

CAES READINESS CHECK

Activity/Task Title:

The Laboratory Lead (LL) and CAES Safety Officer (CSO) are responsible for conducting an independent check before a project begins work. The content, level of rigor, and who participates should be tailored to the project.

APPROVALS

The Readiness Check is complete and I approve work to begin, with the understanding that Principal Investigator will resolve any Pre-start issues identified below before work commences.

CAES SAFETY OFFICER

Date:

The Readiness Verification is complete and I approve work to begin, with the understanding that Principal Investigator will resolve any Pre-start issues identified below before work commences.

LABORATORY LEAD

Date:

Pre-start Issues:

Below is a list of items for the CSO and LL to consider in defining the scope of a readiness check.

CHECK "YES" OR "NA." PROVIDE A BASIS FOR ALL ITEMS.

Yes	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	1.	Procedures/Laboratory Instructions for all laboratory equipment are complete, current, and approved. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	2.	Work Control documents are complete, current, and approved. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	3.	Permits and plans required for the project/laboratory are complete, current, and approved. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	4.	Equipment and tooling required for research have been identified, verified operational and calibrated as applicable. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	5.	Personal Protective Equipment (PPE) required for this project is available and in acceptable condition and sufficient quantity to support research. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	6.	All personnel have completed CAES, Laboratory, and Project specific training. Training is documented. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	7.	Demonstrations have been completed to verify that equipment, tools, and operating steps are adequate/operable for research to commence. NOTE: <i>Surrogate processes, procedures and equipment can be demonstrated in a safe and quality manner.</i> BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	8.	The level of knowledge of laboratory personnel is adequate based on selected interviews of principal investigator, laboratory leads, researchers, and students. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	9.	Health and safety walk-downs have been completed in operating areas required to support the activity, and deficiencies have been resolved. BASIS:

CAES READINESS CHECK

CHECK "YES" OR "NA." PROVIDE A BASIS FOR ALL ITEMS.			
Yes	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	10.	The laboratory has been posted and barriers erected to meet regulatory and facility operational requirements. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	11.	Potential upsets and anomalies have been addressed using drill performance, tabletop analysis, or dry runs. BASIS:
<input type="checkbox"/>	<input type="checkbox"/>	12.	The condition of equipment will support safe conduct of research. BASIS:

Other Items evaluated: