



**Subcontractor Safety Representative Needs Assessment Form &  
Subcontractor/Vendor Quality Assurance Plan Checklist**

**Part A** of this form documents the determination of whether a subcontractor safety representative is required for *construction* and *high risk service* projects. **Part B** of this form documents the determination whether a subcontractor/vendor Quality Plan is required for this project. Both sections of this document are to be completed by the Fermilab project manager (or designee) in consultation with an Environment, Safety, Health, & Quality (ESH&Q) Occupational Manager and/or a representative of the Environment, Safety, Health, and Quality (ESH&Q) Section. The project manager is to keep the completed form.

**Part A – Subcontractor Safety Representative Needs Assessment Form Instructions**

- Project team analyzes a project’s safety risk using the Needs Assessment Criteria.
- Total score of 15 or more will point to a need for a subcontractor safety representative for the project or phase. Any category with a high risk (4 points) will also be flagged and examined further. One high risk category alone may point to the need for a safety representative. Project may need a safety representative (or even more than one) for some **phases but not others**.

The final decision must be included in the project specifications before the request for proposals is published.

<b>Project Name:</b>		<b>Project Number:</b>	
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<b>Category</b>	<b>Description</b>	<b>Score 1, 2, or 4 pts.</b>
Work Activity		
Business / Science / Community Impact		
Site Conditions / Location		
Number of Trades		
Duration		
Number of Workers		
<b>Total Score</b>		<b>0</b>



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**Part B – Subcontractor/Vendor Quality Assurance Plan Determination Checklist**

- **If any item below is checked (☒), a Subcontractor/Vendor Quality Assurance Plan is required.**  
*Note: QA Plans are only required from the organizations directly responsible for the checked items. This is not to imply that all vendors on a particular project will be required to submit a QA Plan.*

- Work activity involving the design, fabrication, or testing of critical components or systems (at the discretion of the Construction Manager or Project Manager (PM) or Project Engineer (PE)), examples can include:
  - If construction hold and inspection points are mandated
  - If acceptance testing (e.g. Mechanical, Electrical, or Fire Detection/Suppression Equipment) will be conducted. Note: If systems are integrated, then a commission plan should be required. If individual system acceptance testing is only required, then national standards should be listed in the QA conclusion to document why a QA plan is not required.
  - If an equipment Commissioning Plan will be created and submitted
  - If design requires the signature of a registered Professional Engineer or that independent review is needed for some component
  - The construction of load-bearing surfaces (e.g. loading docks, multi-story buildings, catwalks)
  - If material certifications or Certificates of Compliance are required by the PM or PE
- Sub-tier contractors will perform some or all critical activities (determined by the PM or PE)
- When the Risk Register contains high risk items that may negatively impact the cost or schedule, for example
  - Where vendor evaluation visits are required by the PM or PE
- If construction requires in-process inspection by relevant code (e.g. ASME B31 series, etc.), examples can include:
  - Fabrication of pressure/vacuum vessels/piping
  - If Non-destructive testing or evaluation is required
- If the development of software is required

If guidance or support is needed to complete this section, please contact the ESH&Q – QA Department.

<b>Safety Representative Conclusion</b>	
<b>Quality Assurance Plan Conclusion</b>	

Fermilab Project Manger		Signature		Date	
ESH&Q Review		Signature		Date	

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**Safety Representative Needs Assessment Criteria Table**

Category	Low Risk (1 point)	Medium Risk (2 points)	High Risk (4 points)
<b>Work activity</b>	<input type="checkbox"/> Audio Visual Installation <input type="checkbox"/> Carpet installation <input type="checkbox"/> Furniture installation (no LOTO) <input type="checkbox"/> Hanging window coverings <input type="checkbox"/> Tile installation	<input type="checkbox"/> ≤ 480 V electrical <input type="checkbox"/> Drywall <input type="checkbox"/> Elevated surface work plan (competent person) <input type="checkbox"/> Excavation < 20 feet in depth <input type="checkbox"/> Forklift operation <input type="checkbox"/> Framing <input type="checkbox"/> Furniture installation (LOTO) <input type="checkbox"/> Hoisting/rigging (ordinary) <input type="checkbox"/> Landscaping <input type="checkbox"/> Simple LOTO <input type="checkbox"/> Small abatement or remediation <input type="checkbox"/> Small remodel	<input type="checkbox"/> > 480 V electrical <input type="checkbox"/> Complex or group LOTO <input type="checkbox"/> Concrete pumping <input type="checkbox"/> Demolition <input type="checkbox"/> Drilling wells <input type="checkbox"/> Electrical in underground vault <input type="checkbox"/> Elevated surface work plan (qualified engineer) <input type="checkbox"/> Energized electrical work permit <input type="checkbox"/> Excavation ≥ 20 feet <input type="checkbox"/> Hoisting/rigging (critical lift) <input type="checkbox"/> Large abatement or remediation <input type="checkbox"/> Permit required confined space <input type="checkbox"/> Roofing replacement <input type="checkbox"/> Significant use of heavy equipment <input type="checkbox"/> Steel erection <input type="checkbox"/> Tree trimming <input type="checkbox"/> Tunneling
<b>Business / science / community impact</b>	<input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Conference room <input type="checkbox"/> Offices <input type="checkbox"/> Recreational facility	<input type="checkbox"/> Active labs <input type="checkbox"/> Active R&D areas (e.g., Fermilab Test Beam Facility or CMTF) <input type="checkbox"/> Active user facility <input type="checkbox"/> Assembly/production/ shop areas <input type="checkbox"/> Sensitive equipment	<input type="checkbox"/> Industrial Cooling Water (ICW) to serving fire protection to buildings <input type="checkbox"/> Cooling critical to accelerator <input type="checkbox"/> Linac or Accelerator impact <input type="checkbox"/> Master or Kautz road substation(s) <input type="checkbox"/> Site-wide utility system (domestic water, sewer, electrical) <input type="checkbox"/> Unique equipment with long lead times
<b>Site conditions / location / complexity</b>	<input type="checkbox"/> Greenfield <input type="checkbox"/> Unoccupied offices or labs	<input type="checkbox"/> Occupied offices or labs	<input type="checkbox"/> Access challenges or impact <input type="checkbox"/> Central Utility Building <input type="checkbox"/> Director's office <input type="checkbox"/> High fire danger <input type="checkbox"/> Major public area 15 <sup>th</sup> floor or Science Ed
<b>Number of trades</b>	≤ 3	4-6	≥ 7
<b>Duration of project</b>	< 3 months	3-9 months	> 9 months
<b>Number of workers</b>	≤ 9	10-19	≥ 20