
SECTION J, ATTACHMENT J-14

SENSITIVE FOREIGN NATIONS CONTROL

In accordance with Section I contract clause DEAR 952.204-71, "Sensitive Foreign Nations Controls," this Attachment sets forth the requirements the contractor shall comply with under this contract. (Reference DOE Order 142.3A Chg 1 (MinChg), or superseding directives.)

Foreign National access to DOE sites, programs, information and technologies will be approved provided the access is needed to support objectives of DOE and/or objectives of U.S. national interests.

1. **Definitions**

Assignee – A foreign national who has been approved to access a DOE site, information, or technology for a period of more than 30 consecutive calendar days.

Foreign National – A person born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law.

Host – The DOE or DOE contractor employee responsible for the day-to-day activities associated with the visit or assignment.

Indices Checks – A procedure whereby a request is made to appropriate U. S. Government agencies to determine whether information exists on a particular foreign national.

Legal Permanent Resident (LPR) – One who has the right to reside permanently and work in the United States. An LPR may also be known as a permanent resident alien or Green Card holder.

Nonsensitive Country National – A foreign national who was born in, is a citizen of, is employed by, or represents a government, company, organization, or institution that is located in a country not on the Sensitive Countries List or the Terrorist Countries List.

Security Plan – A security plan is required to address specific site security concerns relating to foreign national visits or assignments.

Sensitive Countries List – A list of countries to which particular consideration is given for policy reasons during the DOE internal review and approval process for visits and assignments by foreign nationals. Countries may appear on the list for national security, nuclear nonproliferation, or terrorism support reasons. The list of Sensitive Countries changes periodically and can be obtained from the SRS Office of Counterintelligence.

Sensitive Visit/Assignment – A visit/assignment will be considered sensitive if:
Sensitive Country (Citizen or Birth)
Sensitive Subject/Sensitive Areas
Secured Facilities (Limited Area, Protected Area, Material Access Area or Exclusion Area)
Represent a company, business, organization or institute from countries identified as sensitive.

Sensitive Country National – A foreign national who was born in, is a citizen of, or is employed by a government, employer, institution or organization, of a sensitive country.

Visit – Access by a foreign national for 30 calendar days or less.

2. Prior Approvals Relating to Foreign Nationals

- a. Foreign visits and assignments pertaining to DOE programs must be in accordance with DOE Order 142.3, or superseding directives and other DOE policies furnished in writing to the contractor. All visits and assignments must be approved in advance by the DOE Approval Authority.
- b. Sensitive visits or assignment requests must be submitted 45 days in advance in order to allow time for an indices check to be completed.
- c. Non-sensitive visits or assignment requests must be submitted 5 days in advance.

3. Reports Relating to Foreign Visits and Assignments

Host Report Requirements - To enable the approving official to evaluate the effectiveness of visits and assignments, and to assist in determining the desirability of future visits and assignments, all reports are required within 5 days of the completion of the visit or assignment.

Savannah River Site Record of Foreign National Visit or Assignment

Type Visit /Assignment

Unclassified Classified

To be completed by the Host within five working days of completion of visit.

Foreign National Visitor Information

Name(s) of Visitor(s)	Citizenship	Representing
Hosts Name		Date of Visit

Purpose of Visit

Subjects Discussed/Facilities Visited

Comments

Approval/Deviations

As Host, I certify to the best of my knowledge that no unauthorized classified or sensitive subject has been disclosed to the visitor.

Host (Print Name)

Host (Signature)

Organization

Date

List Any Deviations

Foreign National (FN) Assignee Security Plan
“Sensitive”
(exact dates)

Name:	
Citizenship:	
Company Name and Address:	
Purpose:	
Justification/DOE Mission Benefited:	
EM-Technology Transfer:	
Designation of Responsible Host:	<p>Host's Name will be responsible for implementing this plan and assuring that DOE's security interests and sensitive subjects are not compromised.</p> <ul style="list-style-type: none"> • The Host is responsible to advise the foreign nationals on SRS related restrictions to include Prohibited and Controlled Articles. • The Host will ensure all escort and interactive personnel are familiar and comply with the Security Plan. • The Host will ensure all SRS escorts and interactive personnel are Site photo badged employees and are U. S. Citizens. • The Host will ensure all escort and interactive personnel complete the Hosting/Escorting Foreign National Training at http://wbt.srs.gov/SSFNT001 prior to the assignment. <p>Prior to the assignment:</p> <ul style="list-style-type: none"> • The host will ensure an OPSEC walk down of the areas to be accessed is performed prior to the assignment start date. The walk downs should be coordinated through each facility Safeguards & Security group. • The host will ensure “Uncleared Foreign National Visitors in Area” signs are posted in the areas to be visited (can acquire signs from the Badge Office). • The host will ensure a building occupant notification is made to inform personnel of the presence of a foreign national.

