



**Supplemental General Conditions for the Puerto Rico  
Electric Power Authority Owner Controlled Insurance  
Program (OCIP)**

**Construction Contracts**

## **Supplemental General Conditions for the Puerto Rico Electric Power Authority Owner Controlled Insurance Program (OCIP) Construction Contracts**

### **1. Introduction**

The Puerto Rico Electric Power Authority (PREPA) has implemented an Owner Controlled Insurance Program (OCIP). The awarded Contractor must enroll in the OCIP and complete the required forms included with these Supplemental General Conditions. Awarded Contractor is responsible for enrollment and compliance with all OCIP requirements of subcontractors of all tiers. The OCIP requirements are not intended to create any contract between the subcontractors and PREPA. The Contractor shall participate directly in the enforcement of any OCIP provisions that relate to Subcontractors but such participation shall not excuse the contractor of its responsibility for enrollment and compliance with all OCIP requirements of subcontractors of all tiers as provided above. The OCIP will provide builder's risk, general liability, excess liability and contractor's pollution liability for all eligible contractors of every tier enrolled in the OCIP and performing work at the project site (Section 6 of these Supplemental General Conditions provides a general description of the coverage's provided under the OCIP).

In order to perform the Work contracted, the Contractor is required to procure other insurance policies, guarantees and bonds, not covered by the OCIP, as specified in Section 9 of these Supplemental General Conditions. The Contractor shall not commence work under the Contract Documents until it has obtained the various insurances and bonds specified herein.

### **2. OCIP Premium Reimbursement**

PREPA agrees to pay all premiums associated with the OCIP including deductibles or self-insured retentions unless otherwise stated in the contract / purchase/ requisitions documents. The Awarded Contractor will be required to reimburse PREPA for its participation in the cost of the OCIP provided coverage's. All bids must therefore include the cost of this participation in the OCIP. To calculate the amount that the awarded contractor will be required to reimburse PREPA for the OCIP provided coverage's, all bidders must utilize the following formula:

$$\text{Total Contract Amount} \times 1.75\%$$

This participation in the cost of the OCIP provided coverage's will be deducted from the first certification submitted by the awarded contractor. Awarded Contractor must use the same formula in the pricing of any change orders required under the contract.

### **3. Program Eligibility**

#### **3.1. Eligible Contractor**

Includes all contractors, subcontractors providing direct labor on the project site in connection with PREPA Capital Improvement Program. Temporary labor services and employee leasing companies are to be treated as a subcontractor.

#### **3.2. Ineligible Contractor**

Includes (but are not limited to) suppliers, vendors and material suppliers/dealers (that do not perform or subcontract the performance of installation at the site), guard services, janitorial services, truckers (including trucking to the project where delivery is the only scope of the work perform), and other temporary project services. Truck persons, concrete/asphalt and or contractors who do not have on-site dedicated payroll. Any person or organization that fabricates or manufacturers products, materials or supplies away from the project site(s). Such entities or persons shall be required to provide their own insurance to cover and Indemnify PREPA for their operations and activities.

#### **3.3. OCIP Insured Projects**

Include those projects in connection with the PREPA Capital Improvement Program, for eligible participants of all tiers who are properly enrolled in the OCIP by completing the OCIP Form 1.

### **4. Contractor's Responsibility**

Awarded Contractor shall enroll in the OCIP by completing the attached OCIP Form 1 and submitting it to the OCIP Administrator upon receipt of award notice from PREPA. All awarding Contractors shall require that each of its subcontractors of all tiers enroll in the OCIP by submitting the OCIP Form 1 to the OCIP Administrator prior to the subcontractor entering the project site.

### **5. Contractor's Responsibility for its Subcontractors**

The Awarded Contractor shall include all of the provisions of this agreement in every subcontract so that such provisions will be binding upon each of its subcontractors. Notwithstanding of any other provision indicated in the Contract Documents, the Awarded Contractor shall require all subcontractors and others performing any Work under the Contract Documents to procure and maintain in effect, insurance of the types as specified in Section 9 of this Supplemental General Conditions.

