




P&O HSE&C

General Safety Rules Safe Work Practice (SWP)

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AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment Description
1	11	SF	<p>Added Personnel shall not enter defined Radiation work areas without permission from the Radiation Protection Supervisor/Work site owner.</p> <p>Add Galley etiquette to remove OIM standing instructions.</p> <p>Updated Section 3.5 Health and Industrial Hygiene fatigue management guidance for workforce. These includes maximum working hours and approval process to work extended hours, minimum break periods between shifts, maximum consecutive work days and approval process to work extended days, mid-hitch rollovers, break period between shift cycle/hitch, and the electronic form for the fatigue assessment and mitigation plan.</p>
11/26/2018	10	DL	<p>3.3.5 Changed maximum allowed work days from 21 to 28 and removed reference to DWOP Manual. Added Reference to GoM Fatigue Management Plan.</p> <p>3.7 Incident Reporting added US Coast Guard reporting information.</p> <p>3.10 Added this section on Emergency Shutdown Activation Expectations.</p> <p>3.12 Added this section on Scaffolding Storage Requirements</p> <p>3.13 Added this section on Lifting and Lowering Equipment section added to address tools being lowered on rope with hand tied knots.</p> <p>3.14 Added this section on Flogging Spanner (Hammer Wrench) Usage.</p>
01/24/2002	0	RB	Initial issue as controlled document. Prior revision history located in hard-copy consolidated manual.

INFORMATION RECORD

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1 Purpose & Scope

This Safe Work Practice (SWP) describes general requirements that personnel shall adhere to while working at GoM Region facilities, including onshore facilities (e.g., BP Controlled sites, Fourchon Supply Base, PMF/HOLC, and the PHI Heliport). This SWP supplements personnel inductions to assist in describing safety, security, health and general safe work practice expectations. This SWP describes how GoM Region implements multiple OMS expectations, including:

- OMS 2.2.4 Personnel Inductions
- OMS 3.2 Personal Safety
- OMS 3.4 Health & Industrial Hygiene
- OMS 3.5 Security
- OMS 3.6 Environment
- OMS 4.1 Procedures and Practices
- OMS 4.4 Incident Management
- OMS 4.5 Control of Work
- OMS 4.6 Crisis and Continuity Management
- OMS 7.1 Regulatory Compliance

2 Key Responsibilities

GoM Region personnel, including employees, contractors, subcontractors and visitors, are responsible to know and comply with these general requirements in addition to all other GoM safe work practices.

3 Requirements

3.1 Personal Safety Requirements

Personnel shall use handrails when ascending or descending stairways and take only one step at a time.

Personnel shall not run in work areas, except to escape dangerous situations.

Personnel shall not spray compressed air/gas on themselves or others.

Personnel shall not walk into hazardous environments such as natural gas liquids, flammable liquids, smoke or a flammable gas cloud for the purpose of minimizing or stopping a spill or to protect the company's assets.

Personnel shall not lean against or support their body weight on any guardrail/handrail. Personnel shall not use guardrails for stabilizing support or load bearing applications. Only signs and safety equipment may be mounted on guardrails.

Personnel shall comply with the occupied and non-occupied building list requirements maintained by the facilities.

Personnel shall not fish from offshore facilities.

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Personnel shall be familiar with each facility's specific procedures to access operating areas. Personnel shall not enter production facility areas, drilling facilities or any hull, columns or pontoons without prior authorization unless they are part of a normally assigned work team for that area or are performing a task with an approved Work Control Certificate (WCC).

The use of individual knives and multi-purpose tools (such as a 'Leatherman®') are prohibited and will not be allowed offshore or at shore-based facilities. Alternative cutting devices will be provided for tasks (e.g., tin snips, polyvinyl chloride [PVC] cutters, wire cutters, etc.). The galley staff will be allowed to use knives while performing their daily duties.

Personnel shall wear the minimum PPE identified within associated risk assessments and the Facility PPE Matrix for the assigned task. If the proper PPE is not available or unclear, contact the facility HSE representative for assistance.

