Permit to Work System Training for Supervisors Managing Hot Works & Other Permits - Presenter's Guide

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1.0 PURPOSE

The purpose of this Presenter's Guide is to provide key messaging and content for delivery of the Permit To Work System Training for Supervisors Managing Hot Works & Other Permits training package.

The training package has been produced for the Commercial Construction Industry pursuant to an Enforceable Undertaking between Lendlease Building Pty Limited ACN: 000 098 162 and SafeWork NSW dated 8th of August 2017.

2.0 SCOPE

This Presenter's Guide applies to authorised trainers delivering training to supervisors seeking to implement a permit for high risk works, e.g. hot works at commercial construction project.

3.0 RELATED DOCUMENTS

- Permit To Work System Training for Supervisors Managing Hot Works & Other Permits Training Package Presentation
- Hot Works Permit (attached)
- Participant Assessment (attached)
- Supervisor Hot Work Training Package Training Evaluation Form (attached)

4.0 TRAINING DELIVERY

The Permit To Work System Training for Supervisors Managing Hot Works & Other Permits can be delivered by an authorised Principal Contractor employee representative or other nominated competent person. A Principal Contractor employee or other person is authorised to deliver this training after successfully completing an internal train the trainer session in the training package; or successfully acquiring a nationally accredited Certificate IV in Training & Assessment or equivalent.

5.0 INTERNAL TRAINING REQUIREMENT

The successful completion of this training course and a company internal package does not provide a nationally recognised qualification.

6.0 LANGUAGE AND LITERACY

All training materials are made in English. An employer or a Person Conducting A Business Or Undertaking (PCBU) has an obligation under relevant laws to ensure that health and safety information is provided in a manner that can be understood by those workers participating in the training.

Where a worker, or a group of workers speak English as a second language, an employer/PCBU has an obligation to determine whether an interpreter is required to assist in communicating the information contained in this training package.

7.0 PRESENTER GUIDE

KEY

	• This is the key message(s) to be conveyed by the slide and subsequent discussion with attendees
Q	• A question to be posed to attendees to facilitate discussion and learning
A	• A model answer

Slide 1 - Cover Slide

No specified content – opportunity for the presenter to introduce themselves, their work experience and why they are qualified to provide training on permit to work systems and specific permit types and discuss high risk work such as hot works and the importance of a Permit To Work System; and the training package may be modified by the presenter, e.g. company logo or other graphics subject to preserving the key messaging within the training.

Slide 2 - Why Do You Want to be Safe at Work?

This slide is intended to be displayed at the commencement of training and used as an information discussion point as to why permits to work are an important risk control for specific types of high risk works.

Comment on the construction industry statistics as one of the top three most dangerous industries in Australia should be undertaken and aligned with high risk work for which a Permit is required, e.g. hot works and risk of fire, confined space and risk of engulfment, excavation and risk of contact with high voltage electricity.

Research has confirmed that messaging safety in relation to the potential impact on family from a workplace injury or fatality is more effective that other forms of worker motivation.

The statistics are taken from both Safe Work Australia and the International Labour Organisation.

	• Construction is a dangerous industry as detailed by statistics of fatality and serious injury. • A Permit to Work can assist with risk management of high risk construction work activities but must be noted that they are an administrative control and do not eliminate the hazard.

Slide 3 – Contents slide

Review slide content with attendees and what will be covered by the training.

Slide 4 – Purpose

Identifies the deliverables relating to this training package called Permit To Work System Training for Supervisors Managing Hot Works & Other Permits and what the participants can take away from this training. Go through the list of topics which we are covering.
The Case Study within the training package and related information can be supplemented with another Permit type and similar information, if desired.

Slide 5 & 6 – Section 1 Permit to work systems

These slides outline:

- What is a permit to work system; and
- A permit to work is an administrative control used to manage specific high risk work tasks.

	• What is a permit to work system (and what is it not)? • What is a permit to work? • A permit to work is part of a safe system of work and is generally regarded as an administrative control although some controls may be higher in order in the Hierarchy of Control, e.g. physical lock out and isolation of a dangerous energy system using a keyed padlock system.

Slide 8 – Risk Management Process

This slide illustrates where the process cycle of risk management and the relevant steps in that cycle which is foundation knowledge for work health and safety management. A Permit To Work System operates within this risk management process.

The purpose of this slide is to locate permits to work within the risk management process but also draw attention to hazard identification and assessing risk as key steps in any risk management process before controls like Permit can be developed.

	• A Permit To Work is a control measure • A Permit To Work is an administrative measure although it may outline the requirements for higher level control measures to adequately control risk.

Slide 9 – Risk Management (Hierarchy of Controls)

This slide details Hierarchy of Controls, which is a key concept that must be explained in depth with simple examples as outlined in the speaker slide notes and repeated below.

A	Model examples of the Hierarchy of Controls Hot works caused by cutting steel reinforcement with Oxy Acetylene may be eliminated by using a pneumatic nibbler thereby eliminating the hot works and the need for implementing a Permit To Work System. Entry to a confined space may be eliminated by using a remote camera instead of entry to the space by a worker thereby eliminating the need for a Confined Space Entry Permit. The risk of hitting a high voltage in ground service when excavating can be minimised by using a vacuum truck to expose and positively locate the in-ground service before commencement of digging with an excavator or hand digging. The likelihood of hitting and damaging the service is dramatically reduced if the service can be located and observed before detailed excavation begins.

Slide 10 &11 – Hazard and Risks

This is refresher on the different meanings of hazard and risk.

Q	What is the difference between a hazard and risk?
A	*Right mouse click reveals the answer*

Q	Can you give me an example of a hazard and its associated risk?
A	A model answer is the risk ranking of a hazard where a length of timber is left lying on a formwork deck (hazard) in an access route i.e. the timber is the hazard and a worker tripping on that timber is

a combination of consequence and likelihood of the worker tripping and injuring themselves is the risk.

- The difference between a hazard and a risk

Slide 12 to 16 – Roles and Responsibilities – Permit To Work System

Presenter to go through and encourage discussion on the key roles and responsibilities of the key parties to a Permit To Work System

The following roles in the Permit to Work System are described:

- Permit to Work Officer
- Permit Holder
- Worker
- Confined Space Standby
- Fire Watch

A Number of roles may require additional training.

Q	What additional training is required?
A	Per below

Permit To Work Officer:	Formal training in Permit To Work Systems and Permit authorisation.
Subcontractor Supervisor or appointed Fire Watch:	First Attack Fire Fighting Equipment (CPPFES2005A) or equivalent training delivered by an RTO. Formal training in Permit To Work Systems and Permit authorisation.

Slide 17 – 18 Case Study Hot Works

Definition of hot works as per Australian Standard 1674.1 – 1997

Examples of risks related to Hot Works (the hazard) for discussion with participants and their trade activity.

Slide 19 – When is a Hot Works Permit Required?

The definition of hot works must be reiterated to ensure supervisors and workers understand the requirements and definition of hot works. If some instances, hot works may not require a permit if there are no hazardous materials present in the area.

- The definition of a hazardous environment is particularly important to emphasise as it is the main driver for implementing a Hot Works Permit.
- The definition of a Hot Work Area is also a core understanding to be emphasised for the training participants and the concept of above and below where sparks may travel.

Slide 20 – AS1674.1 Safety in Welding & Allied Processes – additional roles & responsibilities

Requires all hot works to be carried out under the control of a person who is responsible for the safe execution of all operations (i.e. the Subcontractor Supervisor).
Outline the additional roles and responsibilities for the person that is supervising the hot works.

Slide 21 – First Attack Fire Response

Additional competency is required to ensure that any potential fire caused by hot works can be managed quickly. The Subcontractor Supervisor managing hot works must be trained in Demonstrating First Attack Fire Fighting Equipment (**CPPFES2005A**) or other people in the work crew can be trained.

Formal training in CPPFES2005A will ensure an understanding of how fires are classified and ensure the correct type of extinguisher is on hand and a min. 30 minute fire watch is implemented after the hot works or during any break period, e.g. gone to lunch.

- The Subcontractor Supervisor managing hot works must be trained in Demonstrating First Attack Fire Fighting Equipment (**CPPFES2005A**) or other people in the work crew can be trained.

Slide 22 – Discussion Topics

Q	A subcontractor would like to carry out welding of structural steel in an area where there is formwork and timber located within 10 metres. How would control these hazards?
A	On a typical formwork deck, there is commonly flammable materials such as timber, formwork off cuts, the formwork deck itself and saw dust all of which are a potential combustible fuel source for a fire. Sometimes these materials cannot be made safe, so control measures need to be in place to limit the possibility of a fire as it is a 'hazardous environment', e.g. better housekeeping, removal of excess debris and materials, barricading the area and implementation of a Permit To Work System, i.e. Hot Works Permit.