## **6. Coverage Provided in PREPA's OCIP**

**6.1** PREPA, at its sole expense, and assuming any deductible obligation where applicable, has in force an owner controlled insurance program (OCIP) to furnish certain insurance coverage's as respects to on-site-project activities. The OCIP will be for the benefit of PREPA and its Contractor and Subcontractors of all tiers (unless specifically excluded) who have on-site employees and dedicated payroll. Such coverage applies only to work performed under this contract at the Project Site. Project Site is defined as the area described in the construction contract documents including the areas available for contractor operations, access routes, right-of-ways, and additional sites necessary or incidental thereto in connection with the work or emanating from the project site, as approved by PREPA. Contractor and Subcontractors of all tiers must carry and maintain their own insurance for off-site activities. The OCIP policies are available for review by the Contractor upon request to PREPA. The terms of such policies or programs, as such policies or programs may be from time to time amended, will be incorporated by reference herein. The Contractor hereby agrees to be bound by the terms of coverage as contained in such insurance policies and/or self-insurance programs and acknowledge that such policies prevail over any contradictory terms of this Supplemental General Conditions.

**6.2** PREPA, at its sole expense, will provide and maintain in force the types of insurance as listed below. Contractor and Subcontractors of all tiers enrolled in the OCIP agree that the insurance company policy limits of liability, coverage terms, and conditions shall determine the scope of coverage provided by the OCIP. Contractor and Subcontractors of all tiers agree that the purpose of this section is to provide a general understanding of the coverage provided by the OCIP.

### **6.3. Commercial General Liability Insurance**

Provides coverage for On-Site Bodily Injury, Property Damage, Personal Injury, Products and Completed Operations (Completed Operations has a 5-year extension) and Employer's Liability Coverage.

#### **Scope of Coverage**

- A. Operations The performance of work in connection with PREPA's OCIP Insured Projects by an enrolled contractor, subcontractor of any tier performed at the Project Site.
- B. Insured PREPA, Enrolled Contractor, and Enrolled Subcontractor of all tiers.
- C. Limits \$50,000,000 Bodily Injury & Property Damage Each Occurrence

\$50,000,000	General Aggregate for all insured projects
\$50,000,000	Products and Completed Operations and Annual Aggregate for all insured projects
\$50,000,000	Employer's Liability Coverage

This insurance is primary for all bodily injury, property damage, or personal/advertising injury occurring at the Jobsite.

#### **6.4. Excess General Liability Insurance**

Provides Liability coverage in excess of Primary Commercial General Liability Coverage for On-Site project activities.

##### **Scope of Coverage**

- A. Operations The performance of work in connection with PREPA's OCIP Insured Projects by an enrolled contractor, subcontractor of any tier, performed at the Project Site.
- B. Insured PREPA, Contractor and enrolled Subcontractors of all tiers.
- C. Limits \$50,000,000 Each Occurrence \$50,000,000 Aggregate Per Insured Project

#### **6.5. Contractor's Pollution Liability Insurance**

Provides coverage for Bodily Injury, Property Damage or Environmental Damage claims from third parties caused by pollution conditions resulting from covered operations. The policy is written on an "occurrence" form and includes a five year completed operations period.

##### **Scope of Coverage**

- A. Operations All construction activities of an enrolled contractor, subcontractor or consultant of any tier performed at the project site in connection with PREPA's OCIP insured projects.
- B. Insured Contracted construction management teams, contractors, subcontractors, remediation and environmental contractors, and consultants, of all tiers providing services in connection with projects covered under PREPA's OCIP.
- C. Limits \$25,000,000 Each loss \$25,000,000 Total all losses.

## **6.6. Builder's Risk/Installation Floater Insurance**

Provides coverage under an "all risks" form (including flood and earthquake) for physical loss or damage to work or any part thereof.

### **Scope of Coverage**

- A. Operations Work done in conjunction with PREPA's OCIP by enrolled Contractors and sub-contractors of any tier.
- B. Insured PREPA and Contractors/subcontractors of any tier.
- C. Limits
  - \$35,000,000 per occurrence automatic and aggregate catastrophic coverage. In excess of \$35,000,000 AIG will cover automatically as soon as submission & application is received.
- D. Sub-limits
  - \$5,000,000 Off-Site Storage (Not part of any Marine Voyage)\$1,000,000 Transit Anyone Trip (Within Puerto Rico only) \$2,000,000 Expediting Expenses \$2,000,000 Existing Surrounding Property \$5,000,000 Debris Removal.

The Builders Risk will not provide coverage for any loss: (1) To Overhead transmission, distribution and communications lines, towers, poles, posts, pole mounted transformers and the like except for all underground works and associated civil work; (2) to materials (unless the materials are to be incorporated into the Project); (3) tools, or (4) equipment of the Contractor or any tier of Subcontractor, or any other person furnishing labor or materials for the Work. Contractor agrees to indemnify, defend, and hold PREPA and its officers, agents, and employees harmless from any such loss, theft, or disappearance.

