Action Plan - Scoring Guide

Using the scoring guide below, score according to the milestone type. The scoring below is based on the approximate time it will take to complete the milestone, and the resources needed. If there are milestones that you think should be awarded more points, it must be justified in the notes area at the bottom of each objective.

Milestone Type	Points Awarded
Training and Communication	
Large Scale New Training Development (e.g. PowerPoints)	10 points
Small Scale New Training Development (e.g. Memos/Toolbox Talks)	4 points
Updating Existing Training Content	5 points
External Training 1-15 Employees	8 points
External Training 16-29 Employees	10 points
External Training 30 + Employees	12 points
Internal Training 1-15 Employees (Safety Meetings, Internal Courses)	5 points
Internal Training 16-29 Employees (Safety Meetings, Internal Courses)	8 points
Internal Training 30+ Employees (Safety Meetings, Internal Courses)	10 points
Email Communications	1 point
Management Sign-off	2 Points
Polices and Procedures (Directive Documents)	
New Policy/Procedure Development	5 points
Update Existing Policy/Procedure	3 points
Posting Policies	1 point
Development of Formal Hazard Assessments	3 points each (max 12 points)
Review of Formal Hazard Assessments	2 point per sample (max 8 points)
Forms and Tracking Tools	
Develop Forms	4 points
Update Forms	2 Points
Develop Tracking Tools (e.g. spreadsheets, metrics)	5 points
Update Tracking Tools	3 Points
Implementing Tracking Tools	5 points
Supporting Documents (Documents that are filled out throughout the year)	
ERP Drills (Actual)	5 points per drill (max 10 points)
ERP Drills Tabletop	4 points per drill (max 8 points)
Completed Forms (Inspections, Tours, Orientations etc..)	2 points per form
Preventative Maintenance Records	2 points
Other	
Researching Information	1 point

Current approved documents are maintained online. Printed copies are uncontrolled.

Energy Safety Canada-SAC-GDL-077　　　　　　Page **1** of **1**　　　　　　　　　　Revision: 1.0