Personnel shall not wear jewelry that could lead to an injury while outside of offshore quarters or accommodations area. This includes the removal of all finger rings, hoop, dangling, or metallic ear rings, medallions, necklaces, and bracelets and facial jewelry including tongue piercings. Nonconductive, stud type piercing retainers may be used if covered by clothing or bandage. Copper bracelets worn for medical reasons must have an opening and be kept secure and not loose on the wrist. Watches must have break away pins or breakaway connections.

Technicians working in electrical energized area such as a motor control center, fire panel, etc. shall not wear conductive clothing or jewelry such as watch bands, bracelets, rings, or necklaces. Non-conductive watches are permitted.

Personnel shall not operate equipment unless skilled and knowledgeable on that equipment.

Under normal operations, operating machinery and electrical switchgear shall have required safety guards, switches, and alarms in place, and these shall be functioning appropriately.

3.2 Galley Etiquette & Access

Personnel shall not wear the following in the galley:

- Shorts
- Sleeveless shirts
- Open toed shoes
- Sweaty gym clothes
- Severely soiled work clothes
- Hard hats

No tobacco use is permitted in the galley during meal times.

Only Authorized personnel are permitted to enter the kitchen, coolers, and pantry areas. This restriction includes entering the food prep area to access the warmer box. Food and other items must be requested from a galley attendant.

Any violations of the above will be reported to the OIM.

3.3 Gym/Wellbeing Center Etiquette

Proper clothing is required in the gym:

- Closed toed athletic shoes
- Shirt
- Athletic pants or shorts

No work clothes are permitted to be worn in the gym.

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No steel toed boots or crocs are permitted to be worn in the gym.

The gym is a place to workout. It is not permitted to “hang out” and play on phone or make personal calls. No loitering.

3.4 Dropped Object Prevention Requirement

Any material that has the potential to become a dropped object shall be secured. This includes tools, materials, and equipment that are carried on stairways, catwalks, within 6 feet of handrails, over grating or across decks that have the potential to fall to a lower level or overboard. This includes the use of properly rated and secured tool bags, tool belts, lanyards, back packs, or equivalent devices to prevent objects from being dropped.

Secure small personal items such as pens, water bottles, and clipboards in such a way as to prevent being dropped or caught on equipment or structures in the area (e.g. pens are to be secured inside of pockets, water bottles are to be carried in a tethered pouch).

Hard hats are to have a lanyard or other means to prevent becoming a dropped object. Hand-held radios should be in holsters designed for each specific radio and secured to a tool belt or in a suitable fashion to one’s work clothes.

For specific guidance pertaining to dropped object prevention while working at heights over 6 feet, refer to the Working at Heights SWP.

3.5 Health & Industrial Hygiene Requirements

- A. Personnel shall report to the medic or other designated person when they use or possess prescription/non-prescription (e.g., over-the-counter) medication.
- B. Personnel shall submit to medical evaluation or alcohol/drug testing where cause exists such as suspected alcohol or drug use, post-accident or incident, and when randomly selected.
- C. Personnel shall maintain prescription and over the counter medications, including supplements, vitamins, and protein powders, in their original containers.
- D. Personnel shall report significant medical conditions (i.e., pacemakers, diabetes, allergies) to the Medic using the Offshore Medical Information Form.
- E. Personnel shall work in accordance with the fatigue management guidelines in the chart below:

Categories	Limits on hitches / working hours
Maximum Hours of Work Per Day	16 hours
Minimum Rest Period Between Shifts	8 hours
Maximum Consecutive Working Days	28 days
Maximum Hitch (21/21)*	21 days*
Minimum Rest Period Between Rotations	3 days

*Offshore hitch examples 14/14 or 21/21.

NOTE: bp employees are to follow the bp fatigue management policy.

