



CPS Energy

Enterprise & Public Safety




Contractor Passport Program

CPS Energy Contractor Passport Program

Table of Contents

Purpose	3
Scope	3
Responsibilities	3
1.1 General	3
1.2 Program Administration	3
1.3 Enterprise and Public Safety (“E&PS”)	4
1.4 Field Representative	4
1.5 Manager (or Designee)	4
1.6 Contractor Report Card	4
1.7 Contractors	5
Program	5
1.8 Contractor Passport Program Process	5
Program Evaluation	5
Reference Documents	5
1.9 Internal: CPS Energy Safety Manual	6
Forms/Records	6
Revision History	6
Appendix A – Acknowledgement letter	7
APPENDIX B – Passport training Sign-in Roster	8
APPENDIX C – Short notice Letter	9
APPENDIX D – Functional Swim lane	10

CPS Energy Contractor Passport Program

	Contractor Passport Program	Document ID: CPP 001
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Purpose

To align CPS Energy contractors with CPS Energy's safety culture, beliefs and expectations so that all CPS Energy employees, contractors and customers remain safe.

Scope

CPS Energy's Contractor Passport Program ("**Program**") is intended to focus on CPS Energy contractors. All contractors who perform hazardous work at CPS Energy facilities and/or on customer property will be required to complete training under the Program.

Responsibilities

All Business Units (BU) who have a responsibility for contract labor will ensure that all applicable contractors are in compliance with the Program.

General.

All applicable contractors must complete the Program:

1.1 Program Administration

The Program Administrator(s) will ensure that:

1. All contractors have submitted the appropriate documentation as outlined in the Program materials to verify completion of training;
2. Program materials are in sufficient stock to support the Program; and

Support is provided, as needed, on an annual basis.

Function	Name/Department	Phone
Program Administrator	Michael A. Cavazos, Enterprise and Public Safety	(210) 353-2187

1.2 Enterprise and Public Safety (“E&PS”)

E&PS will:

1. Monitor the Program for effectiveness
2. Promptly review any changes made to the Program with contractors
3. Ensure all contractors are complying with current safety standards in accordance with CPS Energy policies and the Program
4. Work with Supply Chain, Field Representatives and Management to ensure everyone is trained on their respective role in the Program
5. Print authenticated passport cards, which shall include the name of the contractor and his/her company, once the sign-in sheets are received.

1.3 Field Representative

Each Field Representative will ensure that every applicable contractor participates in the Program by following these steps:

1. Ensure the contractor receive the Program letter, which includes instruction on how to gain access to CPS Energy’s SFTP server. The SFTP site will contain all necessary program material. The Program letter and Acknowledgement letter may be sent by mail or given to the contractor in person by the Field Representative or an E&PS Safety Representative
2. Track the 60 working days the contractor has to complete the training and return the sign-in sheets;
3. After the contractor has completed training, forward the sign-in sheet to the E&PS representative so the passport cards can be printed; and coordinate with the E&PS representative to ensure the best method for delivery of the passport cards to the contractor.

1.4 Manager (or Designee)

For every contractor, a Manager or designee in the relevant business unit (“**Manager**”) shall conduct periodic observations (field visits) to ensure that the contractors have a passport card in their possession. If a contractor does not have a passport card, the Manager or designee must report the issue to the contractor supervisor and inform E&PS. Failure to produce a passport card may result in the employee being asked to leave the job site.

1.5 Contractor Report Card

Business Units **may** require that the contractors provide operational score cards to their field Representatives on a monthly basis. (e.g., near miss, accidents, injuries, outages). The Business Unit (BU) will be responsible for maintaining these reports.

1.6 Contractors

Each contractor will have access to a secure FTP site. The site will contain all the program material needed to comply with the Program. An acknowledgement letter or a short term notice letter, must be signed and

returned to the field rep. Training must be completed within 60 working days of receipt of training material, short term contractors less than 5 days will sign the short term letter and view the safety video located in the security office or power generation site.