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Name/Org: _____ **Date:** _____

Guidance (if applicable): N/A

FORMAT APPROVED BY DOE – April 2018
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(when filled in)

<p>Escort Responsibilities:</p>	<ul style="list-style-type: none"> • Maintain close and continuous control of all personnel under escort • Be knowledgeable of security restrictions, regulations, and requirements in the escorted area(s) • Follow the requirements outlined in the foreign national security plan • Must be knowledgeable regarding the information and technologies to which the foreign national has authorized access
<p>Badging:</p>	<p>The assignee will pick up their badge at the 703-46A Badge Office. **The assignee must present current Passport and Visa documentation to the SRNS Badging Official at the time of badging. When the assignee terminates employment, their supervisor or Security Officer will retrieve the badge escort the foreign national off the site, and return the badge to the badge office. Or, the assignee will return the badge to the 703-46A Badge Office before leaving the site.</p> <p>Note: If this is an Offsite Assignment: The Host will ensure the Badge Office receives two (2) current ID documents (i.e. passport/visa or green card/driver's licenses) prior to a approval. The Host will ensure the FN does not continue to work pass the date their I-94 document allows them to remain in the United States and ensure the SRNS Badge Office receives all updated documentation during an approve assignment.</p>
<p>Security Areas:</p>	<p>(All facilities assigned as part of the Security Plan are located in Non-Security Areas or Property Protection Areas). "If approved to enter limited areas or higher replace the previous statement with the following statement" (Assignee will be escorted at all times when entering approved limited areas or higher, but will not be housed in these areas).</p>
<p>Notification:</p>	<p>If the reporting date changes, the host will send an e-mail to Michael DeGennaro, 703-46A Badge Office five days prior to the actual reporting date.</p>
<p>Counterintelligence:</p>	<p>When hosting a sensitive assignment, you may be contacted by a SR Counterintelligence Field Office Official for a counterintelligence briefing prior to the assignment.</p>
<p>Facilities:</p>	<p>FNs will be unescorted in the following facilities: {And within the approved field areas of the general site (property protection areas)}. "If approved to enter limited areas or higher, add the following statements"</p> <p>(FNs will be escorted in the following facilities):</p>

<p>Training:</p>	<p>Prior to the assignment all escorts and personnel interacting with the foreign national must complete the SRS Hosting/Escorting Foreign National Training available at http://wbt.srs.gov/SSFNT001. The assignment will not be approved until the training is complete and/or current.</p>
<p>Cyber and Information Protection:</p>	<ul style="list-style-type: none"> • The foreign national(s) will be allowed to enter the Property Protection Areas with electronic items such as cell phones, lap tops, thumb drives, blackberries, iPods etc. • Foreign Nationals Will Not be allowed to take photographs or video segments with their personally owned devices. • The host and escorts will not allow the foreign national(s) to have access to classified information. Controlled Unclassified Information (CUI) is not releasable to a foreign national except in accordance with 7Q Manual Procedure 406, "Identification and Protection of Controlled Unclassified Information". • The host will ensure that all DOE-SRS information to be presented to the foreign national(s) has been approved for release to the public in accordance with 1B Manual, MRP 1.05 "Release of Information". • The host will ensure that no SRS technical data is discussed, demonstrated, transferred, or conveyed (a "deemed export") to the foreign national(s) without prior approval from the SRNS Export Control Officer. The host will also ensure that the foreign national will not have access to, or the use of, high risk equipment without prior approval from the SRNS Export Control Officer. Failure to comply with export control statutes and regulations could result in criminal or civil penalties depending on the sensitivity of the technical data and the nationality of the visitor(s) involved. • The host will that ensure SRS Sensitive Intellectual Property (i.e., ideas/patents that have been created and patented or are in the process of being created and patented) is not transferred/conveyed to the foreign national(s). • The host will that ensure that the foreign national(s) do not obtain access codes to any controlled area. • The host will ensure that the foreign national(s) do not access SRS computers or computer media unless a CPC-17 has been approved by DOE-SR or access SRS telecommunication networks (i.e.SRSNet or SRSWi FiNet, or SRS Guest Network) unless a CPC-16 has been approved by DOE-SR.