1. The maximum number of hours of work during a rolling 24-hour period is 16 hours.

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2. Any request for personnel (including employees, contractors, subcontractors and visitors) to work beyond 16 hours must be supported by a documented risk assessment and approved by the OIM and/or Area Production Manager (APM).
 3. Escalation/Approval System (pre-approval process for work beyond 12 hours)
 - a. Level 1 – Any request for personnel to work up to two additional hours beyond a 12-hour shift (excluding shift handover) (i.e., up to 14 hours) must be approved by the Team Leader and supported by the consideration and mitigation of risk.
 - b. Level 2 – Any request for personnel to work beyond a 14-hour shift (excluding shift handover) (i.e., up to 16 hours) must be approved by the OIM or Senior Manager (for that operation, well site, or project) and supported by a risk assessment.
 4. The minimum required break between shifts is 8 hours, to allow enough time for sleeping, washing, and eating. This is in conformance with the maximum 16-hour shift.
 5. The maximum number of consecutive work days allowed for personnel is 28 days. Deviations from this are considered exceptions to the policy and should only be used in urgent situations.
 6. Any request for personnel to work between 29 and 35 consecutive days must be supported by a documented risk assessment and approved by the OIM.
 7. Any request for personnel to work beyond 35 consecutive days must be supported by a documented risk assessment and approved by the APM.
 8. Mid-hitch rollovers / short changes should be minimized. The business recognizes that there may be times when these are needed; therefore, mid-hitch rollovers / short changes require written approval from the OIM.
 9. The minimum break between shift cycles is 3 rest days plus 1 travel day. This does not prohibit setting longer break goals.
 10. Any deviations in the shift cycle (hitch) must be supported by a documented risk assessment.
 11. Use the Fatigue Assessment and Mitigation Plan found in [Appendix F of this FMP](#). Submit all fatigue risk assessments using the Microsoft form found here: <https://forms.office.com/r/FByAFKvnbnc>.
- F. Personnel shall limit manually lifting loads to the following criteria:
1. 50 pounds chest-level and below.
 2. 25 pounds above chest-level.

NOTE: Manually lifting heavier loads can be accomplished by dividing the weight among more than one person so that no individual is lifting more than the weight limits listed. Mechanical lifting devices shall be used if manual lifting limits will be exceeded.

- G. Personnel shall review the site-specific hazard communication program, understand hazardous chemical labeling requirements and understand how to access hazardous chemicals safety data sheets (SDS) on the facility.
- H. Prior to the arrival of new chemicals on the facility, all personnel, including contractors, shall ensure that SDS's of all chemicals that they will purchase or bring aboard have been reviewed, approved, and added to the electronic SDS system. Personnel can contact the BP HSSE Representative or Industrial Hygienist.
- I. Personnel that observe potential Toxic Substance Control Act reporting issues or that have allegations of adverse health or environmental effects due to BP products or chemicals shall contact their GoM HSSE representative, as well as their supervisor.

Commented [BL1]: Define?

Commented [BL2]: Why is this in brackets?

Commented [BL3]: I think this is a judgement call that doesn't need to be documented. (as in the following bullet "...by a documented risk assessment.")

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Commented [BL5]: Okay?

Commented [BL6]: Query: is "written" approval required for all approvals mentioned in this plan?

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3.6 Security Requirements

Personnel are prohibited from possessing or using illegal drugs, drug-related paraphernalia, intoxicating beverages, pornographic material, explosives, hazardous substances, firearms, ammunition, firearm parts or other weapons, such as brass knuckles, tasers, and mace.

Personnel shall not participate in horseplay (e.g., rough or boisterous play) or fighting.

Personnel shall not participate in "contact type" contests of strength recreational activities (e.g., arm wrestling, thumb wrestling, wrist bending, etc.).

No photos or videos shall be taken outside of the quarters/office area without prior approval from the OIM / Facility Supervisor.

In case of a suspicious package detected, personnel shall leave the area immediately and report situation to their supervisor or call the control room. Hand-held radio or cellular phone should not be used to report such incident.

Personnel shall be aware of and report any suspicious personnel and activities to their supervisor immediately.

BP may conduct unannounced searches of personnel, automobiles, and other personal properties.

Personnel shall not harass any other personnel based on race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, or veteran status.

The BP Weapons Policy strictly prohibits employees, or any person providing services to BP or located on BP premises from possessing weapons of any kind at the workplace. The following penalties apply to any BP employee, contractor, or 3rd party vendor that works in the GoM. This applies to the GoM workplace including heliport, shipping facilities, PMF, HOLC, Westlake campus, and any contracted vessels.