## **6.7. Certificates and Policies**

All the PREPA furnished insurance coverage's shall be either written by insurance companies approved by PREPA or self-insured. PREPA or its appointed representative shall provide Contractors and Subcontractors with appropriate certificates of insurance or self-insurance evidencing the coverage outlined above.

## **6.8. Warranty Work**

A contractor, subcontractor who has completed its work at the Project Site and whose insurance was provided by PREPA's OCIP and such insurance policies has been terminated, if they need to return to the site to perform warranty type work, it must be done under its own insurance coverage's and not under those provided by PREPA's OCIP.

## **6.9. Termination/Modification of the OCIP**

PREPA reserves the right to terminate any contractor/subcontractor from the OCIP, and to terminate or modify the OCIP, or any portion thereof. To exercise this right, PREPA shall provide sixty-(60) days advance written notice to all contractors/subcontractors covered by the OCIP. Contractors and Subcontractors of all tiers shall immediately be required to obtain appropriate replacement insurance coverage acceptable to PREPA. The reasonable cost of such replacement insurance will be reimbursed by PREPA. Written evidence of such insurance shall be provided to PREPA prior to the effective date of the termination or modification of the OCIP.

## **7. Contractor Responsibilities**

**7.1.** The Contractor for itself and on behalf of its enrolled subcontractor is required to cooperate with PREPA and its OCIP Administrator (PREPA's Risk Management Office) with regards to the administration and operation of the OCIP. The Contractor's responsibilities shall include, but are not limited to:

7.1.1. Compliance with applicable Construction Safety Programs(s);

7.1.2. Compliance with PREPA's OCIP and Safety and Health Manuals setting forth the administrative procedures required of the Contractors;

7.1.3. Provision(s) of necessary contract, operations and insurance information;

7.1.4. Immediately notifying the OCIP Administrator of all subcontractors of all tiers upon award;

7.1.5. Cooperation with any insurance company and OCIP Administrator with respect to requests for claims or other information required under the program;

7.1.6. Immediately notifying PREPA that any Contractor/Subcontractor-provided coverage has been canceled, materially changed, or not been renewed;

7.1.7. Complete the following administrative forms within the time frames specified:

- A. PREPA OCIP Form 1 -OCIP Wrap-Up Enrollment. Upon receipt of notice to proceed from PREPA.
- B. PREPA OCIP Form 2 -Notice of Completion. Upon completion of all work being performed under the contract.
- C. PREPA OCIP Form 6 – Safety Compliance Checklist. Upon receipt of notice to proceed from PREPA.

7.1.8. Completed forms will be sent to PREPA’s OCIP Administrator at the following address:

Puerto Rico Electric Power Authority  
Risk Management Office  
PO Box 364267 San Juan, PR 00936-4267  
Phone #: (787) 289-4586/87 Fax #: (787) 289-4590

## **8. Assignment of Return Premiums**

PREPA will be responsible for the payment of all premiums associated solely with the OCIP and will be the sole recipient of any dividend(s) and/or return premium(s) generated by the OCIP. In consideration of PREPA’s provision of said coverage’s, by signing this contract, the contractor agrees to: Irrevocably assign to and for the benefit of PREPA, all return premiums, premium refunds, premium discounts, dividends, retentions, credits, and any other monies due to PREPA in connection with the insurance which PREPA herein agrees to provide. The Awarded Contractor further agrees to require each subcontractor of all tiers to execute a similar assignment for the benefit of PREPA.

## 9. Contractor's-Provided Coverage

Notwithstanding of any other provision in the Contract Documents to the contrary, Contractor will be required to provide the following additional coverage's that are not provided under PREPA's OCIP program.

**9.1.** For any work under this contract, and until completion and final acceptance of the work, the Contractor, at its own expense, must promptly furnish to PREPA's OCIP Administrator, certificates of insurance giving evidence that certain coverage's are in force. Contractor is responsible for compliance with these requirements by its subcontractors of all tiers.

**9.2.** Upon receipt of notice to proceed, Contractor agrees and shall cause its subcontractors of all tiers to agree to obtain the insurance set out below from a company or companies acceptable to PREPA as follows:

### 9.2.1. Workmen's Compensation Insurance

9.2.1.1. The Contractor shall provide Workmen's Compensation Insurance as described by the Workmen's Compensation Act of the Commonwealth of Puerto Rico. The Contractor shall also be responsible for compliance with said Workmen's Compensation Act by all its subcontractors.

