



Project #- 25337

ATI Specialty Alloys & Components

This communication details crucial safety protocols and mandatory training for all personnel working at the ATI facility. Adherence to these guidelines is paramount for the safety and well-being of every employee.

****On Boarding Mandatory Training: ****

Step 1- **C-Stop Training: ** All personnel are required to complete the **8-hour C-Stop** training program unless they possess current certification. If individuals have taken C-stop in the past they will instead complete the **4-hour** refresher course if expired only good for 2 yrs.

C-stop training link- <https://cstop.org/>

*C-stop training will need to be paid for by P-card and receipts forwarded to Senior Project Manager Mark Andres- MAndres@jhkelly.com * Please provide employee name and craft in the email.

Step 2 **ATI ISN Training: ** Successful completion of the ATI site-specific ISN training program is mandatory. All JH Kelly employees will need to reach out to **Nicole McOmie <nmcomie@jhkelly.com>** via email and provide the following Information: *employee names and email addresses to assign the training*. Once assigned, employees receive an email from ISN with a link to the training which is for desktop use only link. Details about online training for ATI through ISN are attached.

(1HR 45 Min to complete)

Step 3 ** Fill out Non-Disclosure Agreement (NDA) Questionnaire and Citizenship Form: ** Follow step 4 for successful completion.

Step 4 **Badge Processing: ** Upon successful completion of the training modules and submission of all required documentation, please schedule an appointment to visit the ATI visitor center for your badge photograph. Scheduling instructions will be sent upon verification of completed requirements.

All Completion certificates must be submitted to:

ATIcontractor.Program@atimaterials.com and
Zalger@jhkelly.com

Step 5- **Personal Protective Equipment (PPE) Requirements for working at ATI North side: **

For all site access, contractors must always wear the following PPE:

- * Metatarsal safety boots/ or guards
- * Steel Toe boots
- * High-visibility garments
- * Long-sleeved shirts



- * Chin-strap hard hat
- * Hearing protection (for environments exceeding 85 dBA)
- * Long pants
- * Cut-resistant gloves (JHK type)

New Employees:

Once your new employee has completed all ATI trainings via their ISN account, please email us and send us their filled-out NDA questionnaire (attached), citizenship form (attached) and C Stop. Then we will be able to schedule a time for them to come by the ATI Visitor Center, take a photo and then ATI will print their Contractor Badge.

If you are a **Sub-Contractor** and do not have your own companies ISN account, you will need to create employee accounts within your primary contractors ISN account. Sub-contractors who do not have ISN access will need to reach out to **Nicole McOmie** nmcomie@jhkelly.com and cc: Zalger@jhkelly.com for access.

Existing Employees that already have ATI badges:

All existing badge holders /employees will need to retake the ATI trainings on ISN. ATI will be requiring these trainings be completed once a year. ISN will reach out to you, one month before expiration and remind you and the employee that they need to refresh their ATI trainings. We will give you until the end of the year to get all your employees training via your ISN accounts.

For questions or concerns please contact:

Zach Alger

Safety Professional



 [360-355-2862](tel:360-355-2862)

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