1. **Define Scope of support and resources**
   - List organizations and shops
   - Meet commanders
   - Capture demographics
   - IH Program (budget, manpower, equipment)
   - Schedule re-occurring tasks/visits

2. **Basic Characterization**
   - Conduct Shop Surveys
   - Add **process** performed
   - Assign **people** to processes
   - Record **hazards** equipment
   - Identify shop **hazards** present
   - Identify **controls** present
   - Document shop contacts
   - Record SLM data if applicable
   - Identify hazard/control deficiencies and assign RAC
   - Record GIS data
   - Upload pertinent files

3. **Establish Similar Exposure Group (SEG)**
   - Create Similar Exposure Groups (SEGS) based on COMMON PROCESSES

4. **Develop Workplace Monitoring Plan**
   - Sampling events added to WMP automatically by adding to Master Schedule (formerly IHIP) as re-occurring task
   - Identify shop **samples needed**
   - Schedule sampling events, staff, and equipment

5. **Characterize Exposures**
   - Conduct personal sampling
   - Submit samples to lab
   - Record sample results
   - Compute TWA
   - Record general area samples

6. **Assess Exposures and Provide Control Plan**
   - Define IH assessment
   - Perform assessment (run statistics and compare to OEL)
   - Assign exposure level
   - Define Ergonomic assessment
   - Assess ergonomic evaluation data
   - Identify exposure deficiencies and assign RAC
   - QA sampling and survey results
   - Make control recommendations
   - Make medical recommendations
   - Produce reports

7. **Report and Recording**
   - Review data collected in Basic Characterization
   - Verify/modify all data collected previously
   - Record changes in any Basic Characterization Data
   - Update Similar Exposure Group if necessary
   - Complete steps in Assess Exposures & Provide Control Plan

8. **Re-Evaluation**
   - Complete steps in Reporting & Recording