

Contractor FOD Orientation Checklist

Complete before contractor personnel enter a controlled or critical work area.

Contractor Company		Contractor Personnel Name	
Date		Site / Facility	

Orientation Items

Orientation item	Done
FOD definition and why it matters at this site	[]
Area classifications: Critical, Control, Awareness, where they apply	[]
Tool control requirements: shadow boards, check-out / check-in, missing-tool protocol	[]
Personal item restrictions, including loose items, jewelry, food, and drink	[]
FOD containers: location, use, and what goes where	[]
Walk procedure if contractor personnel participate	[]
Reporting: what to do if FOD is found	[]
STOP trigger: when to stop work and escalate	[]
Emergency and incident reporting procedures	[]
Site-specific hazards and restricted areas	[]

Acknowledgement

Orientation delivered by		Contractor acknowledgement signature	
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