Program

New and long term contractors will receive the Program letter in the Contract from the CPS Energy Procurement Division.

Short term contractors less than 5 days will submit the completed Short term Notice Letter and view the CPS Energy safety video in the security or power generation office.

For those existing long term contractors willing to participate, they will receive a Program letter from their respective Field Representative or Management team members.

Incident tracking. The Business Unit along with the contractor will maintain a database to track all contractor Events. "Events" are those incidents where (*e.g.*, near miss, accidents, injuries, outages)

1.7 Contractor Passport Program Process

Contractor signs the Acknowledgement letter and return to CPS Energy

Contractor reviews the training materials found on the SFTP site and appointments a trainer to conduct the training

Contractors must complete the passport training and sign-in sheet

Upon completion of training, contractors return the sign-in sheet to the field representative (within 60 working days of receipt of training material)

E&PS Safety Representative will review the sign-in sheet and will provide the passport cards to the contractors named on the Sign-in sheet

Program Evaluation

The Program will be evaluated every three years or when a need arises to determine the effectiveness of the program.

Reference Documents

This program document has been developed to meet the specifications as outlined in the following internal and external source references:

1.8 Internal: CPS Energy Safety Manual

Forms/Records

- Appendix A: Contractor Passport Acknowledgement
- Appendix B: Contractor Passport Training Sign-in Sheet
- Appendix C: Contractor Passport Short Notice Letter
- Appendix D: Contractor Passport Swim Lane Chart

Revision History

Revision	Section/Paragraph Changed	Change Made	Date

Appendix A – Acknowledgement letter

The Contractor Passport Program (CPP) is a performance based safety management process which ensures our business partners (contractors) support our CPS Energy safety culture beliefs.

By signing below, I acknowledge that I agree to ensure that all contractors working for (name of company) _____, including myself, complete the safety training required by the Contractor Passport Program. I also acknowledge that any failure to comply with the safety training could result in the removal of a contractor from the CPS Energy job site until he/she is compliant.

Step	Action	Date
1	Follow the instructions provided to install, FileZilla or WinSCP to gain access to CPS Energy secure SFTP server, follow the instruction to download the required training material. Review the training materials and appointment a trainer to conduct the training	
2	Date Contractor Passport Program training is conducted	
3	Return the sign-in sheet to the Field Representative (which must be within sixty (60) days of receipt of training material)	
4	CPS Energy will create passport cards for each contractor employee who completed the required safety training	
5	CPS Energy will issue back passport cards to field rep, who will issue to contractors	
6	Continue to train new employees, and provide additional sign in sheets to CPS Energy for Passport Cards as needed	

The CPS Energy Manager or Designee will verify Passport Cards during their normal observations.

If a Passport Card is lost, please contact your CPS Energy Field Representative for a replacement.

CPS Energy may update the training presentation as needed to comply with changing OSHA and other safety standards.

Company Representative Name (please print): _____

Company Representative Signature: _____

Date Signed: _____

NOTE: Please return the signed document to your CPS Energy Field Representative or primary contact.

APPENDIX B – Passport training Sign-in Sheet

Company Name _____

Instructors Name: _____

Training Location: _____ Date _____

Employee Passport Training Sign-in Roster: By signing below I acknowledge that I have attended the CPS Energy Contractor Safety Passport Training:

	Employee Signature	Print Name	Date	Company Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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17				
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20				

APPENDIX C – Short notice Letter



Contractor Passport Program

Short Notice (Attestation Letter)

As a contractor of CPS Energy, I fully understand the emphasis that is put on employee safety.

The Business leaders and our Management team of our company_____ are fully committed to the philosophy, that safety of our employees and those we work with has the highest priority. Therefore, we will train our employees to the standards set within CPS Energy safety video, to continue to help enhance our overall safety programs to ensure the safety of our employees and those of CPS Energy.

Signed: _____

Title: _____

Date: _____

APPENDIX D – Functional Swim lane

