

WILL STANDARD FORMS, SUCH AS THE DA2054, BE SET UP SO THAT THE AGENCY CAN TYPE IN THE REQUIRED INFORMATION?

Most forms on the ORM web site are already set up for such.

ARE ADJUNCT PROFESSORS AND/OR STUDENT WORKERS REQUIRED TO ATTEND SAFETY MEETINGS?

Yes, they are. However, special situations will be reviewed on a case-by-case basis when requested by the agency. Any exception to this must be submitted in writing to the ORM Loss Prevention Manager for review/approval.

CAN FIRE DRILLS, FIRE EXTINGUISHER TRAINING, AND A SAFETY MEETING BE HELD ALL AT ONCE?

Yes, but the fire drill component must be conducted in its entirety, not merely described during the safety meeting portion.

WHAT TYPES OF EQUIPMENT STORED WITHIN STATE BUILDINGS MUST BE SECURED?

While providing a complete list is not practical, such items would include: computers and other electronic devices, tools, boats, motors, tractors/mowers, etc. Each agency should determine the level of security needed for their assets.

DOES "ANNUAL" TRAINING MEAN THE TRAINING OCCURS AT THE SAME TIME EACH YEAR, OR SIMPLY SOME TIME WITHIN THE FISCAL YEAR?

Each employee is to receive the training no later than the same month as the previous year's training.

CAN AN AGENCY MODIFY THE SAMPLE FORMS FOUND IN THE LOSS PREVENTION MANUAL?

Yes. All sample forms are just that...samples. They are intended to serve as a starting point and aid in assisting agencies to develop forms specific to their situation.

WHAT IS CONSIDERED AN "OFFICIAL" ODR?

If the ODR does not contain the Office of Motor Vehicles as the official header on the document, a letter signed by the agency designee stating that the ODRs attached are valid will be accepted in lieu of the official OMV letterhead. This alternate method is acceptable through 6/30/09, after which point all agencies are expected to obtain their ODRs through OMV (utilizing the La. Driver History Record request Application available from the Records Management Section of DPS - (225) 925-4321). Any exception to this must be submitted in writing to the ORM Loss Prevention Manager for review/approval.

CAN AN AGENCY CUSTOMIZE ANY DA FORMS?

No. However, the Loss Prevention Unit will accept/review suggested improvements to forms required by the audit and, provided that LP/ORM is the author of the form in question, changes deemed beneficial to all agencies will be made to the form and the new version will be re-issued by Loss Prevention. Additionally, an attached sheet (for signatures, or other pertinent info) is permissible. Only for the DA 2000 & 3000 forms, alternative forms that contain at least the same information as the applicable DA form are acceptable.

IS A FAXED CONFIRMATION SHEET REQUIRED TO SHOW THAT THE AGENCY HAS TIMELY SUBMITTED A NEW LOSS?

Some form of documentation is needed to verify the timely submission, whether a fax confirmation sheet or email documentation.

AGENCIES WITH AN EQUIPMENT MANAGEMENT PROGRAM "SHALL PROVIDE DOCUMENTED TRAINING FOR ALL EMPLOYEES TRAINED (WORKING) IN AREAS RELATED TO THE PROGRAM, WHETHER FORMAL OR ON-THE-JOB TRAINING..."

MUST EMPLOYEES, WHO COME FROM ELSEWHERE (PUBLIC OR PRIVATE SECTOR) WITH SIGNIFICANT EXPERIENCE AND/OR TRAINING, BE RE-TRAINED OR WILL THEY RECEIVE CREDIT FOR IT ON THE AUDIT ?

The intent here is for the LPO to be assured that those who operate, maintain, test, or repair inventoried equipment are adequately trained to do so. Proof of an agency policy where the agency reviews and determines an employee's level of training and competency to safely perform the job will suffice.