

HBITS Form 7:
Contractor Issue Form

Contractor Name:	
Contractor Contact Phone #:	
Contractor Contact E-mail:	
Authorized User Name:	
Specific Staff Name(s):	
Task Order #:	
Issue Report Date to OGS:	
Description of Issue:	
Have you tried to directly resolve this issue with the Authorized User??	
When did this occur?	
2ND Instance?	
3rd Instance?	
Was the Authorized User responsive to attempts to resolve issue?	
Did the Authorized User provide all workplace rules to the Consultants?	
If Yes, on what date?	
What was the first responsive corrective action?	
What was the suspected cause?	
What steps should be considered to correct this issue and/or avoid a duplicative problem in the future?	
<p>*Note to Contractors: A completed Form 7 is required for the HBITS Group and OGS to address any Contractor/Authorized User related issues.</p>	