

Title: Tensile Tester Equipment Joint Use Responsibilities for BOSS and TOSC

Number: OA-BOSS-TOSC-07

Revision: 0

Date: 05/16/2019

No.	Task / Description	Responsible Organization
1.0	Purpose and Scope	
1.1	The Purpose of this Operational Agreement (OA) is to define processes and requirements of shared usage of accountable Government Property (GP) per contract terms and conditions between Jacobs Technology Test and Operations Support Contract (TOSC) NNK13MA14C and PAE-SGT Partners LLC (PSP) Base Operations and Spaceport Services Contract (BOSS) 80KSC018C0017. This OA documents the processes by which those interfaces occur in respect to the Heavy Equipment Proofload Shop (Bldg. K6-1995) and Heavy Equipment Office Building (K6-1996H) through the life of the contract.	BOSS/TOSC
1.2	The scope of this OA is limited to PSP and Jacobs GP assets as required by the BOSS and TOSC Heavy Equipment Departments as authorized by the Associate Contractor Agreement (ACA) between Jacobs and PSP dated January 18, 2019. This OA is limited to Jacobs and PSP for equipment only (i.e. tensile tester equipment) located in the Heavy Equipment Proofload Shop. It does not include materials.	BOSS/TOSC
1.3	Either party of this OA may initiate revisions or modifications at any time. The initiating party is responsible for ensuring coordination between all involved group managers, arranging review meetings and obtaining the appropriate approvals. All changes must be in accordance with TOSC and BOSS. This agreement cannot add scope or violate contractual requirements.	BOSS/TOSC
2.0	Heavy Equipment Proofload Shop Work Area Protocols	
2.1	The Heavy Equipment Proofload Shop primary responsibility and functions belongs to NASA NE and the TOSC contractor and others using the equipment, machines and facility will respect and abide to their direction.	TOSC/BOSS
2.2	All occupants will abide by safety requirements as governed by KNPR 8715.3-1 and specific to TOSC Safety and Environmental policies and procedures.	TOSC/BOSS
2.3	TOSC/BOSS personnel will notify TOSC Safety of any hazardous operations (KNPR 8715.3-1). BOSS personnel will notify BOSS QSE of any hazardous operations.	TOSC/BOSS
2.4	TOSC/BOSS personnel will effectively schedule and make notification of a need to use equipment and or machinery with minimal impact to a	TOSC/BOSS

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	predetermined schedule or priority. TOSC Management will have final schedule determination.	
2.5	All Close Calls and incidents will be reported immediately to the TOSC Shop Supervisor or Designee. The area will be secured until released by TOSC Safety. TOSC Shop Supervisor or Designee will immediately report to TOSC Shop Site Safety. BOSS is responsible for investigation and reporting for BOSS close calls and incidents.	TOSC/BOSS
3.0	General Work Agreements	
3.1	BOSS will provide certification documentation or demonstrate skill proficiency to the TOSC Shop Supervisor prior to operating machinery. Only personnel on approved BOSS work list will utilize equipment within the Proofload Shop work area.	BOSS/TOSC
3.2	Personnel will keep their immediate work areas clean, organized and free of clutter.	TOSC/BOSS
3.3	Personnel will maintain a clean, safe work area and ensure the area and machines are secure and cleaned at the end of each task. TOSC Management will verify.	TOSC/BOSS
3.4	Personal Protective Equipment will be used in designated areas to include; hearing protection, safety glasses, steel toe shoes, gloves and as required by approved procedure.	TOSC/BOSS
3.5	No food or drinks in or around the work area.	TOSC/BOSS
3.6	BOSS will provide their own materials, consumables and tooling to operate the machine (i.e.: metal, end mills, drills, etc.)	BOSS
3.7	Recycle Rags Program: - TOSC will provide suitable collection containers for BOSS to utilize for the Recycle Rags Program. - Should a collection container need to be emptied or replaced, BOSS will notify TOSC Shop Supervisor. New Processes: - Any new work processes will be reviewed and impacted by TOSC Environmental, Safety and Health (ESH) through BOSS submittal of TOSC form F-0036 (ESH Checklist) prior to the start of work. BOSS QSE will review the F-0036 (ESH Checklist) prior to submittal to TOSC ESH personnel.	BOSS/TOSC