Q	A subcontractor would like to perform oxy cutting on a column starter bar located in the middle of a graded earthen area with no combustible or flammable materials, goods or products located within 20 metres of the proposed hot works. How would control these hazards?
A	The most common answer to this discussion question is no hot works permit is required as there are no combustible or flammable materials, goods or products located within 20 metres of the proposed hot works. Discussion should still review the flammability of the clothing worn by the worker carried out the hot works and the need for a fire extinguisher to be located in the Hot Work Area

Slide 23 -24 Raise & issue a Hot Works Permit Sample

This section covers the completion and issue/authorisation of a hot works permit and what must completed.

All the fields and questions must be completed with detailed responses to the following boxes:

- Outline the hot works tasks covered by this permit
  - Description of hot works such as grinding, welding, burning, gas-cutting, flame heating or any other flame/spark producing equipment
- Outline the specific location of the hot works
  - The specific location of the works is important in case of an emergency where the fire/hot works can be located by personnel to send resources such as the fire brigade / fire warden.
- Describe the hot works related plant and equipment to be used
  - All the plant used for the hot works must be documents & part number labelled
- Describe the fire-fighting equipment made available at the hot works location
  - As a minimum requirement, there must be a 9kg fire extinguisher present within the hot works area in case of an emergency. It is recommended that there is a water source, possibly a hose or bucket of water to extinguish small embers or smouldering fires.

Slide 25 – Raise & issue a Hot Works Permit Sample

All the questions related to the section on fire protection checks must be answered or the Hot Works Permit cannot be authorised and issued. on the hot works permit must be answered prior to the works being signed off by any supervisors.

Q	Why must all questions be answered?
A	All questions must be answered and any questions to which 'no' or 'not applicable' is the response must be further investigated. All responses must be verified at the Hot Work Area to determine the adequacy of the controls proposed and the fire protection in place in readiness for the hot works

Inspect the Work Site

Q	Why is this the case?
A	A permit to work cannot be issued unless the Hot Work Area has been inspected and the Permit conditions and fire protection measures verified as in place

Slide 26 & 27 – Raise & issue a Hot Works Permit Sample

The subcontractor supervisor with management and control of the Hot Works must consult with all workers that are undertaking the hot works on the precautions required by the Hot Works Permit to ensure the works are completed safely and verify with their name, signature and date that this consultation has been undertaken.

Slide 27 provides for listing of all of the workers involved in the consultation and their acknowledgement that they have participated and understand the fire prevention controls described by the Permit that must be implemented.

Slide 28 – Raise & issue a Hot Works Permit Sample

The Permit To Work Officer nominated by the Principal (Head) Contractor must check all elements of the completed Permit To Work issued by the Subcontractor Supervisor and check the Hot Works Area conditions and prevention controls are sufficient to provide a safe condition for the hot works to be undertaken. If the Hot Work Area conditions or prevention controls are not sufficient the Permit cannot be authorised and the works cannot commence.

Identify Hazards
Additional hazards that the Permit To Work Officer will need to consider include:

- The hot work area and the area above, below or adjacent to the work, which could be affected by the works, e.g. sparks or glowing embers.
- Combustible or flammable materials stored or present within the Hot Work Area.
- The adequacy of any water supply and water pressure to the area if a hose is inclusive of the Permit fire precautions and whether the length of the hose is adequate to the location of the Hot Work Area.
- Adjacent or interfacing works i.e. other workers in the vicinity.
- The currency of inspection, testing and servicing of any fire extinguisher or other fire suppression equipment inclusive of any fire precautions for the works.
- Whether the Subcontractor Supervisor or other workers in the hot work crew have undertaken First Attack Fire Fighting Equipment Training.
- The type of fire extinguisher to be used in the event of a fire is relevant to the classification of any potential fire.
- Significant changes in weather conditions, e.g. high humidity and hot weather or total fire ban.
- Other unplanned works that may interface with the Hot Work Area.

