

## Readiness Review (Initial) Instructions

To facilitate an initial Readiness Review, please do the following:

1. Complete Part I of the **Readiness Review Activity Approval Form** including activity description. Obtain signatures from:
  - Group Leader
  - Program Director/Department Manager
  - Safety Coordinator
2. Complete **Activity Hazard Identification Checklist** and develop **Hazard Management Statements (see Hazard Management List)**.
3. Complete the **Readiness Review Training Identification Form** identifying the institutional modules required prior to performing this activity.
4. Complete the **Lifting Hazard Identification Form** indicating any potential lifting hazards you foresee.
5. Complete the **Personal Protective Equipment Needs Certification** form identifying any personal protective equipment needed for this activity.
6. Attach a list of **Authorized Users** and **Training Documentation**. An informal listing is acceptable.
7. Attach a copy of written **Standard Operating Procedures** for the activity as applicable (No 3-ring binders, see **Example S.O.P. List**).
8. Return the entire packet to ESH&A (G40 TASF) to initiate the review.

REMINDER: It is the responsibility of the Group Leader to notify other Directors (Division, Institute, or Program) associated with this activity, if applicable, to invite them to the Readiness Review meeting (e.g. CMI funding work in DMSE or C&BS).

If you have any questions feel free to contact your SRC Facilitator or ESH&A for assistance.