



Statement of Work

Title: Conduct of Operations Field Support

Revision Number: 0

Date: June 23, 2016

1.0 INTRODUCTION / BACKGROUND

During calendar year 2015, MSA established a new organization for MSA Training and Conduct of Operations. This organization is chartered with responsibility for implementation of Conduct of Operations principles throughout the MSA organizations, and one of the initial actions being taken is a comprehensive evaluation of MSA implementation on a graded approach of applicable elements of DOE O 422.1. In order to support timely completion of these organizational evaluations within FY 2016, additional contracted support by qualified and knowledgeable individuals is being utilized. In addition to allowing timely completion of evaluations, this also allows for a greater level of field presence and mentoring to occur.

2.0 OBJECTIVE

The objective of this scope of work is to support graded approach evaluations of applicable Conduct of Operations principles in all MSA organizations. In addition, provide a field presence to emphasis focus on Conduct of Operations and provide resources for real time feedback and mentoring.

3.0 DESCRIPTION OF WORK – SPECIFIC

1. The Subcontractor shall provide resources necessary to support comprehensive evaluations of DOE O 422.1, Conduct of Operations implementation and compliance for MSA field organizations. This activity will include at a minimum the following:
 - a. Support MSA resources in performance of DOE O 422.1, Conduct of Operations organizational evaluations
 - b. Assist in identification of areas for improvement and development of recommended actions
 - c. Assist in providing emphasis on Conduct of Operations principles and providing real time feedback and mentoring



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4.0 QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

A. The following qualifications are required:

- BA/BS, preferably in safety related field (experience can be substituted for education)
- Minimum 25 years' related field experience, either at the management or safety professional level, or a combination of the two.
- Knowledgeable of DOE O 422.1, *Conduct of Operations*, DOE M 450.4-1 and *Integrated Safety Management System Manual* requirements.
- DOE site/facility experience, be knowledgeable about industry work processes, such as organization and administration, hazard analysis, log keeping, lockout/tagout, and ISMS.

5.0 REQUIREMENTS

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Engineering Requirements

None.

5.2 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:



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- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.4 Government Property

N/A

6.0 PERSONNEL REQUIREMENTS

6.1 Training

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
 - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
 - Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- D. No security clearance is needed for this scope of work.



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6.3 Work Location/Potential Access Requirements:

The primary report to work location is the HAMMER Facility. However, field presence to support the evaluations can be performed across the Hanford Site, depending on the scope of the evaluation.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR) or Vice President of MSA Training and Conduct of Operations.

8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: 07/11/2016

Completion date: 9/30/2016