Violation	1 st Offense	2 nd Offense	3 rd Offense
Firearm Violations (Firearms of any kind – loaded or unloaded)	<ul style="list-style-type: none"> BP Employee - 2 week suspension without pay. Contract (includes contingent labor) - 2 week No Fly. Reinstatement upon investigation 	<ul style="list-style-type: none"> BP Employee - Termination Contract – Permanent No Fly Ban 	N/A
Handgun Parts; Ammunition and other weapons (brass knuckles, knives and Tasers)	<ul style="list-style-type: none"> Return contraband to car. Violator allowed to fly the same day. 	<ul style="list-style-type: none"> BP Employee – 2 week suspension without pay Contract – 2 week No Fly 	<ul style="list-style-type: none"> BP Employee - Termination Contract – Permanent No Fly Ban

3.7 Environmental Requirements

Personnel shall dispose of fluids, trash, and/or items in the correct marked and dedicated recycling and trash containers using the proper disposal method (e.g., proper puncturing of aerosol cans before disposal).

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Personnel shall not throw fluids, objects, trash, and/or any items overboard as this is considered marine trash and debris and is strictly prohibited and punishable by the U.S. Coast Guard and Environmental Protection Agency. Personnel shall report all marine trash and debris accidents to their supervisor immediately.

Personnel should report sheens noticed on the water to their supervisor.

3.8 Procedures and Practices

Operating with an unlit Flare is not acceptable unless the proper Operational Risk Assessment (ORA) is performed and documented as per your SOP's.

3.9 Incident Reporting Requirements

Injuries or incidents, regardless of severity, as well as observed safety practice violations, and noncompliance issues shall be immediately reported. The primary means of reporting is directly to your immediate supervisor or the Person-in-Charge; issues may also be documented in IRIS. If you prefer to report violations or noncompliance issues and remain anonymous, the primary reporting option is through OpenTalk. OpenTalk is available to all BP employees and contractors and is intended to allow the reporting person to remain anonymous while the reported issue is investigated and resolved. Reports to OpenTalk can be made by:

- Phone: 1-800-225-6141 or
- Intranet: <https://bp.alertline.com/gcs/welcome>

Another means of reporting available to employees and contractors is to the Bureau of Safety and Environmental Enforcement (BSEE). Any hazardous or unsafe working condition and any possible violation or failure to comply with any federal law or regulation relating to the safety of offshore oil and gas operations may be reported to BSEE.

- Phone: 1-877-440-0173
- Internet: www.bsee.gov, or
- Mail: U.S. DOI/BSEE, 1849 C Street NW, Mail Stop 5438, Washington D.C. 20240
Attention: IRU Hotline Operations

Finally, hazardous or unsafe work conditions and possible violations to US Coast Guard regulations can be reported to the US Coast Guard Officer in Charge, Marine Inspection. The identity of the reporting person will not be made available without permission to anyone other than those officers and employees of the Department of Transportation who have a need for the record in the performance of their official duties.

- Phone: (504) 589-6225
- Email: D8CommandCenter@uscg.mil
- Mail: Eighth Coast Guard District, OCS, Hale Boggs Federal Building, 500 Poydras St., Suite 1341, New Orleans, LA 70130

3.10 Control of Work Requirements

All visitors, including BP employees, contractors, and subcontractors, shall report to a BP representative immediately upon arrival at a site. No work may be started in any area or on any equipment without the knowledge and consent of the BP representative, in accordance with Permit to Work/Control of Work authorization.

An appropriate level risk assessment shall be completed for each job task prior to conducting work activities. The Completed risks assessment shall be reviewed and signed by each member of the work party on site prior to conducting the work and shall remain accessible to all personnel involved for the duration of the task.

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Electronic devices such as cameras, laptop computers, cell phones, pagers, PDAs, iPods, and MP3 Players shall not be carried or used outside of the quarters/office area on offshore facilities without an authorized Hot Work Spark Potential WCC. Intrinsically safe portable electronic devices that have been certified by a USCG approved third-party testing laboratory can be used without a WCC in the area they are rated for.

The GoM Stop Work Authority procedures grant all personnel the responsibility and authority without fear of reprisal, to stop work or may decline to perform an assigned task that is perceived to be creating imminent risk or danger to personnel, equipment, or the environment.