- The decommissioning and purging of any pipe or other vessel on which hot works will be undertaken.
- Existing smoke alarms or other fire warning systems.
- The ability of the works to impact on an emergency response egress route, e.g. hot works in a stairwell.
- The flammability of clothing worn by the hot works crew.
- Fire egress routes are clear and obstructed.
- Enclosed or confined Hot Work Area and any potential for the atmosphere to become contaminated or explosive.
- Equipment to be used for the hot works has been inspected serviced and maintained to the manufacturer's recommendations and Australian standards.

Slide 29 - Raise and Issue Permit to Work

Completion of the Hot Works:

Red Box:
Section to be completed by the Subcontractor Supervisor who verifies the precautions outlined in the Permit were effectively implemented and the 30 minute fire watch completed.

An additional fire watch is required if a break in the works occurs, e.g. lunch. During this time, a Fire Watch must be completed (minimum 30 minutes) to ensure no smouldering or glowing embers/hot slag or other ignition sources are present in the area as a result of the hot works, to prevent a fire.

Blue Box:
Section to be completed by the Principal Contractor's Area Supervisor (which may not be the Permit To Work Officer, that authorised the Permit), to ensure that the Subcontractor Supervisor has completed the works, all personnel and equipment have been removed, all services have been returned to normal operations and the area is free of glowing/smouldering embers or other hazards that could cause a fire.

- Workers must value their signature
- That by signing, an Area Supervisor is acknowledging that the Hot Works has been completed, the work area inspected, all personnel and equipment removed and all services have been restored to normal operations.

Slide 30 – Exercise - Complete a Hot Works Permit

This is an activity that should take no more than 15 minutes.

Once the slide has been displayed for approximately 1 minutes:

Q	What permit types does this work require and why?
A	Hot Works Permit is required and this is because the Hot Work Area has combustible materials within 5m of the hot works. In addition, additional fire watches will be required as the works are planned to be performed all day 7am to 3pm. Thus a fire watch at morning tea; lunch; and at the completion of the works.

Hand out a copy of the Hot Works Permit To Work and ask attendees to complete it. This can be a an individual exercise or dive the participants into groups.

Slide 31 – Permit Documents

The authorised permit to work (or a copy) must be retained by the Subcontractor Supervisor and be presented on request at the Hot Work Area.

A Register of authorised (live) permits should be retained on each construction project so that the Permit to Work Officer is aware what permits have been issued and can therefore ensure that incompatible work activities are avoided and work planning is optimised.

By having a permit to work retained by the Subcontractor Supervisor at the work front, all workers completing the high risk work have the opportunity to review the control listed in the permit and can refer to the any appended plans, scans and sketches as required.

Only one person should be appointed as a Subcontractor Supervisor for each work area so they have oversight for all of the high risk work activities and can ensure that all works are properly managed and that no issues arise between interfacing trades or incompatible activities.

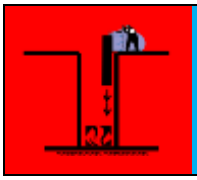
Slide 34 – Assessment

Hand out assessment and participant complete the questions. Discuss the answers following completion of the assessment.

HOT WORKS PERMIT

Permit Number

The details of this Permit are to be completed by the Subcontractor Supervisor of the Hot Works, checked for accuracy and authorised by the appointed HEAD CONTRACTOR Permit Officer, and implemented under the supervision of the Subcontractor Supervisor. Note: Only work listed below can be done.



Have you identified & controlled – combustible/flammable materials, open pipes & ducts, shafts, adjacent rooms & gaps to work areas above/ below?

Sparks, molten slag, radiant heat and other embers are all fire hazards for other workers and work areas. The Subcontractor Supervisor must demonstrate via risk assessment that it is not reasonably practicable to use alternative cutting equipment, e.g. pneumatic nibbler, to eliminate the proposed hot works.

Project Name			
Company requesting the Permit		Permit Issue Date	
Subcontractor Supervisor of the Hot Works		Mobile Number	
Permit valid from	Date: Time: (24 hour)	Permit Valid To	Date: Time: (24 hour)
Outline the Hot Works task covered by this Permit.			
Outline the Specific Location of the Hot Works			
Describe the Hot Works related plant and equipment to be used.			
Describe the fire-fighting equipment made available at the Hot Works location.			

