Health Officer (SSHO):

Name: _____ Office: _____

Address: _____ Telephone: _____
(Include area code)

SSHO Responsibilities: The SSHO will assist the TL in the instruction/briefing and oversight of the requirements of this AAPP during site/field visit.

Team Members (Other than those listed above)

Name: _____ Company: _____ Phone: _____

Team Member Responsibilities: All Team Members are required to read or be briefed on the requirements contained in this AAPP during the tailgate meeting held by the TL or SSHO. Team members will sign the TL's Site Visit Team Statement on Page 8 signifying they understand and will comply with the requirements. This statement is to be maintained in the Contractor's on-site files through the entire life of the task order or project. The statement should only be completed prior to the actual visit taking place. It does not have to accompany the AAPP submitted for review. All team members shall identify any allergies and required medication at the initial team meeting.

4. GENERAL DESCRIPTION OF SITE ACTIVITIES.

- | | | | |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Walk-through | <input type="checkbox"/> Off road | <input type="checkbox"/> Over/on water | <input type="checkbox"/> Fence line |
| <input type="checkbox"/> Drive-through | <input type="checkbox"/> Off paths/trails | <input type="checkbox"/> Fly over | <input type="checkbox"/> Crawlspace |
| <input type="checkbox"/> On/Near roadway | <input type="checkbox"/> On paths/trails | <input type="checkbox"/> Basement | <input type="checkbox"/> Attic |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Hospital | <input type="checkbox"/> Clinic |
| <input type="checkbox"/> Office Building | <input type="checkbox"/> Equip Room | <input type="checkbox"/> Control Tower | |

5. HAZARD EVALUATION.

Check ALL hazards that could be present or encountered during the site/field visit. ALL potential hazards checked must include a brief mitigation measure or measures and document each with the corresponding topic listed on Pages 6 and 7. After hazards and mitigation measures have been identified and addressed, continue completing paragraphs 6 thru 13.

- | | | |
|--|--|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Climbing | <input type="checkbox"/> Biological |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Work from Elevation | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Slip/Trips/Falls | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Squatting/Bending | <input type="checkbox"/> Water Hazards | <input type="checkbox"/> Wildlife |
| <input type="checkbox"/> Eye Hazard | <input type="checkbox"/> Head Hazard | <input type="checkbox"/> Foot hazard |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Weather | <input type="checkbox"/> Heat Stress |
| <input type="checkbox"/> Cold Stress | <input type="checkbox"/> Insects | <input type="checkbox"/> Overhead Hazard |
| <input type="checkbox"/> Traffic Hazard | <input type="checkbox"/> Flammable Materials | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Toxic Materials | <input type="checkbox"/> Terrain |
| <input type="checkbox"/> Excavations | <input type="checkbox"/> Noise | <input type="checkbox"/> Motor Vehicle |
| <input type="checkbox"/> Flora | <input type="checkbox"/> Fauna | |

Other Hazards not listed:

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

6. HAZARD EVALUATION RISK ASSESSMENT.

- HIGH RISK MEDIUM RISK LOW RISK

Risk Assessment Levels:

High Risk – Those activities or tasks that present significant risk to personnel, equipment, or property, even after precautionary measures have been taken. High Risk activities are **not** to be conducted during site visits. Contact the USAESCH PM for further direction.

Medium Risk – Those activities or tasks that present greater risk to personnel, equipment, or property than normal site visit tasks, and require more than routine supervision.

Low Risk – Those activities or tests that present no greater risk than normal site visit tasks. Routine supervision is appropriate.

7. COMMUNICATION.

Means of communication shall be provided and identified below.

- Cell phone Two-way radio Desk Telephone Other _____

NOTE: Test communication devices at start of each shift to verify proper operation.

8. FIRST AID/CPR REQUIREMENTS. When a medical facility or physician is not accessible within five minutes of an injury to a group of two or more employees for the treatment of injuries, at least two contractor and/or USAESCH employees conducting the site visit shall be qualified to administer First Aid and CPR (one person trained in first aid/CPR is required). In addition, the first aid/CPR trained person will provide and make readily available a properly equipped First Aid Kit to treat their team members, if needed.