Personnel shall not enter defined Danger Zones without specific permission from the Offshore Installation Manager (OIM) or designee.

Personnel shall not enter defined Radiation work areas without permission from the Radiation Protection Supervisor/Work site owner.

Personnel shall not enter a Caution Zone without understanding the specific hazards associated with the area.

Per SEMS II requirements, each BP facility will have a designated Ultimate Work Authority such as the Offshore Installation Manager (OIM) or Captain who has the responsibility and authority to make final decisions as they relate to imminent danger.

3.11 Emergency Response/Fire Protection Requirements

Personnel shall read and understand the Station Bills to familiarize themselves with their role in the facility emergency response plan:

Personnel shall check their work area and identify the location of firefighting equipment, emergency eyewashes, safety showers, and the current escape routes to survival equipment.

Personnel are responsible to know their primary and secondary muster stations, abandonment stations and emergency alarms.

Personnel shall maintain clear access to fire extinguishers, alarm boxes, fire doors, air packs, eyewash and shower stations, first-aid kits, life rings, life jackets and other life-saving devices. Personnel shall either remove obstructions or notify their supervisor if egress routes are obstructed.

Personnel are only allowed to smoke products (including electronic cigarettes, such as vapor cigarettes and "E-cigs") in designated smoking areas. Electronic lighters in designated smoking areas are the only acceptable lighting devices for offshore facilities.

3.12 Emergency Shut Down Activation

Expectations for Emergency Shutdown activation are that any person who observes a situation that is Immediately Dangerous to Life or Health (IDLH), such as visible fire in the process area or the presence of a gas release will activate the Emergency Shutdown. If the situation is not Immediately Dangerous to Life or Health, contact should be made with the control room before activating the Emergency Shutdown. Immediately Dangerous to Life or Health (IDLH) is defined as likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from an environment that could cause such effects.

3.13 Ladder Usage Requirements

3.13.1 General Ladder Usage Requirements

Ladders shall be used for their intended purpose only in accordance with manufactures instructions.

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Ladders shall be inspected prior to use by a competent individual to ensure they are in good condition and free of defects.

Buckets, drums, or other objects shall not be used to substitute for a ladder.

Never lean from a ladder where the center of the user's waist or belt buckle is past the edge of the ladder.

Both hands shall be available for climbing (Never carry objects in hands while climbing).

Raising and lowering of tools shall be by tool case or other positive means that will prevent objects from being dropped and hand tools must be tethered to person when working at heights above 6 feet.

3.13.2 Portable Ladder Usage Requirements

Portable ladders shall be made of non-conductive material (metal and wooden portable ladders are prohibited).

Manufactures requirements including warnings, and weight limits shall be clearly visible and followed.

Confirm that ladder is secured (tied off) or manually held while in use to prevent slippage (and extends 36" above surface line if using extension ladder).

Adhere to the required angle of one foot horizontal for every four feet vertical for straight or extension ladders (for example, 8 foot vertical ladder equals 2 feet horizontal; 10 feet vertical ladder equals 2.5 feet horizontal).

3.13.3 Fixed Ladder Usage Requirements

Design, construction, and installation of all fixed ladders shall comply with the OSHA regulation standard (29 CFR 1910.27).

3.14 Scaffolding Storage Requirements

29 CFR 1926 has the following recommendations for the storage of scaffold materials and approved containers or racks.

3.14.1 Scaffolding Component Storage

Scaffolding components shall be stored in accordance with the manufacturer's instructions and as a minimum shall meet the requirements as follows:

At no time will scaffolding material be stored or erected in such a way that it blocks a walkway, an egress, emergency equipment, or process equipment without prior approval of the OIM.

Manufacturers' scaffold material shall not be modified. Modified or damaged material shall not be used and must be discarded.

Scaffolding shall not be stored in a manner that will not cause added stress and fatigue to the components.

Scaffolding shall be stored in a manner that does not create a hazard to personnel placing or removing the components from storage.

Material shall be separated by size and type and not mixed with other material.