ALL Questions below MUST be answered or the Hot Works Permit CANNOT be issued			
Have the following fire protection checks been made	Yes	No	N/A
Is there a fire detection system that will need to be isolated during the Hot Works?	☐	☐	
Has the Principal Contractor (for the site) or Owner (for the Building) been advised of the proposed Hot Works?	☐	☐	
Have combustible/flammable materials within 15m (above/below/beside the works) been identified and removed or made safe? (e.g. timber, solvents, hazardous goods storage, shade cloth, plastic)	☐	☐	☐
Will material when heated or burned, give off toxic gases, e.g. cyanide gas from galvanising? (check SDS)	☐	☐	
Is ventilation adequate? (including mechanical extraction/respirators if YES to the Question immediately above)	☐	☐	
Are fire blankets, spark arresters and flash screens in place?	☐	☐	☐
Is the Hot Works area isolated and barricaded to stop personnel, materials and plant movement in the area?	☐	☐	☐
Has fire-fighting equipment been confirmed as in-service and ready for use, i.e. 9kg extinguisher and a water hose as a minimum?	☐	☐	
Are personnel supervising the Hot Works trained in the use of the fire-fighting equipment provided?	☐	☐	
Is the weather, wind direction and wind strength satisfactory for hot works to be done?	☐	☐	☐
Have any nearby drains, pits and depressions been checked, isolated and sealed?	☐	☐	☐
Have any nearby tanks, valves, vents and pipelines been blanked off or effectively isolated or drained?	☐	☐	☐
Have any nearby leaks from valve and pump glands, flanges or other been controlled?	☐	☐	☐
Have any nearby pressure relief valves been vented to safe areas?	☐	☐	☐
Is there a potential for flammable gases/atmosphere in the area? **If Yes Site Manager approval required before works can proceed.**	☐	☐	
Note: A 30 Minute Fire watch is required to ensure against hot / glowing embers which may start a fire. E.g.. When oxy cutting steel, or during rest breaks between works.	☐		

SUBCONTRACTOR SUPERVISOR OF THE HOT WORKS			
The Hot Works Permit has been signed by ALL of the work crew that will undertake the Hot Works (record below to be attached to this Permit)			
Subcontractor Supervisor's Name		Signature	
Time	(24 hour)	Date	

PERMIT TO WORK OFFICER AUTHORISATION (PRINCIPAL CONTRACTOR)			
I have checked the work area conditions and prevention controls outlined above and (in my opinion) they are sufficient to provide a safe condition for the hot works to be undertaken, when managed by the Subcontractor Supervisor of the Hot Works named on this Permit.			
HEAD CONTRACTOR Permit Officer's Name		Signature	
Time	(24 hour)	Date	

SUBCONTRACTOR SUPERVSIOR			
I have supervised the Hot Works and the precautions outlined in this Permit have been effectively implemented and the **30-Minute fire watch has been carried out. If there were breaks between the hot works, Extended fire watches are required.**			
Subcontractor Supervisor's Name		Signature	
Time	(24 hour)	Date	
Extended Fire Watch	(24 hour)	(24 hour)	(24 hour)

AREA SUPERVISOR FOR HOT WORKS LOCATION (PRINCIPAL CONTRACTOR)			
The Hot Works has been completed, the work area inspected, all personnel and equipment removed and all services have been restored to normal operations			
HEAD CONTRACTOR Supervisor's Name		Signature	
Time	(24 hour)	Date	

COPY TO *(Principal Contractor)*	☐	**COPY TO *(Subcontractor Supervisor)***	☐

Note: The completed and authorised Hot Works Permit must be available on request at the hot works location.

A record of consultation with workers in the Permit To Work by the Subcontractor Supervisor of the Hot Works must be attached to this Permit To Work

Subcontractor Supervisor that undertook the consultation with all workers involved in the Hot Works described by this Permit

Subcontractor Supervisor's Name		Signature	
Company Employed By		Date	

As a Worker involved in the Hot Works I acknowledge I have been consulted in and understand the fire prevention controls described by this Permit for the Hot Works (as described) to be implemented.

Worker's Name	Worker's Signature	Date of Consultation	Company Worker Employed By

Permit to Work Training Assessment

Family name:		Given name(s):	

Question 1: Complete the following – A Permit To Work System is:

A ☐ A documented process used to manage certain types of high risk work that could be hazardous.

B ☐ Used to identify types of high risk work that require a PTW.

C ☐ Used to identify hazards associated with high risk works and the precautions to be taken by workers to safely complete the work.