Emergency:	In the event of an emergency involving a FN, response shall be in accordance with current procedures. During emergency drills FNs will be allowed access to alternate approved areas.
Deviations:	No deviations will be made to the existing plan prior to notifying the host. The Host will contact _____, DOE Foreign National Support Personnel or _____, SPD Director, who will acquire the DOE approval to deviate from this security plan.

Foreign National (FN) Visitor Security Plan

“Sensitive”
(exact dates)

Name:	
Citizenship:	
Company Name and Address:	
Purpose:	
Justification/DOE Mission Benefited:	
EM-Technology Transfer:	
Designation of Responsible Host:	<p>Host’s Name will be responsible for implementing this plan and assuring that DOE’s security interests and sensitive subjects are not compromised.</p> <ul style="list-style-type: none"> • The Host is responsible to advise the foreign nationals on SRS related restriction to include Prohibited and Controlled Articles. • The Host will ensure all escort and interactive personnel are familiar and comply with the Security Plan. • The Host will ensure all SRS escorts and interactive personnel are Site photo badged employees and are U. S. Citizens. • The Host will ensure all escort and interactive personnel complete the Hosting/Escorting Foreign National Training at http://wbt.srs.gov/SSFNT001 prior to the visit. <p>Prior to the visit:</p> <ul style="list-style-type: none"> • The host will ensure an OPSEC walk down of the areas to be accessed is performed prior to the visit start date. The walk downs should be coordinated through each facility Safeguards & Security group. • The host will ensure “Uncleared Foreign National Visitors in Area” signs are posted in the areas to be visited (can acquire signs from the Badge Office). • The host will ensure a building occupant notification is made to inform personnel of the presence of a foreign national.
Escort Responsibilities:	<ul style="list-style-type: none"> • Maintain close and continuous control of all personnel under escort • Be knowledgeable of security restrictions, regulations, and requirements in the escorted area(s) • Follow the requirements outlined in the foreign national security plan • Must be knowledgeable regarding the information and technologies to which the foreign national has authorized access

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Name/Org: _____ **Date:** _____

Guidance (if applicable): N/A

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Badging:	<ul style="list-style-type: none"> • The host or an escort will meet the foreign national(s) at the 703-46A Badge Office on the scheduled visit date. • The foreign national(s) must present a Passport and Visa to the SRNS Badging Official at the time of badging. • The foreign national(s) will receive the Point of Entry Briefing brochure at the time of badging. • After badging, the foreign national(s) will be escorted to the approved areas. The foreign national(s) will be escorted at all times to include Offsite. <p><i>“Use the one to five ratios (one escort to every five FNs) if you are not entering limited areas or higher – if you are approved to enter limited areas or higher, replace with the one to three ratio.” (one escort to every three FNs)</i></p> <p>Note: If this is an Offsite Visit: The Host will ensure the Badge Office receives two (2) current ID documents (i.e. passport/visa or green card/driver’s licenses) prior to approval.</p>
Security Areas:	<p>(All facilities assigned as part of the Security Plan are located in Non-Security Areas or Property Protection Areas). <i>“If approved to enter limited areas or higher, replace the previous statement with the following statement”</i> (Visitors will be escorted at all times when entering approved limited areas or higher, but will not be housed in these areas).</p>
Notification:	<p>If the reporting date changes, the host will send an e-mail to Michael DeGennaro, 703-46A Badge Office five days prior to the actual reporting date.</p>
Counterintelligence:	<p>When hosting a sensitive visit, you may be contacted by a SR Counterintelligence Field Office Official for a counterintelligence briefing prior to the visit.</p>
Facilities:	<p>FNs will be escorted in the following facilities: <i>{And within the approved field areas of the general site (property protection areas)}.</i></p> <p><i>If visit is in a Limited Area or higher, then Route Maps are required showing the route of the visitor(s). Enter the following statement in the security plan.</i></p> <p>The approved route maps will be followed during the tour. The route maps are attached to the 10-304 forms.</p>
Training:	<p>Prior to the visit all escorts and personnel interacting with the foreign national must complete the SRS Hosting/Escorting Foreign National Training available at http://wbt.srs.gov/SSFNT001. The visit will not be approved until the training is complete and/or current.</p>