All scaffolding material that is used in building a scaffold will be completely disassembled and stored by individual component.

Material with extensions or arms, shall not be hung by these extensions, but will be secured properly or stored flat in a basket or box.

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Scaffolding material shall be stored in a neat and orderly manner to minimize potential material access hazards.

3.14.2 Container \ Rack Design and Construction and usage

As a minimum scaffold components storage container \ rack shall be designed and constructed as follows:
Specifically to allow for sufficient horizontal and vertical supports to maintain control over material and prevent any accidental displacement and collapse of the material.

Racks shall be built for specific pole length's and only used for that length of pole or plank.

Racks shall have at a minimum of 3 verticals, one on each corner and one in the middle, to keep the poles or planks from sliding off. Distance between verticals shall not be more than half the length of the component being stored. (i.e. a rack for storage of 10 foot planks shall not have more than 5 feet of spacing between the verticals.)

Racks shall have proper feet installed on the verticals.

No rack will be built higher than 4.0 ft. tall and material shall not be stacked higher than that which the rack is built to hold.

Clamps shall be stored in basket or closed sided container.

Racks shall not be double-stacked.

Racks shall not be overloaded.

3.14.3 Container \ Rack Location

Scaffold components storage container \ rack locations shall be properly risk assessed to ensure placement does not create any additional hazards. At a minimum, they shall be located as follows:

Scaffold components shall not be stored within 6 feet of a handrail that is an outer nnel protection without prior approval of the OIM. Stacking near handrail for storage will require and engineered hard barricade between handrail and scaffold storage rack.

Scaffolding material should be stored on a solid deck when possible. In the event scaffolding material has to be stored over open grating, the grating shall be covered with secured material so nothing can drop through the grating.

When scaffolding material is stored on grating, the feet shall be placed over support beams or a material shall be used to spread the load (ex: 2x10 oak planks), preferably from support beam to support beam.

Scaffolding material shall not be stored on or within 3 feet of electrical cables, process tubing or piping.

Wood material shall not be stored in areas of high heat whereby it could become an ignition source.

3.15 Lifting and Lowering Tools and Equipment

Hand tied knots shall not be used when lifting or lowering tools and Equipment from elevation.

An alternative method, such as manufactured closing devices, carabiners, self-adhering tape shall be used in lieu of tying knots when lifting and lowering tools and equipment from elevation.

3.16 Flogging Spanner (Hammer Wrench) Usage

If a flogging spanner (hammer wrench) is to be used to complete a task, a finger saver device shall also be utilized.