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	Protection of the Environment: • Spill absorbent materials, available from TOSC, will be staged in operational areas where leaks are possible and used to minimize spill impact. • Portable support equipment containing fuels or oils will be staged away from storm water conveyances.	
4.0	Scheduling Coordination	
4.1	Non-standard work requires BOSS to coordinate with TOSC Shop Supervisor to briefly detail their tasks and which machines will be required to execute the task. TOSC/BOSS personnel shall coordinate with each party prior to changing existing equipment setup.	TOSC/BOSS
4.2	BOSS will stand down from working when requested by TOSC to not distract from meetings, audits, walkthroughs, etc.	BOSS
5.0	Reporting of Equipment Failures or Malfunctions	
5.1	Personnel will immediately report all malfunctions of equipment and machines to TOSC Shop Supervisor or Designee.	TOSC/BOSS
5.2	Personnel will not use machine for tasks or operations they are not designed to perform.	TOSC/BOSS
5.3	The using entity is responsible for the Government Property (GP) while it is in their possession: • Calibration/Maintenance - (Accountable entity) shall be responsible for ensuring calibration/maintenance is current at time of use. • Storage – In accordance with established/communicated email and note in special instructions section the requirements. • Inventory Location – Borrowing entity provides locations to accountable contractor via sign out sheets. • Loss Property – Property Loss Report will be initiated by responsible entity in the event of loss, theft, damage or destruction within the designated time lines as stated in the FAR 52.245-1. • Damage - repair with approval from the accountable contractor and Government authorization.	BOSS/TOSC

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	Sign out sheet shall be utilized in lieu of DD1149 or equivalent movement document.	
5.4	GP is to be used on a non-interference basis of the Accountable contract. All GP will be kept in a high state of operational readiness. The using entity assumes risk for loss, damage, destruction, or theft of property during periods of possession. Modifications are not allowed without prior written approval from the accountable Government Contracting Officer. Use of property outside of this agreement must be approved by the accountable contract and the appropriate Government Contracting Officer.	BOSS/TOSC
5.5	The GP shall be returned in the same condition as provided, less normal wear from production use.	BOSS/TOSC
6.0	Participation in Shop Clean up and Safety Meetings	
6.1	BOSS will be responsible for keeping their shop area clean (and a representative from BOSS will participate in general shop clean up sessions when present in the Proofload Shop during those sessions). Shop stand down and clean up sessions should be a concerted effort by all employees in preparation for audits, walkthroughs and to sustain a general Good Housekeeping environment.	BOSS
6.2	At such times, BOSS personnel are present in the Proofload Shop when they occur, BOSS will participate in daily Safety and Tailgate meetings. It is the intent and desire that BOSS will attend Safety meetings to gain a full understanding of the latest shop practices and expectations.	BOSS
6.3	Any personnel found deliberately not following TOSC Safety or Environmental policy will be reported to the NASA/TOSC/BOSS management for remedial action.	TOSC/BOSS
7.0	Period of Performance	
7.1	OA-BOSS-TOSC-07 will extend through September 30, 2022, if all BOSS/TOSC options are exercised.	TOSC/BOSS
8.0	Responsibilities	
8.1	It is understood that TOSC and BOSS together will ensure agreements of this Operational Agreement are complied with.	TOSC/BOSS

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TOSC/BOSS Points of Contact

	Function
	Property Management (Mgr)
	Property Management
	Operations & Maintenance Manager
	Heavy Equipment/High Crew Supervisor
	Operations & Maintenance Manager
	Logistics Manager
	Quality, Safety & Environmental Manager