Special Note: Provide a map with directions on how to get to the hospital.

First Aid/CPR Certified Person(s) on Team:

Name: _____ Telephone: _____
(Include area code)

Name: _____ Telephone: _____
(Include area code)

9. EMERGENCY RESPONSE.

Prior to the site visit, arrangements shall be made for medical treatment. When an Installation/Government Facility is to provide any emergency response or medical treatment those arrangements must be made prior to the visit. A means of transporting injured or ill persons shall also be readily available, e.g., POV, Company Vehicle, etc. as identified below:

POV Company Vehicle Other _____

Emergency numbers, call letters, etc., and the method(s), e.g., cell phone, two-way radio, etc., to summons emergency response organizations shall be identified below:

MEDICAL FACILITY _____ SUMMONS METHOD _____ TELEPHONE (not 911)

FIRE DEPARTMENT _____ SUMMONS METHOD _____ TELEPHONE (not 911)

MILITARY POLICE _____ SUMMONS METHOD _____ TELEPHONE (not 911)

LOCAL POLICE _____ SUMMONS METHOD _____ TELEPHONE (not 911)

USAESCH PM _____

FACILITY CONTACT _____

OTHERS (List) _____

10. TRAINING. The Contractor is responsible for briefing their employees as well as all subcontractors, and shall meet the required training requirements determined by the contractor to be applicable in this AAPP. See Paragraphs 5 and 8.

11. MINIMUM SAFETY REQUIREMENTS.

a. If conditions change or hazards arise not previously anticipated or not covered by this AAPP, the Team Members are to stop the activities, leave the area if it is hazardous, and notify the TL and/or SSO.

b. Restricted or POSTED areas. DO NOT enter without permission of the Installation or Proponent. Smoke in designated areas only.

c. If task involves access to a remote or restricted area, the Two-Person or BUDDY System will be used. The two persons must maintain contact by line of sight and orally at all times. Emergency communication (Two-Way Radio, Cell phone or similar device) must be readily available at all times under these conditions.

d. Avoid overgrown vegetation, tall grass, and similar areas if possible. In seasons of insects and reptiles, protective measures such as boots, chaps, and repellants should be used when needed. The Buddy System will always be used in these areas. Emergency communication (Two-Way Radio, Cell phone or similar device) must be maintained at all times under these conditions.

e. Always walk facing traffic, in a single file, and each person must wear a reflective vest when walking along roadways. Flashlights are required during periods of poor visibility e.g., dawn, dusk, after dark, fog, etc.

f. Electrical energized equipment. Do not enter switchgear room or switchyards without an escort who is familiar with the area and/or the associated hazards.

g. Excavated Area. Do not enter trenches and holes without an escort who is familiar with the area and/or the associated hazards.

12. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE).

a. Appropriate clothing shall be worn to abate the hazards identified in Paragraph 5 above. Employees shall wear clothing suitable for the weather and work conditions. As a minimum, long trousers, a sleeved shirt, and leather or other protective footwear are required. Footwear will be commensurate with hazards anticipated or identified.

b. USAESCH employees and contractor personnel will, as a minimum, wear:

(1) A hard hat on all construction and renovation jobs or where overhead hazards exist.

(2) Safety glasses with side shields are required when eye hazards exist.

c. Hearing protection is required when sound levels reach or exceed allowable limits.

13. ACCIDENT REPORTING. In the event of an accident, the contractor will notify the USAESCH PM immediately. The contractor is responsible for conducting accident investigations for their personnel. Accidents involving USAESCH personnel will be investigated, as a minimum, by USAESCH personnel in accordance with using the latest versions of CEHNCR 385-1-1 and the Standing Operating Procedure SOH-385-001. The USAESCH PM will advise the contractor as to the forms that must be completed and submitted to the USAESCH Safety Office.