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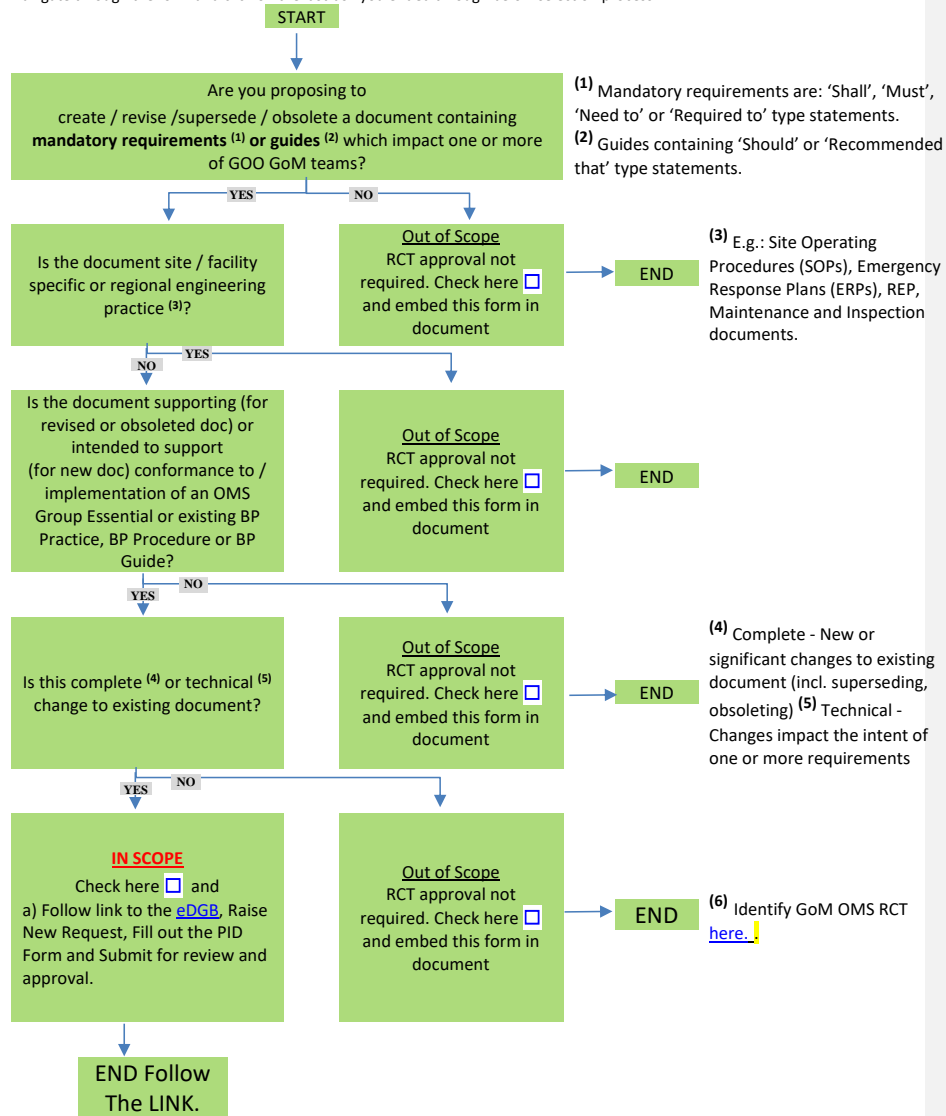
General Safety Clause - William-Steiger OSHA Act of 1970
29 CFR 1910 Subpart E Exits Routes, Emergency Action Plan and Fire Prevention Plans
29 CFR 1910 Subpart H Hazardous Material
29 CFR 1910 Subpart I Personal Protective Equipment
29 CFR 1910 Subpart M Compressed Gas and Compressed Air Equipment
29 CFR 1910 Subpart Q Welding, Cutting, and Brazing
29 CFR 1910 Subpart Z Toxic and Hazardous Substances
30 CFR 250.193
30 CFR 250.1933
30 CFR 250.300(b) (6)
33 CFR 106 Subpart H Outer Continental Shelf
29 CFR 1910.27 Subpart D Walking-Working Surfaces Scaffolds and Rope Descent Systems
29 CFR 1910.28 Subpart D Walking-Working Surfaces Duty to have fall protection and falling object protection.
29 CFR 1926.450 Scaffolding

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Document Lifecycle Tree

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Document Authorization Form

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Refer to GOO GoM Management of Change Procedure for list of critical documents and additional guidance.			
Document Details			
Document Number	UPS-US-SW-GOM-HSE-DOC-00106-2	Revision	11
Document Title	GoM General Safety Rules		
Next Review Date	1/22/2029		
Document to be Added/Removed - OMS Navigator	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OMS Sub-Element	302
Reason for Issue: (check applicable)	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revise <input type="checkbox"/> Supersede <input type="checkbox"/> Obsolete		

Document Sign Off			
	Print Name & Title	Signature	Date
Reviewer(s) (if not applicable, put N/A in front of Name & Title, then sign and date)	Shane Fruge – P&O HSE&C Advisor		
Training Completed (if not applicable, put N/A in front of Name & Title, then sign and date)	Shane Fruge – P&O HSE&C Advisor		
Communication Completed (if not applicable, put N/A in front of Name & Title, then sign and date)	Shane Fruge – P&O HSE&C Advisor		
Custodian – (Name & Title, then sign and date)	Jennifer Osterhaus – GoMC HSE&C Manager		
Authority – (Name & Title, then sign and date)	Jacob Gulmore – GoM HSE&C Discipline Lead		
Document Posted – (Name & Title, then sign and date)	IMDC Document Controller		

Other Instructions & Comments
Embed evidence of training and communication in the document. This form to be inserted as the last page of the document.

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