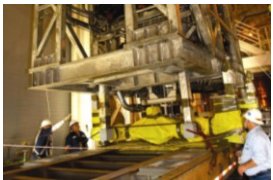
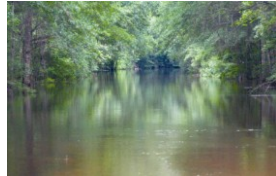




# Work Planning & Control for “All” Activity Level Work



**Tim Flake**  
**Maintenance Advisor**  
**Washington Savannah River Company**  
**IMWOG Meeting**

**October 25, 2007**

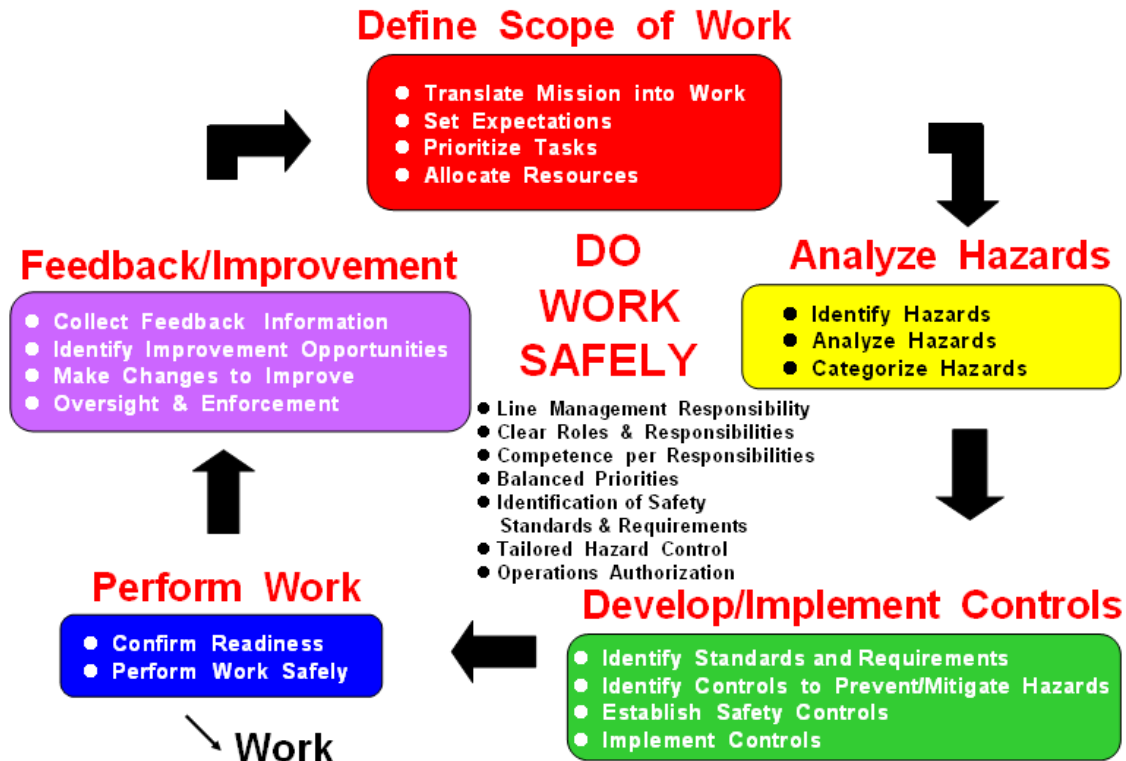
# Work Planning & Control.....

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**It's not just for  
maintenance!**

- Identified that ISMS core functions and principles are not being applied to all “activity level work”

## Integrated Safety Management



# CRAD and Planner Training

DOE corrective action plan for 2004-1 include:

- Develop a “Work Planning & Control” Criteria Review and Assessment Document (CRAD)
- Develop training for personnel planning work to include:
  - Integrated Safety Management (ISM) Core Functions and Guiding Principles, and Quality Assurance Criteria;
  - The roles, responsibilities, authorities, and accountabilities of interfacing organizations;
  - Applicable work management system(s) - i.e., types of work performed, processes used, tools, software, work package content, how to apply lessons learned, etc.;
  - Hazard Identification and Analysis, and how to incorporate controls into work instructions;
  - How to apply applicable requirements, standards, permits, regulations, etc. to work planning (includes use of subject matter experts and system engineers);
  - How and When to Conduct Walk-downs; and
  - Effective Communications and Technical Writing

## **Activity Level Work Planning and Control Processes**

Attributes, Best Practices, and Guidance for  
Effective Incorporation of Integrated Safety  
Management and Quality Assurance