**U.S. ARMY ENGINEERING AND SUPPORT CENTER, HUNTSVILLE (USAESCH)
ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)
MITIGATION MEASURES FROM PARAGRAPH 5**

Hazard

Mitigation

Electrical _____

Mechanical _____

Slip/Trips/Falls _____

Squatting/Bending _____

Eye Hazard _____

Environment _____

Cold Stress _____

Traffic Hazard _____

Confined Space _____

Excavations _____

Climbing _____

Work from Elevation _____

Material Handling _____

Water Hazards _____

Head Hazard _____

Weather _____

Insects _____

Flammable Materials _____

Toxic Materials _____

Noise _____

Biological _____

Chemical _____

Lifting _____

Wildlife _____

Foot hazard _____

Heat Stress _____

Overhead Hazard _____

Tools _____

Terrain _____

Motor Vehicle _____

Flora _____

Fauna _____

Other Hazard(s) _____

Other Hazard(s) _____

Other Hazard(s) _____



Technical
Submittals
via 4025

INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.
2. Each transmittal shall be numbered consecutively in the space provided for "Transmittal No.". This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or resubmittals mark the appropriate box; on resubmittals, insert transmittal number of last submission as well as the new submittal number.
3. The "Item No." will be the same "Item No." as indicated on ENG FORM 4288-R for each entry on this form.
4. Submittals requiring expeditious handling will be submitted on a separate form.
5. Separate transmittal form will be used for submittals under separate sections of the specifications.
6. A check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications--also, a written statement to that effect shall be included in the space provided for "Remarks".
7. Form is self-transmittal, letter of transmittal is not required.
8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I, column i to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g, to each item submitted.

THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

A --	Approved as submitted.	E --	Disapproved (See attached).
B --	Approved, except as noted on drawings.	F --	Receipt acknowledged.
C --	Approved, except as noted on drawings. Refer to attached sheet resubmission required.	FX --	Receipt acknowledged, does not comply as noted with contract requirements.
D --	Will be returned by separate correspondence.	G --	Other (<i>Specify</i>)
10. Approval of items does not relieve the contractor from complying with all the requirements of the contract plans and specifications.

4025 Action Codes

- A - Approved as submitted.**
- B - Approved, except as noted on drawings.**
- C - Approved, except as noted on drawings. Refer to Attached sheet resubmission required.**
- D - Will be returned by separate correspondence.**
- E - Disapproved (See Attached).**
- F - Receipt acknowledged.**
- FX - Receipt acknowledged, does not comply as noted with contract requirements.**
- G - Other (Specify)**

DESIGN REVIEW COMMENTS

PROJECT

Ft. Pistol, US; ESS Upgrade; W912DY-05-D-00XX, Task Order 0001; Contractor Name

SITE DEV & GEO	<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	SAFETY	<input type="checkbox"/>	SYSTEMS ENG	<input type="checkbox"/>	REVIEW	Transmittal 0001-00X
ENVIR PROT& UTIL	<input type="checkbox"/>	MFG TECHNOLOGY	<input type="checkbox"/>	ADV TECH	<input type="checkbox"/>	VALUE ENG	<input type="checkbox"/>	DATE	30 March 2006
ARCHITECTURAL	<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	ESTIMATING	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	NAME	Jeff Alford(ED-ME-1(256) 895-1754
STRUCTURAL	<input type="checkbox"/>	ELECTRONIC TECH	<input checked="" type="checkbox"/>	SPECIFICATIONS	<input type="checkbox"/>				

ITEM	DRAWING NO. OR REFERENCE	COMMENT	ACTION
1.	Transmittal 0001-001	The following Review Codes have been assigned to this transmittal: C - Engineering Installation Drawings A - Manufacturer's Data	
2.	Sheet 01	Need to provide List of Symbols.	
3.	Sheet 04	Reverify EECs called out for Door 113A. Drawing shows a CardReader with Keypad, door detail on Sheet 16 shows CardReader only.	
4.	Sheet 04	Main Entrance Doors only have 1 BMS shown. Each door leaf shall be provided with a BMS. Each BMS is to be annunciated individually as an alarm.	
5.	Sheet 05	Overhead Roll-up door in Maintenance Bay should have a BMS.	

