



**CONTRACTOR EVALUATION
AND VERIFICATION CHECK LIST**

For

LAND SPILL EMERGENCY PREPAREDNESS

GUIDELINE for PETROLEUM SPILLS (CPPI)

Company Verified: _____

Location: _____

Address: _____

Telephone: _____

Fax: _____

24 hrs. tel #: _____

Contact: _____

Verification Date: _____

Verification Done By: _____

Contractor Evaluation And Verification Check List

Company: _____

	Question	Yes	No	Contractor's Comments	Verifier's Comment
<i>Management Systems / Health and Safety</i>					
1	Is there a statement of the Company's commitment to Emergency Response, addressing all issues of Health, Safety and the Environment?				
2	Where are the secondary response locations in the region? (If applicable)				
3	Does your organization meet the following minimum insurance requirements? <ul style="list-style-type: none"> ➤ Public Liability and Property Damage - \$2 million (include certificates) ➤ Environmental - \$2 million (include 				
4	Is your company in good standing with provincial Workers' Compensation Board? Include certificate.				
5	Does your company have the capability to work with ICS or IMS				
6	Does your company have a Risk Management Program?				
7	How do you ensure you meet regulatory compliance for equipment and personnel				
<i>II - Response Capability</i>					
1	Has your company been involved in a tank truck response in the last year?				
2	Has your company been involve with tank car incident in the last year?				
3	Do you document the response activities for incidents?				
4	Do you have documented procedures for dealing with all products to which you respond?				
5	Does your capability include equipment for communication-between: <ul style="list-style-type: none"> ➤ The Home Co-ordinator and the incident scene? ➤ Personnel at the scene 				
6	Do you have list of resource services (e.g. backhoe, dump trucks, aircraft, and vacuum trucks) in the area?				
7	Does your capability include licensed waste hauling and/or disposal either by your company and/or sub-contractors?				
8	Are you capable of responding to spills on water? Please describe.				
9	Do you provide documentation to your client after an incident? Please describe.				
10	Do you have established decontamination procedures and equipment?				

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<i>III – Product Information Resources</i>					
1	Do you have immediate 24-hour access to current MSDS's or similar product information for all products that may require an emergency response?				
2	Are the response team members familiar with TDG requirements for hydrocarbon transportation?				
3	Are the response team members familiar with cargo manifesting procedures?				
<i>IV – Activation Procedures</i>					
1	Is there a manned 24-hour emergency response telephone number and a backup system				
2	Are there documented alerting procedures (flowchart or other) for co-ordinators and response personnel in the event of an emergency?				
3	Identify how often emergency response capability is tested in your organization?(may be through exercises or actual responses				
4	Logs or records of Emergency Response/ Exercises <ul style="list-style-type: none"> ➤ Do you have logs of Response/ Exercise activations ➤ Do you use a checklist to obtain incident information ➤ Do you follow up on recommendations/ follow up or corrective items 				
5	Do you have current contact lists for: response co-ordinators, emergency team members, clients and government agencies.				
<i>V – Training & Exercise</i>					
1	How many of your response personnel receive training (please refer to form B); <ul style="list-style-type: none"> ➤ Team leaders: ➤ Team members: 				
2	Is the training content documented for each ECRC equivalent module?				
3	Does your organization conduct operational exercises				

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VI – Equipment					
1	To what extent does company meet the requirements of the 'Basic Equipment List'? (refer to Form D)				
2	What additional equipment does the contractor have to respond to tank truck and tank car incidents involving petroleum products (attach list i.e. price list etc)				
3	Do you have programs in place for: <ul style="list-style-type: none"> ➤ Regular equipment maintenance ➤ Do you maintain records or logs 				
4	Equipment storage <ul style="list-style-type: none"> ➤ How is equipment stored (warehouse, trailers etc) ➤ How is the equipment listed in the appendix D stored? ➤ Is the equipment clean and properly stored? 				
8	Trailer(s) <ul style="list-style-type: none"> ➤ What is the overall condition of the trailer? ➤ Is there an up to date trailer vehicle inspection? ➤ Is there an up to date trailer registration on the trailer? ➤ Is there an up to date insurance card on the trailer? 				