AMTA Action Pan Scoring Guide.

Milestone Type	Points Awarded
Training and Communication	
Identifying training needs	5
Large scale new training development	10
Small Scale new training development	5
Updating existing training content	5
External Training 1-15 employees	8
External Training 16-29 employees	10
External Training 30+ employees	12
Internal Training 1-15 Employees	5
Internal Training 16-29 Employees	8
Internal Training 30+ Employees	10
Policies and Procedures	
New Policy Development	5
Update Existing Policy	3
New Procedure Development	5
Update Existing Procedure	3
New Safe Work Practice Development	5
Update Existing Safe Work Practice	3
Develop New Job Description	10
Update Current Job Description	5
Update Existing Employee Responsibilities & Duties	5
Posting Policies	1
Development of formal hazard assessments	3 each max of 12
Review of formal hazard assessments	2 per sample max 8
Forms and Tracking	
Develop Forms	4
Develop Tracking Tools	5
Implementing Tracking Tools	5
Supporting Documents	
ERP Drill (actual)	5 per drill (max 10)
ERP Drill Tabletop	4 per drill (Max 8)
Inspections	2
Safety Tour	2
Preventative Maintenance Records	2
Other	
Researching Information	1
Communications (emails, memo's, bulletins, etc)	1
In Person Communications (tool box meetings, H&S meetings, etc.)	2 per meeting (max 10)