ACTION CODES
 W - WITHDRAWN
 A - ACCEPTED/CONCUR N - NON-CONCUR
 D - ACTION DEFERRED VE - VE POTENTIAL/VEP ATTACHED

DESIGN REVIEW COMMENTS

PROJECT

Ft. Pistol, US; ESS Upgrade; W912DY-05-D-00XX, Task Order 0001; Contractor Name

SITE DEV & GEO	<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	SAFETY	<input type="checkbox"/>	SYSTEMS ENG	<input type="checkbox"/>	REVIEW	Transmittal 0001-001
ENVIR PROT& UTIL	<input type="checkbox"/>	MFG TECHNOLOGY	<input type="checkbox"/>	ADV TECH	<input type="checkbox"/>	VALUE ENG	<input type="checkbox"/>	DATE	30 March 2006
ARCHITECTURAL	<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	ESTIMATING	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	NAME	Jeff Alford(ED-ME-T\256) 895-1754
STRUCTURAL	<input type="checkbox"/>	ELECTRONIC TECH	<input checked="" type="checkbox"/>	SPECIFICATIONS	<input type="checkbox"/>				

ITEM	DRAWING NO. OR REFERENCE	COMMENT	ACTION
1.	Transmittal 0001-001	The following Review Codes have been assigned to this transmittal: C - Engineering Installation Drawings A - Manufacturer's Data	
2.	Sheet 01	Need to provide List of Symbols.	Concur. List of Symbols will be added.
3.	Sheet 04	Reverify EECs called out for Door 113A. Drawing shows a CardReader with Keypad, door detail on Sheet 16 shows CardReader only.	Concur.
4.	Sheet 04	Main Entrance Doors only have 1 BMS shown. Each door leaf shall be provided with a BMS. Each BMS is to be annunciated individually as an alarm.	Non-Concur. Main Entrance Door is incorrectly shown on drawing, there is only one door leaf. Drawing to be corrected.
5.	Sheet 05	Overhead Roll-up door in Maintenance Bay should have a BMS.	Concur. BMS will be added to Overhead Door.

ACTION CODES
 W - WITHDRAWN
 A - ACCEPTED/CONCUR
 N - NON-CONCUR
 D - ACTION DEFERRED
 VE - VE POTENTIAL/VEP ATTACHED

DESIGN REVIEW COMMENTS

PROJECT

Ft. Pistol, US; ESS Upgrade; W912DY-05-D-00XX, Task Order 0001; Contractor Name

SITE DEV & GEO	<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	SAFETY	<input type="checkbox"/>	SYSTEMS ENG	<input type="checkbox"/>	REVIEW DATE	Transmittal 0001-001a
ENVIR PROT& UTIL	<input type="checkbox"/>	MFG TECHNOLOGY	<input type="checkbox"/>	ADV TECH	<input type="checkbox"/>	VALUE ENG	<input type="checkbox"/>	21 April 2006	
ARCHITECTURAL	<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	ESTIMATING	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	Jeff Alford(ED-ME-T)(256) 895-1754	
STRUCTURAL	<input type="checkbox"/>	ELECTRONIC TECH	<input checked="" type="checkbox"/>	SPECIFICATIONS	<input type="checkbox"/>				

COMMENT

ACTION

<p>ITEM DRAWING NO. OR REFERENCE</p>	<p>COMMENT</p>	<p>ACTION</p>
<p>1. Transmittal 0001-001a</p>	<p>The following Review Codes have been assigned to this transmittal: A - Engineering Installation Drawings</p>	

ACTION CODES
 A - ACCEPTED/CONCUR
 D - ACTION DEFERRED
 W - WITHDRAWN
 N - NON-CONCUR
 VE - VE POTENTIAL/VEP ATTACHED