9.2.1.2. The Contractor shall furnish the Authority a certificate from the State Insurance Fund showing that all personnel employed in the work are covered. If imported technical personnel are exempted, the Contractor shall furnish evidence of such exemption and certificate from the insurance carrier covering said personnel.

9.2.1.3. For imported personnel eligible for exemption, as per Act. No. 16 of May 16, 1958, the Contractor shall refer to Appendix "A".

### 9.2.2. Comprehensive Automobile Liability Insurance

Contractor agrees, and shall cause its subcontractors of all tiers to agree, to provide, at their own expense, Automobile Liability Insurance for claims arising from the ownership, maintenance, or use of a motor vehicle at, upon, or away from the Project Site. The insurance shall cover all owned, non-owned, and hired automobiles used in connection with the work, with the following minimum limits of liability:

- \$1,000,000 Combined Single Limit Bodily Injury and Property Damage per Occurrence.

9.2.2.1. The certificate evidencing this coverage shall state that the policy has been endorsed to name PREPA as an Additional Insured (as their interest may appear).

9.2.2.2. This policy shall be endorsed to include Waiver of Subrogation in favor of PREPA.

9.2.2.3. Notice of Cancellation

Policies and or certificates shall specifically provide an advanced sixty-(60) days notice of cancellation, non-renewal or material change to be sent to the OCIP Administrator at the aforementioned address, as a condition for such cancellation, non-renewal or material change to take place.

9.2.2.4. If there is the exposure of transportation of hazardous materials the following endorsement shall be provided. Under this policy, Motor Carrier Endorsement, of the Motor Carrier Act of 1980, Form MCS-90, shall be provided by the Contractor.

### **9.2.3. Bonds**

As a contract security, the Contractor shall furnish at any time before the execution of the contract:

9.2.3.1. A Performance Bond in the amount of one hundred percent (100%) of the contract price, with good and sufficient surety satisfactory to the Authority guaranteeing that the Contractor will well and faithfully perform the contract work within the time specified.

9.2.3.2. A Payment Bond in the amount of one hundred percent (100%) of the contract price, with good and sufficient surety satisfactory to the Authority to guarantee the prompt payment of all labor, supervision, equipment and materials required in the performance of the work.

9.2.3.3. All bonds shall be presented to the Authority before commencement of any work and shall be executed in the required official form of the Authority.

9.2.3.4. Power of Attorney must be provided with the Payment and Performance Bond to certify its legitimacy.

### **9.3. Certificates of Insurance**

Prior to entrance on the Project Site, Contractors agrees, and shall cause its subcontractors of all tiers to agree, to provide to PREPA's OCIP Administrator a Certificate of Insurance setting out the coverage's described herein, limits, and amendments to the certificate necessitated by changes to the work to be performed under the contract until completion and final acceptance of work. Insurances must be placed with carriers having an A.M. Best's Guide rating of A-VII or better. Such certificate shall be forwarded to the OCIP Administrator at the address described on Section 7.1.8. above.

### **9.4. Furnishing of Policies and Bonds**

9.4.1. All required policies of insurance and bonds shall be in a form acceptable to PREPA, and shall be issued only by insurance companies authorized to do business in Puerto Rico and duly licensed as applicable under the Insurance Code of Puerto Rico.

9.4.2. The Contractor shall furnish the original and one certified copy of each required bond duly signed by an Attorney in Fact and countersigned by an authorized representative.

9.4.3. The Contractor shall furnish a complete copy of each policy required under this contract, or a Certificate of Insurance signed by an authorized representative of the insurer in Puerto Rico, describing the coverage's afforded. This certification shall be in an "Accord" form, in general use by the insurers.

## **10. Other Insurance**

Any type of insurance or any increase of limits of liability not described above which a contractor requires for its own protection or on account of any statute shall be its own responsibility and its own expense.

The OCIP is not an attempt to provide the Contractor and its subcontractors of all tiers with complete insurance programs. PREPA shall not be responsible to provide any insurance coverage not specified above. The Contractor and its Subcontractors of all tiers have the responsibility to make sure their insurance programs fit their particular needs, and it is their responsibility to arrange for and secure any insurance coverage, which they deem advisable, whether or not specified above.

PREPA reserves its right to require any changes of insurance or coverage which considers necessary in this contract and to adapt insurance requirements to needs arising during the contracting process.

