



UPF

FME MONITOR CHECKLIST / FME MONITOR BRIEFING SHEET

Work Package No: _____

Task No.: _____

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FME MONITOR CHECKLIST

FME Monitor has been trained in FME requirements.

Prior to personnel entry:

Ensure that the person entering the FME Zone has authorization to enter FME Zone and the person has been briefed on required FME controls.

Ensure all items are secured or have been removed from pockets, such as pens, pencils, papers, etc.

Ensure that all loose jewelry has been removed or secured. Note: Items such as rings are considered secured.

Ensure that tools / equipment have no loose, damaged, or missing parts (such as bolts or screws).

Ensure that hand tools have lanyards, when required.

Ensure that all items inside the FME Zone, including consumables, are logged on the Personnel, Material, and Tool Log (PMTL). Note: Items that are needed inside the FME Zone for longer than one shift should be identified as 'long term' on the PMTL.

During work activities:

Randomly monitor personnel inside the FME Zone to ensure adherence to FME requirements and controls, such as lanyards on tools.

Check items inside the FME Zone to ensure that the PMTL is accurate at least once a shift.

Upon personnel exiting:

Ensure that tools / equipment have no missing parts (such as bolts or screws) that were not previously identified prior to entry.

Ensure that items have been properly logged out or identified as 'long term' on the PMTL.

At work / activity completion:

Ensure that all items are accounted for by reviewing the PMTL and FME Zone walkdown.

Ensure that Supervisor review of the PMTL is completed and documented.

Performed by: _____

Date: _____



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FME MONITOR BRIEFING SHEET

This briefing sheet is intended to provide guidance to personnel who may not be familiar with the job specific FME Zone controls and have not attended a Pre-Job Brief for entry into the FME Zone.

Prior to entry into the FME Zone, FM Monitors should explain the items listed below to any personnel not familiar with FME Zone Controls.

The first three apply to Observers not performing work.

<input type="checkbox"/>	Explain that the person entering the FME Zone must have authorization for entry FME Zone and the person entering must understand the importance of FME controls.
<input type="checkbox"/>	Explain items which should not be taken into the FME Zone, such as pens, pencils, papers, etc.
<input type="checkbox"/>	Explain that all loose jewelry has been removed or secured prior to FME Zone entry. Note: Items such as rings are considered secured.
<input type="checkbox"/>	Explain that tools / equipment should have no loose, damaged, or missing parts (such as bolts or screws).
<input type="checkbox"/>	Explain that hand tools shall require use of lanyards, when required, inside the FME Zone.
<input type="checkbox"/>	Explain that all needed items inside the FME Zone, including consumables, require logging on the Personnel, Material, and Tool Log (PMTL). Note: Items that are needed inside the FME Zone for longer than one shift should be identified as 'long term' on the PMTL.
<input type="checkbox"/>	Explain that, upon exit from the FME Zone, tools / equipment shall have no missing parts (such as bolts or screws) that were not previously identified prior to entry.
<input type="checkbox"/>	Explain that, upon exit from the FME Zone, items shall be properly logged out or identified as 'long term' on the PMTL.

Performed by: _____

Date: _____