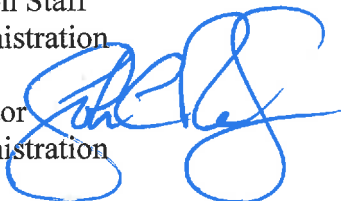


MEMORANDUM

Date: November 18, 2015

To: All Construction Inspection Staff
Bureau of Contract Administration

From: John L. Reamer, Jr. Director
Bureau of Contract Administration



Subject: NON-PERMIT REQUIRED CONFINED SPACE ENTRY

In light of recent issues associated with BCA inspectors performing non-permit required confined space (NPRCS) entry, the BCA Post Entry Form has been reviewed and revised.

The BCA Post Entry form now requires the BCA inspector to verify and acknowledge that the contractor reclassified the confined space from a Permit Required to Non-Permit Required confined space on their pre-entry checklist. The BCA inspector must retain a copy of the contractor's pre-entry checklist. The contractor shall also "continuously monitor the space" with properly calibrated gas detection equipment while the BCA inspector is inside the space.

BCA policy requires that the BCA Post Entry Form and a copy of the contractor's pre-entry checklist are forwarded to the BCA Safety Engineer within 7 working days after the entry.

District supervisors will review the Confined Space policy and Post Entry form during their next Tailgate Safety Meetings.

WB:bes
20151118 NPRCS Post Entry form