## **11. Subcontractor Participation**

Upon execution of the contract, the Contractor will immediately report all new eligible Subcontractors of all tiers to the OCIP Administrator for enrollment in the OCIP. The Contractor shall incorporate all provisions of these Supplemental General Conditions in any Subcontractor agreement and shall cause its Subcontractors to cooperate fully with PREPA, and the insurance companies for the project, in the administration of the OCIP. The Contractor agrees to cooperate in the safety and accident prevention program and claim handling procedures as established for the project, by PREPA. In accordance with this paragraph, Contractor shall not permit any subcontractor of any tier to enter the Project Site prior to submitting enrollment forms in the PREPA's OCIP; failure to do so may negate the afforded coverage(s). Any failure by the Contractor in complying with this provision shall constitute a contractual material breach of Contractor and upon its occurrence PREPA may pursue any and all rights or remedies it may have under this Contract and/or under the law, including terminating any participant from the OCIP.

## **12. Waiver of Subrogation**

Contractor waives all rights of subrogation and recovery against PREPA, its designee(s), Construction Managers, General Contractors and subcontractor(s) of all tiers to the extent of any loss or damage, which is insured under the OCIP. Contractor waives its rights of subrogation and recovery for damage to any property or equipment against PREPA, its designee(s), Construction Managers, General Contractors and subcontractor(s) of all tiers. Contractor shall require all subcontractor(s) to similarly waive their rights of subrogation and recovery in each of their respective construction contracts with respect to their work.

## **13. No Release**

The carrying of the above-described insurance shall in no way be interpreted as relieving the Contractor of any other responsibility or liability under this agreement or any applicable law, statute, regulation or order.

## **14. Approval of Forms and Companies**

All insurance described in this contract shall be written by an insurance company or companies satisfactory to PREPA and licensed to do business in Puerto Rico and shall be in a

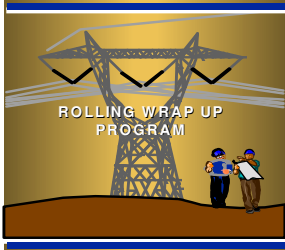
form and content satisfactory to PREPA. No party subject to the provisions of this contract shall violate or knowingly permit to be violated any of the provisions of the policies of insurance described herein.

#### **15. OCIP and Safety and Health Procedures**

The Contractor agrees, and shall cause its subcontractors of all tiers to agree, to adhere to and perform all reporting requirements as detailed in PREPA's OCIP and Safety and Health Manuals. Failure to follow the procedures outlined in these manuals may result in fines being assessed by the appropriate state agencies or commissions or default judgments from a lawsuit against PREPA or the Contractor. The contractor shall, at its own expense, be responsible for any fines or judgments arising out of failure to follow these procedures. PREPA shall deduct from monies due or to become due under payment of this contract any applicable fines or judgments that are assessed against PREPA.

#### **16. Owner Controlled Insurance Program**

PREPA reserves the right to modify or cancel the owner controlled insurance program(OCIP) or to otherwise determine if the awarded contractor will provide their own insurance coverage in lieu of the OCIP provided coverage, or part thereof.



**PUERTO RICO ELECTRIC POWER AUTHORITY  
OCIP ENROLLMENT**

Your Company Name:			
Contact Person:			
Physical Address:			
Mailing Address:			
City:		State:	
		Zip-code:	
Tel. #:		Cellular #:	
Fax #:		Pager #:	
E-Mail Address:		Federal ID #:	
<b>Contract Information</b>			
Who awarded your contract:		General Contractor:	
Project Name:			
Site Contact :		Tel.:	
Safety Contact:		Tel.:	
Type of work to be done:			
Start Date:		Termination Date:	
		Contract Amount: \$	
<b>Expected Use of Subcontractors</b>			
<b><u>Company Name &amp; Mailing Address</u></b>		<b><u>Contact Person</u></b>	<b><u>Telephone No.</u></b>
<b><u>Start Date</u></b>			

This enrollment form must be received prior to starting work on the Project at the OCIP Administrator’s Office:

Puerto Rico Electric Power Authority  
 Risk Management Office  
 PO Box 364267  
 San Juan, PR 00936-4267  
 Tel. (787) 289-4587/89 Fax (787) 289-4590

SIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



**PUERTO RICO ELECTRIC POWER AUTHORITY  
NOTICE OF COMPLETION**

Please be advice, we are scheduled to complete our work for:

Job Name/Description: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Awarded by: \_\_\_\_\_ Prime Contractor: \_\_\_\_\_

Final Contract Amount: \_\_\_\_\_

We used the following subcontractors who will also complete their work on the date shown above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ This is our only contract for PREPA