<p>Cyber and Information Protection:</p>	<ul style="list-style-type: none"> • The foreign national(s) will be allowed to enter the Property Protection Areas with electronic items such as cell phones, lap tops, thumb drives, blackberries, iPods etc. • Foreign Nationals Will Not be allowed to take photographs or video segments with their personally owned devices. • The host and escorts will not allow the foreign national(s) to have access to classified information. Controlled Unclassified Information (CUI) is not releasable to a foreign national except in accordance with 7Q Manual Procedure 406, “Identification and Protection of Controlled Unclassified Information”. • The host will ensure that all DOE-SRS information to be presented to the foreign national(s) has been approved for release to the public in accordance with 1B Manual, MRP 1.05 “Release of Information”. • The host will ensure that no SRS technical data is discussed, demonstrated, transferred, or conveyed (a “deemed export”) to the foreign national(s) without prior approval from the SRNS Export Control Officer. The host will also ensure that the foreign national will not have access to, or the use of, high risk equipment without prior approval from the SRNS Export Control Officer. Failure to comply with export control statutes and regulations could result in criminal or civil penalties depending on the sensitivity of the technical data and the nationality of the visitor(s) involved. • The host will ensure that SRS Sensitive Intellectual Property (i.e., ideas/patents that have been created and patented or are in the process of being created and patented) is not transferred/conveyed to the foreign national(s). • The host will ensure that the foreign national(s) do not obtain access codes to any controlled area. • The host will ensure that the foreign national(s) do not access SRS computers or computer media unless a CPC-17 has been approved by DOE-SR or access SRS telecommunication networks (i.e.SRSNet or SRSWiFiNet, or SRS Guest Network) unless a CPC-16 has been approved by DOE-SR.
<p>Emergency:</p>	<p>In the event of an emergency involving a FN, response shall be in accordance with current procedures. During emergency drills FNs will be allowed access to alternate approved areas.</p>
<p>Deviations:</p>	<p>No deviations will be made to the existing plan prior to notifying the host. The Host will contact _____, DOE Foreign National Support Personnel or _____, SPD Director, who will acquire the DOE approval to deviate from this security plan.</p>

Foreign National Assignee Security Plan

“Non-Sensitive” Intermittent Dates

Name:	
Citizenship:	
Company Name and Address:	
Purpose:	
Justification/DOE Mission Benefited:	
EM-Technology Transfer:	
Designation of Responsible Host:	<p>Host's Name will be responsible for implementing this plan and assuring that DOE's security interests and sensitive subjects are not compromised.</p> <ul style="list-style-type: none">• The Host is responsible to advise the foreign nationals on SRS related restrictions to include Prohibited and Controlled Articles.• The Host will ensure all escort and interactive personnel are familiar and comply with the Security Plan.• The Host will ensure all SRS escorts and interactive personnel are Site photo badged employees and are U. S. Citizens.• The Host will ensure all escort and interactive personnel complete the Hosting/Escorting Foreign National Training at http://wbt.srs.gov/SSFNT001 prior to the assignment. <p>Prior to the assignment:</p> <ul style="list-style-type: none">• The host will ensure an OPSEC walk down of the areas to be accessed is performed prior to the assignment start date. The walk downs should be coordinated through each facility Safeguards & Security group.• The host will ensure “Uncleared Foreign National Visitors in Area” signs are posted in the areas to be visited (can acquire signs from the Badge Office).• The host will ensure a building occupant notification is made to inform personnel of the presence of a foreign national.

