Implementation & Training

*Steps to customizing your checklist*

1. *Enter your company and/or department information*
2. *Select the items you wish to include in your checklist (by default, all items are checked for your convenience - simply remove the items you do not wish to include in your checklist)*

*If you have any questions or require any assistance, please* [*contact us*](http://www.opcleansweep.org/app/feedback.html)*.*

|  |  |
| --- | --- |
| Company |  |
| Department |  |

# Procedures

|  |  |
| --- | --- |
| 1 | Signed the "Pledge" |
| 2 | Conduct site audit |
| 3 | Review or create written procedures |
| 4 | Assign responsibility for each crew/individual |
| 5 | Put management inspection program in place |
| 6 | Plan follow up and review |

# Training

|  |  |  |
| --- | --- | --- |
| Crew training meetings conducted | *YES* | *NO* |
| Shift #1 \_\_\_\_\_\_\_\_\_\_\_ | *YES* | *NO* |
| Shift #2 \_\_\_\_\_\_\_\_\_\_\_ | *YES* | *NO* |
| Shift #3 \_\_\_\_\_\_\_\_\_\_\_ | *YES* | *NO* |
| Shift #4 \_\_\_\_\_\_\_\_\_\_\_ | *YES* | *NO* |

# Approved

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_