

Westinghouse West Valley Nuclear Services Company

I. Summary Description

Subcontractor selection begins with our Purchase Requisition procedure. This procedure requires identification of the hazards related to the work to be performed. WVNSCO uses the same hazard identification process for both internal work and that performed by subcontractors. The Purchase Requisitioner contacts safety personnel to further refine hazard identification and to identify appropriate controls and associated worker training.

Requisitioners seeking subcontractors for work that is to be performed on-site must also complete an ISM Requirements checklist. The hazard control and training information identified in this checklist is included in the solicitation. Subcontractors may be required to submit safety statistics or performance metrics pertinent to the identified hazards. Proposals by subcontractors are evaluated in accordance with criteria set forth in the solicitation.

In addition to requiring subcontractors to comply with all applicable federal, state, and local safety requirements, WVNSCO has more stringent site-specific safety requirements. These requirements were developed from lessons learned using subcontractors, and are included in all solicitations and subcontracts. Any other requirements necessary to address identified hazards would be added to the Purchase Requisition or requested through an Approval Request. Depending on the complexity of the work, WVNSCO may require the subcontractor to submit via AR a complete safety program for WVNSCO approval prior to the commencement of any work.

Oversight of a subcontractor's performance is controlled through the approval request cycle and through field inspections. The appropriate safety personnel evaluate submittals through an AR before selected portions of the work can be performed. For example, an AR forwarding a subcontractor's procedure for a particular evolution may be required before work can begin.

WVNSCO performs weekly site safety inspections to verify safe work practices and as-required daily or special evolution field inspections as requested by the Cognizant Engineer. Subcontract workers are issued the same safety training badge required by WVNSCO personnel. This badge is reviewed prior to the start of work to ensure that personnel have training appropriate to the job.

Subcontract closeout is performed in accordance with WVNSCO Procurement Guidelines when the scope of work is satisfactorily complete and all required reports, manuals, and documentation have been received. Closeout also includes notification to "pull" site access and training badges for subcontract workers.

II. Point of Contact (POC)

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III. Contact the POC for a copy of the listed reference documents.

- Policy and Procedures (WV-602)
- Purchase Requisitions and Supplements (WV-620)
- General Safety, Health and Security Rules for On-Site Services [WV-19012(a)]
- Integrated Safety Management Requirements for Subcontractors (Form WV-0175)
- Hazards Screen Checklist (Form WV-3909)