

Work Control Coordinator Skills Checklist (TQ-WORKPLAN-P)

Candidate Work Control Coordinator Name (print)	Life/Guest/Contractor Number	Department/Division
Evaluator Work Control Manager Name (print)	Date Checklist Completed	

Instructions:

This checklist constitutes the Job Performance Measure for initial qualification of new Work Control Coordinators (WCCs), the periodic requalification (5 Years) of incumbent WCCs, and the requalification of previously qualified WCCs, in accordance with Section 1.2 of the Work Planning and Control Subject Area. The checklist below is required to be completed by the Work Control Manager (WCM) and the results should be based upon the ability to effectively and independently complete work planning activities, including the identification of hazards, determination of work planning levels, preparation of Work Permits, conduct of work planning meetings and pre-job briefings, and oversight of work activities. Check the block below that applies:

- ☐ **New WCCs** are required to complete on-the-job training/evaluation provided by the WCM or a designee for a minimum of 3 months and until the new coordinator has demonstrated the ability to effectively and independently satisfy the elements contained in this Checklist.
- ☐ **Incumbent WCCs** are required to have demonstrated the ability to effectively implement their roles and responsibilities while working as a WCC for the five-year period prior to requalification. If the incumbent has had a period of continuous inactivity as WCC greater than 1 year, they will be required to demonstrate the continued proficiency as a WCC. In this case, the evaluator may choose to observe the WCC during actual work evolutions or may utilize a written examination technique utilizing mockup work scenarios. In either case, the incumbent must demonstrate the ability to effectively satisfy the elements contained in this checklist.
- ☐ **Previously Qualified WCCs** whose qualifications have expired for a period of more than 3 months, or whose qualifications were revoked for any reason, shall complete the on-the-job training/evaluation required for new WCCs.

Prerequisite Training:

New and incumbent WCCs are required to have completed all the Prerequisite Training.

_____ Date of Hazard Validation Tool training (TQ-ISM)	_____ Date of Hazard Identification training (TQ-HAZID)	_____ Date of Work Planning and Control training (TQ-WPC)
_____ Date of Work Oversight training (PE-PE199)		

Task Steps

The evaluator shall place a check mark in the “YES” box to signify that the candidate has demonstrated the ability to perform each of the steps listed below satisfactorily, independently, and without coaching. Check “NO” for any step that is not completed satisfactorily. Where possible, the steps in this checklist should be verified through evaluation of actual work activities; however, when considered necessary, responses to certain questions may be ascertained through discussion with the candidate.

Step	YES	NO
Define the Scope and Objectives of the Job to be Planned		
1. Can the WCC describe the work to be done? <ul style="list-style-type: none"> Identify steps to be followed during the job Consider doing a walkdown of the facility/location Describe who should be on the review team, including the Independent Reviewer, etc. 		
2. Can the WCC write a job description for the task?		
3. Does the WCC understand the sequence of the task?		
4. For prescribed work, can the WCC locate applicable procedures/plans?		
5. Does the WCC understand the screening process for contractor/vendor work? What are the minimum requirements for work planning for contractor/vendor work?		
6. Does the WCC know when a Job Hazard Analysis (JHA), or equivalent is required for the task, and how it is completed?		
7. Can the WCC sufficiently determine the work planning level (i.e., worker planned, prescribed or permit planned) by screening a scope of work using the Screening Tool for Work Planning Level Determination and Hazard Identification.		
8. Can the WCC correctly determine if there is a Standing Work Permit governing the task being evaluated and how it is implemented?		
Identify and Assess Hazards (Environment, Safety, Security, Health and Facility Concerns)		
1. Can the WCC sufficiently identify the environmental, safety, security and health hazards associated with the work, as well as what controls are needed, using the Screening Tool for Work Planning Level Determination and Hazard Identification?		
2. Does the WCC know how facility hazards are identified and evaluated for impact on the work?		
3. Does the WCC know how to access information from the Hazard Validation Tool?		