



# Mission Support Alliance

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## Statement of Work

**Title: Fire System Maintenance Work Control Expeditor**

**Revision Number: 0**

**Date: August 30, 2017**

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### 1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC. (Buyer/MSA) Hanford Fire Department provides Emergency Services and ready-to-serve maintenance services under a centralized management structure. Fire System Inspection, Testing & Maintenance Services include Fire System Maintenance, Testing Services and Work Control which are critical to the successful completion of the Hanford Site mission. Combining these service areas under a single management structure allows the organization to provide the “right level” of service for these crucial Site assets while increasing efficiencies and reducing customer costs.

The Subcontractor is required to provide staff augmentation support as set forth herein:

### 2.0 OBJECTIVE

This position is necessary to ensure that work packages are properly statused as to the location and the current state and to ensure datasheets are closed out prior to the end of each month. The failure to properly document this information has the potential to lead to required maintenance and surveillances to be missed which could result in the need to enter a grace period or possibly exceeding the grace period for the scheduled activities. Exceeding the grace period for PM’s has the potential to negatively impact award fee.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide an individual who has experience as a work control expeditor, who is knowledgeable of work control requirements and corrective maintenance/preventative maintenance work activities, as appropriate and requested by the Buyer Technical Representative (BTR) who can Monitor the flow of materials, components, and paperwork between the Contractors to conform with production schedules. Maintain knowledge of the progress and status of work activities in the field and facilitate closeout of work packages to support end of month metrics. Prepare standard progress reports and notify management of potential issues. Meets with team members to eliminate difficulties and delays.

Duties include the following:

- Track and monitor Fire System Maintenance corrective and preventative maintenance work activities.



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- Deliver Fire System Maintenance work packages to the Testing & Services organization.
- Locate and update status and location of work packages.
- Assist planners with organizing of packages that require global changes (e.g. form changes, procedure/datasheet updates, etc.).
- Deliver packages to internal staff and other Hanford contractor personnel at various facilities.
- Manage routing hard copy packages for reviews and approvals.
- Work with Fire System Maintenance work control lead and scheduler to update work status as work is accomplished.
- Support the closure of corrective actions and issue identification forms.
- Develop effective working relationships with bargaining unit and non-bargaining unit personnel, demonstrating mutual respect and cooperation.
- Ensure procedure compliance is expected and enforced.

Attendance work will be 40 hours a week, with the potential for up to 8 hours of work per week. Schedule of work will be mutually agreed upon between the Subcontractor and the BTR.

### 4.0 QUALIFICATIONS

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

Minimum qualifications include:

- BA/BS or equivalent combination of education and experience
- Previous experience as a work control expeditor
- Proficient in the use of JCS CMMS.
- Strong communication skills and ability to communicate with Fire System Maintenance personnel, management, support organizations, other Hanford Contractors and DOE-RL.

Desired qualification:

- Work Control PM coordinator experience.

### 5.0 REQUIREMENTS

#### General

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.



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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

Unless identified by the Buyer, it is the Subcontractor's responsibility to identify all applicable codes or standards that apply to each requested support activity.

## 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:

- 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.

### APPLICABLE ES&H& REQUIREMENTS

|    | Number                   | Title                                                                                                                                                                                       |
|----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Title 29 Labor Part 1910 | Code of Federal Regulations (CFR) – <a href="http://www.gpo.gov/fdsys/search/home.action">http://www.gpo.gov/fdsys/search/home.action</a><br>Occupational Safety and Health Standards       |
| 2. | Title 29 Labor Part 1926 | Code of Federal Regulations (CFR) – <a href="http://www.gpo.gov/fdsys/search/home.action">http://www.gpo.gov/fdsys/search/home.action</a><br>Safety and Health Regulations for Construction |



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| 3. | Title 10 Energy<br>Part 851 | Code of Federal Regulations (CFR) –<br><a href="http://www.gpo.gov/fdsys/search/home.action">http://www.gpo.gov/fdsys/search/home.action</a><br>Worker Safety and Health Program |
|----|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 5.3 Quality Assurance Requirements

The work activities for this statement of work shall be performed in accordance with any and all applicable MSA Quality Assurance Program and procedures. Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings and specifications.

### 5.4 Government Property

It is not anticipated that the Subcontractor will be assigned any Government-owned property.

## 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. Subcontractor will not require an access authorization (security clearance).

### 6.3 Work Location/Potential Access Requirements:



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Work location is on the Hanford Site, 200E Area Building MO286.

### **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. There is a potential for up to 8 hours per week of overtime to be necessary.

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).