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Name/Org: _____

Date: _____

Guidance (if applicable): N/A

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Escort Responsibilities:	<ul style="list-style-type: none"> • Maintain close and continuous control of all personnel under escort • Be knowledgeable of security restrictions, regulations, and requirements in the escorted area(s) • Follow the requirements outlined in the foreign national security plan • Must be knowledgeable regarding the information and technologies to which the foreign national has authorized access
Badging:	<p>The host will notify 703-46A Badge Office (Michael DeGennaro and Facility Security Manager) at least five days in advance of all planned intermittent visits during this assignment. **The assignee must present current Passport and Visa documentation to the SRNS Badging Official at the time of badging.</p> <p>The host will also ensure that the Foreign National returns their badge to the 703-46A Badge Office after each visit.</p> <p>Note: If this is an Offsite Assignment: The Host will ensure the Badge Office receives two (2) current ID documents (i.e. passport/visa or green card/driver's licenses) prior to approval. The Host will ensure the FN does not continue to work past the date their I-94 document allows them to remain in the United States and ensure the SRNS Badge Office receives all updated documentation during an approve assignment.</p>
Security Areas:	(All facilities assigned as part of the Security Plan are located in Non-Security Areas or Property Protection Areas).
Notification:	<ul style="list-style-type: none"> • Five days prior to each visit date, the host will send an email to Michael DeGennaro as notification of the scheduled visit date(s). This will allow time for the badge to be prepared. • The foreign national must present a Passport and Visa to the SRNS Badging Official each time a badge is issued.
Facilities:	<p><u>With Current GET/CAT:</u> FNs will be unescorted in the following facilities:</p> <p>{And within the approved field areas of the general site (property protection areas)}.</p>
Training:	<p>Prior to the assignment all escorts and personnel interacting with the foreign national must complete the SRS Hosting/Escorting Foreign National Training available at http://wbt.srs.gov/SSFNT001. The assignment will not be approved until the training is complete and/or current.</p>
Cyber and Information Protection:	<ul style="list-style-type: none"> • The foreign national(s) will be allowed to enter the Property Protection Areas with electronic items such as cell phones, lap tops, thumb drives, blackberries, iPods etc. • Foreign Nationals Will Not be allowed to take photographs or video segments with their personally owned devices. • The host and escorts will not allow the foreign national(s) to have access to classified information. Controlled Unclassified Information (CUI) is not releasable to a foreign national except in accordance with 7Q Manual

	<p>Procedure 406, “Identification and Protection of Controlled Unclassified Information”.</p> <ul style="list-style-type: none"> • The host will ensure that all DOE-SRS information to be presented to the foreign national(s) has been approved for release to the public in accordance with 1B Manual, MRP 1.05 “Release of Information”. • The host will ensure that no SRS technical data is discussed, demonstrated, transferred, or conveyed (a “deemed export”) to the foreign national(s) without prior approval from the SRNS Export Control Officer. The host will also ensure that the foreign national will not have access to, or the use of, high risk equipment without prior approval from the SRNS Export Control Officer. Failure to comply with export control statutes and regulations could result in criminal or civil penalties depending on the sensitivity of the technical data and the nationality of the visitor(s) involved. • The host will ensure that SRS Sensitive Intellectual Property (i.e., ideas/patents that have been created and patented or are in the process of being created and patented) is not transferred/conveyed to the foreign national(s). • The host will ensure that the foreign national(s) do not obtain access codes to any controlled area. • The host will ensure that the foreign national(s) do not access SRS computers or computer media unless a CPC-17 has been approved by DOE-SR or access SRS telecommunication networks (i.e.SRSNet or SRSWiFiNet, or SRS Guest Network) unless a CPC-16 has been approved by DOE-SR.
Emergency:	In the event of an emergency involving a FN, response shall be in accordance with current procedures. During emergency drills FNs will be allowed access to alternate approved areas.
Deviations:	No deviations will be made to the existing plan prior to notifying the host. The Host will contact_____, DOE Foreign National Support Personnel or_____, SPD Director, who will acquire the DOE approval to deviate from this security plan.

Unclassified Foreign Visit/Assignment Request Information

Name of Visitor/Assignee			
*First Name	*Middle	*Last	
Form Determination Information			
*Facility(s) to be Visited		Is this an off-site meeting?	
*Select the Security Area Type at the Facility (choose highest area type in case multiple areas are to be visited)			
*Country of Employer		*Does the Host have Foreign National training?	
*Is this an IAP-66 (DS-2019) assignment?		Date of Training: 05/14/2008	
*Type of Request		Visit	
Biographical Information			
*Gender	Is Visitor currently in the U.S.?	*Permanent Resident Alien	
Green Card Exp Date (mm/dd/yyyy)	*Country of Citizenship	*Date of Birth (mm/dd/yyyy)	
*Country of Birth	*City of Birth	Aliases (optional)	
Employer Information (Affiliation or Company Information)			
*Institution or Company Name	Street (1)	Street (2)	
City	State	Zip Code	*Country of Employer
Phone No.	Fax No.	E-mail Address	
*Title or Position and Duties			
Visa Information		Passport Information	
Visa No.		Passport No.	
Visa Type		Country of Issue	
Expiration Date (mm/dd/yyyy)		Expiration Date (mm/dd/yyyy)	
Place of Work (if different from Employer)			
Company Name	Street (1)	Street (2)	
City	State	Zip Code	Country of Employer
Phone No.	Fax No.	E-mail Address	
Title or Position and Duties			
Interpreter Needed?			

