Welcoming Your Evaluation Team: Best Practices Checklist

Site _____ Evaluation dates _____ Completed by _____

IN YOUR WELCOME EMAIL

- [ ] **PPE requirements and restrictions**
  Can they wear jewelry at your site? What kinds of shoes do they need? Note what you'll provide (hard hats, safety glasses, hearing protection) and what they should bring.
- [ ] **Local recommendations**
  Nearby hotels, local events going on during their visit, restaurant options near the site, etc.
- [ ] **Parking and directions**
  Where should they park, and how do they find that particular parking area? A gate number, nearby landmark, or simple site map goes a long way.
- [ ] **Arrival and check-in**
  Where should they report on day one, and who will meet them? Mention any visitor badges, photo ID, or site safety orientation required.
- [ ] **Points of contact**
  A list of key people and their roles at the site (e.g., VPP coordinator, EHS manager, employee representative), with phone numbers.
- [ ] **Meals and dietary restrictions**
  Ask about dietary restrictions, and let them know how many meals (if any) will be provided and what those meals will consist of.
- [ ] **A routine site schedule**
  Outline any regular, recurring meetings and shift-changes, recognizing that the evaluation team will provide you with a schedule they intend to follow over the course of the evaluation.

ON SITE, BEFORE THEY ARRIVE

- [ ] **A dedicated workspace**
  Reserve a private room for the team with Wi-Fi access, power outlets, printer access, tables, chairs, and breakout rooms.
- [ ] **Authorizations and identification**
  If relevant to your site, be sure to provide any security personnel or members of management with the names of the evaluation team members, as well as prepare any badges or name tags they may need to wear as they navigate your cite.
- [ ] **A heads-up for employees**
  Let employees know the team will be on site and may ask them questions, and plan coverage so people can step away for interviews.