D ☐ All the Above.

Question 2: Complete the following - A Permit To Work System is:

A ☐ A means of communicating between site management, supervisors and workers.

B ☐ An administrative control and does not in itself make the work safe.

C ☐ Not a requirement for all types of high risk works

D ☐ Both A & B

Question 3: Complete the following - A Permit To Work is needed:

A ☐ To control all high risk work.

B ☐ To identify the hazards related to the work and the precautions to be taken by workers to safely complete the work.

C ☐ To communicate between site management, supervisors and workers who carry out high risk work.

D ☐ Both B & C

Question 4: Hazards and risks are commonly confused. What is a risk?

A ☐ A source of potential harm.

B ☐ There is no difference.

C ☐ The likelihood and consequence of harm to people, plant, equipment, property or the environment.

D ☐ All of the Above.

Question 5: The Appointed Permit To Work Officer:

A ☐ Issues the Permit To Work for completion to the subcontractor that will undertake the high risk work

B ☐ Understands the work area specific risks associated with the proposed high risk works

C ☐ Authorizes the Permit To Work to enable the high risk works to commence.

D ☐ All the Above

Question 6: During your normal work activities, you note that a group of steel fixers have commenced oxy cutting reinforcing steel next to some waterproof spray application works. You know the waterproofing compound is flammable and that the steel fixers have a Hot Works Permit, what do you do?

A ☐ Stop the steel fixers immediately

B ☐ Suspend the hot works permit on the permit to work document

C ☐ Stop the waterproofing works and arrange a meeting between the two workgroup supervisors to plan the works interface

D ☐ Notify your Supervisor to inform the Principal Contractor.

Question 7: The Subcontractor Supervisor of the high risk works shall:

A ☐ Complete the Permit To Work required to undertake the high risk work.

B ☐ Tick all items on the Permit To Work as Yes.

C ☐ Issues the Permit To Work for completion to the subcontractor that will undertake the high risk work

D ☐ Both B & C

Question 8: The Workers undertaking the high risk work shall:

A ☐ Consult with their Supervisor to ensure all aspects of the Permit To Work and its control measures are understood and who will implement what controls.

B ☐ Go ahead with the works without waiting for the authorised Permit.

C ☐ Follow the instructions of their Supervisor for the high risk works to ensure the requirements of the Permit To Work are being implemented.

D ☐ Both A & C

Question 9: A Hazardous Environment is one where combustible materials are located within

A ☐ 5 metres

B ☐ 10 metres

C ☐	15 metres
D ☐	20 metres
Question 10: Before carrying out high risk works under a Permit To Work for Hot Works I must:	
A ☐	Wait for the Authorised Permit to be provided
B ☐	Be consulted in and understand the fire prevention controls to be implemented as described by the Permit
C ☐	Check my equipment required for the works is fit for purpose and has been inspected, tested and maintained.
D ☐	All the Above.

Training Participant Name:			
Signed:		**Date:**	
Presenter/Trainer Name:			
Mark:	**/10**	**Competent / Not Yet Competent**	
Signed:		**Date:**	

General Information			
Course Attended		Date	
Training Facilitator			
Name		Position	
Project			

Please provide a rating from 1 (poor understanding) through to 5 (excellent understanding) below.

Learning Transfer	Excellent	Very Good	Good	Fair	Poor
Your level of knowledge, understanding and ability in Permit To Work Systems before participating in this course.	5	4	3	2	1
Your level of knowledge, understanding and ability in Permit To Work Systems after completing this course.	5	4	3	2	1

Course Components	Excellent	Very Good	Good	Fair	Poor
The course content and materials were clear and easy to follow.	5	4	3	2	1
After completing the course content, I understand permit to work requirements and why they are needed.	5	4	3	2	1
After completing the course content, I understand precautions including the Hot Works Case Study.	5	4	3	2	1
The course content was relevant to my role and responsibilities.	5	4	3	2	1
The training facilitator communicated in a clear manner.	5	4	3	2	1
Your overall rating/ satisfaction of this course.	5	4	3	2	1

Further Feedback

What were the key learnings that you gained through the course that you will implement at your project/workplace?

_____

_____

What suggestions do you have to help improve the course?

_____

_____

Do you have any final questions or comments?

_____

_____

Thank you for taking the time to complete this evaluation form.