Visit/Assignment Specific Information

Current U.S. Address		Additional Biographical Information	
Street (1)		Street (2)	
City	State	Zip Code	
Permanent Address			
Street (1)		Street (2)	
City	State	Zip Code	Country
Remarks			
Type of Request <i>Visit</i> Comes from Form Determination section			
Off Site Meeting?	*Is this a High Level Protocol Visit?		*Will Sensitive Subjects be discussed?
	No		
Security Area Type at the Facility Comes from Form Determination section			
Host Information			
*Host's First Name	Middle	*Last	
*Host's Citizenship	*Phone	*Does the Host have a clearance?	
Visit Information			
*Desired Start Date (mm/dd/yyyy)		*Desired End Date (mm/dd/yyyy)	
*Subject(s)			
*International Agreement Code		*HDE Code	
*Justification of Visit/Assignment, Including Specific Activities or Involvement			
*Purpose of Visit			
Is the assignment for intermittent access periods?		No. of Days on Site	

* Denotes Required Information

Visit/Assignment Specific Information, cont.

Will there be interactions with individuals with Security Clearances?		
First Name	Middle	Last
First Name	Middle	Last
First Name	Middle	Last
Is this Visit/Assignment for Employment?		
*List Buildings and Rooms to be accessed		
Building	Room	Type
Building	Room	Type
Building	Room	Type
*Cost to DOE		
*DOE Mission(s) that will be Advanced by this Visit/Assignment		
*Anticipated Benefits to DOE Programs		
*DOE Contact's First Name/Middle/*Last		*DOE Contact's Phone (Note — Must be a Federal Employee)
*Will visit/assignment include transfer of technology?		
If there is to be technology transferred, describe.		
*Export License Required	Date Export License Requested	License No. D
*Will there be Intellectual Property (i.e., ideas/patents that have been created and patented or are in the process of being created and patented) tra		
*Will Visitor/Assignee be granted computer access?		If granted comp
List Hardware and Software to Which Access is Granted		
Approvals		
Badge Authority: Company:		
Name/Title of Responsible Host		Host Organization
Name/Title of DOE Contact's Manager		DOE Organization
Name of DOE FV&A/Local/HQ Approving Official		Title and Organization of Approving Official

* Denotes Required Information

Unclassified Foreign Visits Assignments, Continuation Page UFV&A Request Information

Additional Information (that did not fit on facing page)			
Aliases			
First Name	Midde	Last	
First Name	Midde	Last	
First Name	Midde	Last	
Employer Information (Affiliation or Company Information)			
*Institution or Company Name	Street (1)	Street (2)	
City	State	Zip Code	*Country of Employer
Phone No.	Fax No.	E-mail Address	
*Title or Position and Duties			
Buildings and Rooms to be accessed			
Building	Room	Type	
Building	Room	Type	
Building	Room	Type	
List individuals with whom there be interactions with Security Clearances			
First Name	Midde	Last	
First Name	Midde	Last	
First Name	Midde	Last	
Attachments			
Additional Remarks			

* Denotes Required Information

You are an Administrator of the approval process

Section 2

Assigned / Alternate Assigned Competent As Person (ACP) Responsibility Briefing

You are required to review the following briefing and agree to process this form in accordance with instructions in the briefing and on the form.

· **As the ACP, I understand that the safety of the subcontractor / visitor is my responsibility. I must ensure the individual(s) identified on the request understand the safety and security requirements for visits at SRS.**

· **As the ACP, I will ensure the visitor / vendor understand SRS access requirements to include having two (2) proper forms of identification for each visit (Driver's license, current passport, voter registration, social security card, birth certificate etc..) Copies of documents are not acceptable. For additional guidance on acceptable forms of ID, see 7Q Manual, Procedure 504.**

· If I am preparing this form for the alternate Assigned Competent Person (ACP), then I am aware that as the ACP, I am responsible for briefing the alternate ACP on the OSR 142 or OSR 10-304.