\_\_\_\_\_ We are still working on the following jobs for PREPA

Awarded by                      Job Name/Description                      Prime (If any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your company's Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

This form must be sent to the following address:

Puerto Rico Electric Power Authority  
Risk Management Office  
PO Box 364267  
San Juan, PR 00936-4267  
Tel. (787) 289-4587/89  
Fax. (787) 289-4590

# WORKMEN'S COMPENSATION INSURANCE REQUIREMENTS FOR IMPORTED TECHNICAL SERVICES

## APPENDIX "A"

### A. Introduction

Act No. 16, approved on May 16, 1958, authorizes the Commonwealth State Insurance Fund Administrator to exempt employer's from payment of premium for salaries paid to imported technical personnel.

The basic requirements for the exemption are:

1. Said technical personnel must be hired, the same special skills for the job not readily available in Puerto Rico.
2. Exemption cannot exceed two years per employee.
3. Technical personnel must be covered for workmen's compensation benefits equal or greater to those provided under the Puerto Rico Workmen's Compensation Act.

### B. Requirements

Exemption requests must be filed with the Commonwealth State Insurance Fund for each case.

Therefore, every firm entering into a contract with the Authority for the furnishing of services to be rendered by imported technical personnel must submit, prior to contract execution or purchase order issuance, the following information:

1. A list containing the following information:
  - a. Name, residence, and usual place of employment of all such technical personnel temporarily transferred to Puerto Rico.

- b. Effective date of employment in Puerto Rico for each technical employee so transferred to Puerto Rico and expected duration of their stay in the island.
    - c. Technical qualifications of each employee transferred to Puerto Rico and their job descriptions while in the island.
2. If such technical personnel are covered by an insurance policy, a complete copy of each workmen's compensation insurance policy, including the endorsements pertaining to such coverage, covering such technical personnel while working in Puerto Rico.
3. If item 2, above, is applicable, a certified statement by the Secretary of the Insurer or insurers insuring said policies stating that:
  - a. The copy of each policy is a true and complete copy of the policy issued by the insurer.
  - b. Each policy so certified will be in full force and effect during the entire policy period shown in the declarations of the period.
  - c. Each policy so certified will provide workmen's compensation insurance coverage for all technical personnel of the insured while working in Puerto Rico. As part of this statement, there must be indication of the name of the state under whose workmen's compensation law benefits will be provided for all technical personnel of the insured while working in Puerto Rico.
4. If item 2 is not applicable, a certificate issued by the appropriate governmental agency having jurisdiction over workmen's compensation insurance coverage stating that their coverage is extended for such technical personnel during their entire stay in Puerto Rico. The certificate must include the effective date of the approval of the extension of coverage, the duration of the approval and the conditions, if any, attached to such approval.
5. The exact location in Puerto Rico of the construction project where such technical personnel will be or is employed.



**PUERTO RICO ELECTRIC POWER AUTHORITY  
SAFETY COMPLIANCE CHECK LIST**

Your Company Name:		
Physical Address:		
Mailing Address:		
City:	State:	Zip Code
Tel #:	Fax #:	
<b>Project Information</b>		
Project Name and Brief Description:		
Your Company Site Contact Person For This Project:	Tel #:	
Your Company Safety Contact Person For This Project:	Tel #:	
Start Date:	End Date:	Emergency Tel #:
<b>Check List Of Documents To Be Submitted To PREPA Occupational Safety and Health Office:</b> (Please, attach any documents that have not been evaluated within the past year by PREPA Safety and Health Office)		
<input type="checkbox"/> Safety Program <input type="checkbox"/> Training Certificates and Licenses Needed <input type="checkbox"/> Site Specific Work Plan <input type="checkbox"/> List of Chemicals to be used in the Project <input type="checkbox"/> Material Safety Data Sheet (MSDS) for each Chemical on the Previous List <input type="checkbox"/> Name any Specific Safety Coordination Needed to Perform the Project		<input type="checkbox"/> Coordination Meeting Scheduled (Please, include date, time and place.)
<b>Expected Use of Subcontractors:</b>		
Company Name	Brief Description of Work	Anticipated Start Date at Project Site

This compliance form must be received fully filled by the OCIP Safety Manager prior to starting work.

Please, send to:

Puerto Rico Electric Power Authority  
Occupational Safety Department  
P.O. Box 364267, San Juan, PR 00936-4267  
Tel. (787) 289 – 4241/ 4240, Fax: (787) 289 – 4232

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_