

Company		Name of person completing form
Location of work	Flight Information Region (FIR)	Type of work
Signature		Date

Please initial below if you have reviewed the following information found in the NAV CANADA Contractor’s Handbook.

SAFETY MANAGEMENT SYSTEM (SMS)

- Responsibility of Contractors (in the handbook)
- Who to call in the event of an Operational Safety Emergency

SECURITY POLICY AND PROCEDURE*

- Background Checks completed
- Possess ID Badges and Access Cards as required
- Visitors
- Confidentiality
- Company Computer Systems
- Cameras (video or still shot) in Company Facilities
- Contract Termination/Company Assets
- Who to call in the event of a Security issue

OCCUPATIONAL SAFETY & HEALTH (OSH) POLICY

- Canadian OSH Legislation
- Contractor Requirements & Responsibilities
- Asbestos Containing Material (ACM)
- First Aid
- Who to call in the event of an OSH Emergency

ENVIRONMENTAL POLICY

- Canadian Environmental Protection Act (CEPA)
- Contractor Requirements & Responsibilities
- Who to call in the event of a Spill or Release of Hazardous Material

INITIAL HERE

*Note: Not all projects will require all items. Please check with your Project Manager for more information.

COPIES 1. Retain a copy for your files 2. Provide a copy to NAV CANADA Representative

