

## USPL Checklist: AO/AOD Non Permit OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

**Description:** Employees need to complete all of the tasks listed below under the supervision of a qualified Asset Operator (AO)/ Asset Operator Designee (AOD).

<p>1. POLICIES</p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Asset Operator (AO) and/or Asset Operator Designee (AOD) with a qualified AO:</p> <ul style="list-style-type: none"> <li>– ATW Policy</li> <li>– Stop Work Procedure</li> </ul>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>2. ATW Policy</p> <p>Describe verifying that asset equipment is in a safe condition for the scope of work to be performed.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>3. ATW Policy</p> <p>Demonstrate completing the appropriate sections of the ATW form with input from the Performing Authority and the workforce.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>4. ATW Policy</p> <p>Describe confirming that a member of the workforce has visited the job site to identify hazards specific to the job site and documented those hazards and resulting mitigations on the ATW form as part of completing Section B.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>5. ATW Policy</p> <p>Describe how to identify any simultaneous operations (SIMOPS) for the facility and/or equipment involved in the scope of work documented on the ATW.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>6. ATW Policy</p> <p>Demonstrate indicating on the ATW the conditions that require work to stop and the AO to be notified</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>7. ATW Policy</p> <p>Describe confirming that the Performing Authority understands which specific asset is to be worked on.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>
<p>8. ATW Policy</p> <p>Demonstrate identifying the specific asset to the Performing Authority as needed depending on his/her judgment of the Performing Authority knowledge of the asset.</p>	Comments	N/A: <input type="checkbox"/> Met: <input type="checkbox"/>

<p>9. ATW Policy</p> <p>Describe verifying with a competent member of the workforce that equipment and tools are fit for purpose, free from visible defects or excessive wear, and is within the date of any required formal inspection or certification.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>10. ATW Policy</p> <p>Describe verifying the workforce understands the scope of work, the specific asset equipment to be worked on, hazards and control measures, and permits required as documented on the ATW form.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>11. ATW Policy</p> <p>Describe verifying the workforce signs the ATW form, which documents that they understand and agree to perform work within the conditions and requirements listed on the ATW form.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>12. ATW Policy</p> <p>Explain the purpose of giving the ATW form to the Performing Authority to keep on-site and available for review as needed.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>13. ATW Policy</p> <p>Explain the purpose of remaining on the job site within visual proximity of the work unless the AO determines that continuous oversight of the work is not necessary based on the level of complexity and risk involved.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>14. ATW Policy</p> <p>Describe establishing a method of communication with the PA and the workforce if the AO leaves the job site.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>15. ATW Policy</p> <p>Describe verifying the asset equipment is properly prepared for return to service upon completion of work.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>16. ATW Policy</p> <p>Explain the process and purpose of retaining the expired ATW forms, locally.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>17. ATW Policy</p> <p>Explain the purpose of remaining at the job site to set expectations on the first day for the startup of a contractor job that requires a SSHEP.</p> <p>or</p> <p>Obtaining DOM approval to allow an AOD to set expectations on behalf of the Asset Operator (e.g. at a remote or unmanned location).</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>18. ATW Policy</p> <p>Explain the purpose of receiving contact from the PA at the end of each day, shift, or upon completion of work, whichever comes first, to debrief on work performed and to communicate any lessons identified</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>19. ATW Policy</p> <p>Describe appropriate response if AO/AOD is contacted by the PA if a change in scope occurs:</p> <ul style="list-style-type: none"> <li>- Equipment in a safe condition for a new scope of work</li> <li>- SIMOPS for the new scope of work</li> <li>- Conditions that require work to stop for the new scope of work</li> </ul>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>20. STOP WORK POLICY</p> <p>Describe how to resolve “stop work” issues and concerns for non-permitted work.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>21. STOP WORK POLICY</p> <p>Describe how to determine if it is necessary to elevate the stop work issue to the next level of management for resolution</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>22. STOP WORK POLICY</p> <p>Describe re-commencing work upon implementation of any necessary interventions</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>23. STOP WORK POLICY</p> <p>Demonstrate how to enter formal "stop work" incidents in the Near Miss tool</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>24. STOP WORK POLICY</p> <p>Describe how to demonstrate if it is necessary to notify management of the Stop Work incident for more formal investigation</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>25. COMPLETION</p> <p>The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.</p>	<p>Comments</p>	<p>N/A: <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>