· I understand this form requires me to complete an Activity Hazard Designation (see section 3 of OSR 142 or OSR 10-304) by considering the activity and/or scope and assigning the activity in the High Hazard, Medium Hazard, or Low Hazard category.

· I am aware that there are Notes and Definitions included with the Activity Hazard Designation matrix that will assist me in determining the appropriate hazard category.

· After completing the activity hazard designation, I am aware that it is my responsibility to click on the "hotlink" to access the hazard specific checklists, review the index and print the applicable checklists.

· I am aware that the checklists are based on OSHA requirements that visitors/vendors should be aware of however; I agree to review the checklists with visitors/vendors and obtain signature confirmation before work starts.

· I agree I am responsible for briefing the visitors on the applicable area hazards including the hazard specific checklists that I identified as applicable and printed from this form.

· I understand for high hazard activities that level one daily oversight must be conducted during performance of high hazard tasks. ACP conducts focused observations of at least one different high hazard tasks per day. I also understand for medium hazard activity, ACP conducts focused observations of at least one different medium hazard task every other day. ACP must also enter the observation(s) within two days into the focused observation database as a matter of record.

· I am aware that I can consult with Industrial Safety and/or Construction Safety when applicable, should I have questions or need assistance with an issue during my observations.

Acknowledgement:

Responsible Individual Preparing the Form:

Section 3

**Activity/Scope Hazard Designation
High, Medium, or Low Hazard Evaluation**

The basis for Integrated Safety Management for SRS Visitors, Vendors, Sub-tier Subcontractors including their Visitors and Vendors is that safety begins with a clearly defined scope of work, a thorough analysis of hazards that includes establishing controls and proper planning to eliminate potential hazards. This process includes the guiding principles of clear roles and responsibility and line management responsibility for safety.

Briefly describe the purpose of the visit, activity, or scope of work to be performed:

Additional Information & Attachments:

Compare your Visitor, Vendor, Sub-tier Subcontractor Visitor or Vendor activity/scopes with the listings under each of the following three categories. Before selecting the hazard level, review the Notes and Definitions below to confirm you are making the appropriate selection. The list is not all inclusive; however, it is intended to provide some examples of risk-based work activities and bases for focused observations. If you have questions regarding activities or if you have doubt as to the appropriate classification, contact your Area Safety Engineer, Construction Safety Specialist, or Industrial Safety/Subcontract Safety Support (SSS) as appropriate, for assistance. Check the appropriate boxes if the activity falls in more than one category and complete the bottom portion of this form. Remember, if one activity falls in the high hazard category you must classify it high hazard. If one activity falls in the medium category and the remainder in the low, you must classify it medium hazard.

High Hazard	Medium Hazard	

Click and hold the information icon to see an explanation of each hazard above.

Additional Examples of Low Hazard Activity

- Consultant (no hands-on work, ladder or scaffold climbing)
- Warehouse delivery/pickup (unloaded/pickup by site personnel)
- Telecommunications (excluding Confined Space work)
- Small Heating Appliances i.e. tile setting
- Field sample collections
- Food Services

Hazard Determination/Field Observation

Click on the items in the table below to access the hazard specific checklists that you believe are applicable to the activity/scope. Print the Subcontract Form version of the hazard specific checklist, and become familiar before briefing a Visitor/Vendor upon arrival at the onsite location. As a reminder, you are responsible for conducting and documenting at least one (daily) focused observation of any high hazard work activity using the Assessor Form version of the hazard specific checklists. Input is where you document the results of your focused

observations. If any activity is in question or not in line with the checklists, you should contact Industrial or Construction safety as appropriate.

* Focused Observations are required based on my activity hazard determination and the guidance in this form:
No

* Oversight Frequency: **General (Low Hazards)**

Check the appropriate hazard level below if the activity or scope falls within one specific category.

Hazard Level **Low Hazard**

Construction Focused Observation Forms

The following pages contain hazard specific checklists and focused observation checklists.

Elevated Work	Hazardous Material
Medium & Heavy Equip.	Fire Protection
Hoisting, Rigging & Cranes	Excavations
Hazardous Energy	Tools & Small Equipment
Trailers	PPE / Body Mechanics
Confined Space	Housekeeping

[View All Checklists](#)

Legend

High Risk

Medium Risk

Low Risk