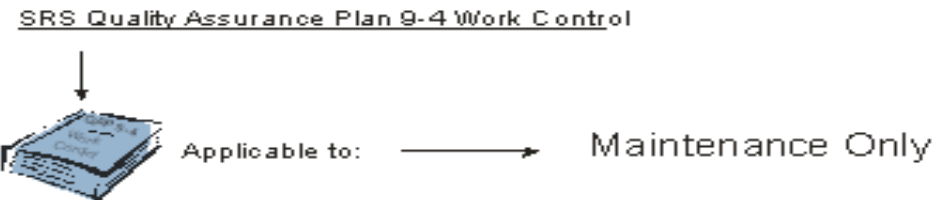
January 2006

# Site Quality Assurance Plan (QAP 9-4)

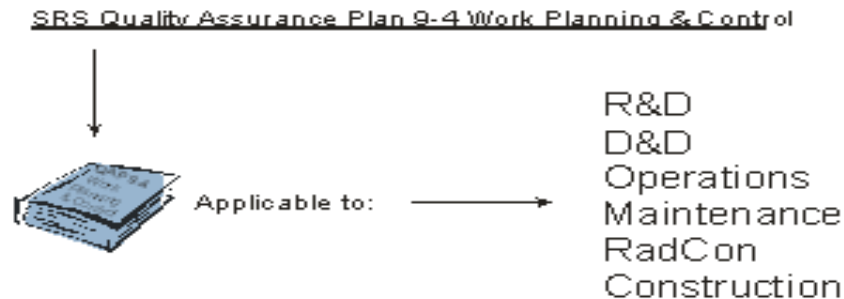
Institutionalized WP&C CRAD requirements by incorporating into Site QAP

## Savannah River Site Evolution of Work Control Requirements

Previous:



Current:



# Cross Walks

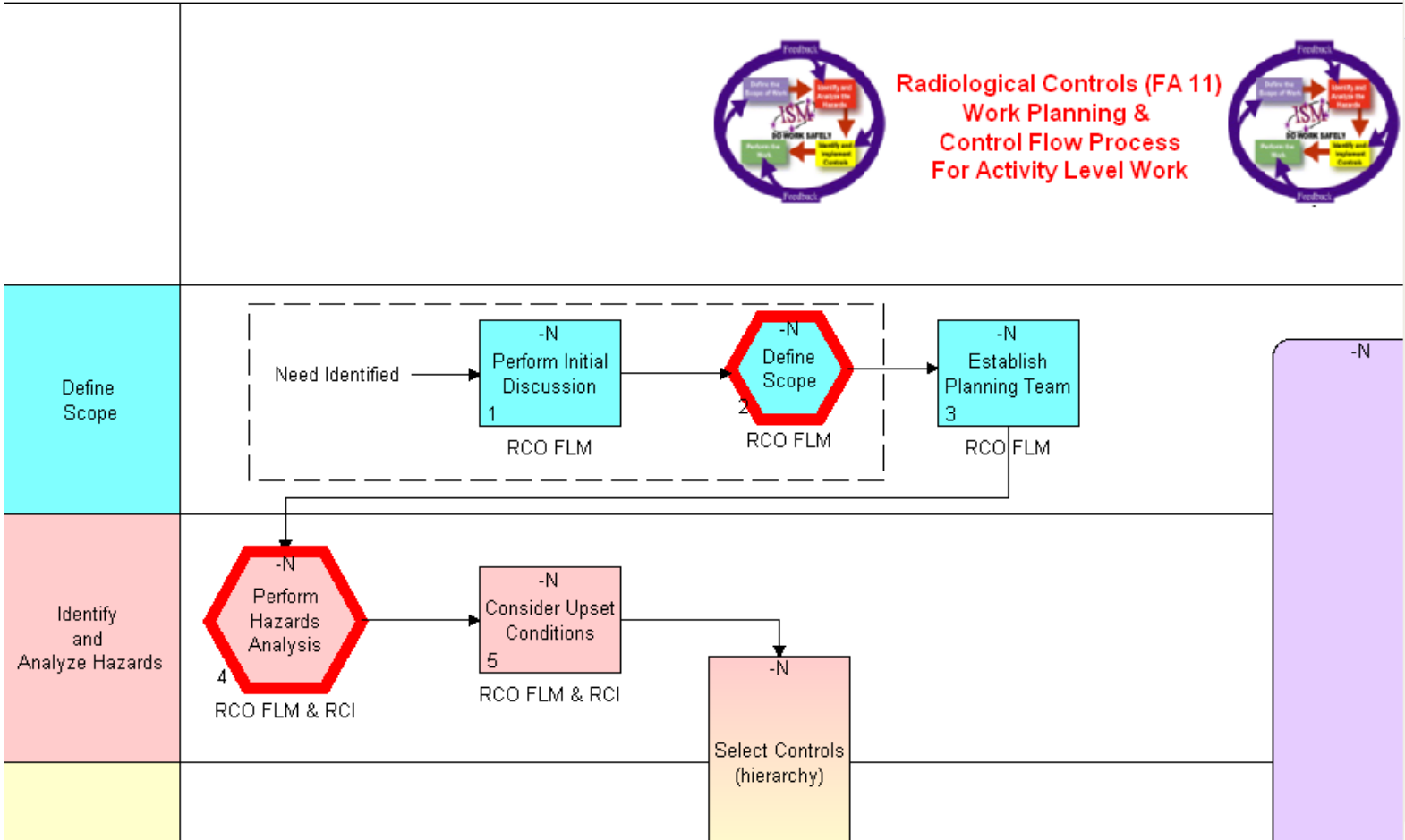
- Each Functional Area performing activity level work (Operations, R&D, D&D, RadCon, Construction, and Maintenance) performed a crosswalk between CRAD/QAP 9-4 requirements and their implementing procedures.

## SRID Functional Area 9, Conduct of Operations to QAP 9-4

WPC-3	Performance Objective WPC 3: Work Control Program Documentation		
	The contractor has developed an effective work planning and control process.		
		QAP 9-4	Implementing Procedure
Criteria 1	Contractor work control manual/procedure for initiating, analyzing, and developing work control documents, including job hazard analysis, is approved and implemented.	A. 5. a) Work planning & control procedure(s) for initiating, analyzing, and developing work planning & control documents, including job hazard analysis, is approved and implemented.	2S Procedure 1.1 8Q Procedure 122
Criteria 2	The contractor's work control process establishes the level of review and approval for different types of work control documents. The type of document chosen is based upon the degree of risks, hazards, and complexity of the work activity.	A. 6. a) The work planning & control process establishes the level of review and approval for different types of work documents. The type of document chosen is based upon the degree of risks, hazards, and complexity of the work activity.	2S Procedure 1.1
Criteria 3	The contractor has established work planning/control requirements for all personnel performing work at their site, including subcontractors. Affected personnel are	A. 2. a) Work planning / control are established for all personnel performing work, including subcontractors. Affected	2S Procedure 1.1 2S Procedure 5.1

# Work Flows

- Developed work flows for each functional area – broken down by ISMS core function



# FA Procedure Revisions

- **Revised functional area manuals/procedures to address gaps identified in crosswalk reviews and work flow developments**
  - **Conduct of Operations**
  - **Conduct of Research and Development**
  - **Conduct of Maintenance**
  - **Conduct of Decommissioning and Demolition**
  - **Radiological Control**
  - **Construction Practices**

# Self Assessment Template

- Established a WP&C self assessment template in the SRS Site Tracking and Reporting (STAR) database for each functional area

Summary | Assessors / FAs / Contacts / Docs Rev'd | **Criteria / LOIs (33)** | Attachments (0) | Comments (0)

2006 - SA - 003441

**Criterion / LOI (Lines Of Inquiry)**

Add LOI | Pick from LOI Database

No.	Grade	Topic	Description / Results of LOI
7	<input checked="" type="checkbox"/>	CRAD-WPC3-7	The qualification requirements for managers who control work and personnel who plan work are established. Results of LOI
8	<input type="checkbox"/>	CRAD-WPC3-8	Records that document the successful completion and qualification of managers who control work and personnel who plan work are retained and auditable. Results of LOI
9	<input type="checkbox"/>	CRAD-WPC4-1	Initial discussion/walked down of the proposed work activity is performed by appropriate personnel (e.g., line management, engineer, planner, etc.) to ensure that the work is properly scoped and that Results of LOI
10	<input type="checkbox"/>	CRAD-WPC4-2	A team comprised of the appropriate personnel (e.g., work planner, work manager, workers, safety and health Subject Matter Experts (SMEs), etc.) is selected by line management to participate Results of LOI

Double-Click on any field to use the LARGE EDITOR window

# Hanford Type A evaluation

- Reviewed recent Hanford Spill Type A report against SRS WP&C Program requirements (CRAD)
- Developed assessments using applicable CRAD elements
  - Did not have to create a new list of LOIs - simply picked from CRAD requirements
- STAR Template to be used to document assessments

# Planner Training

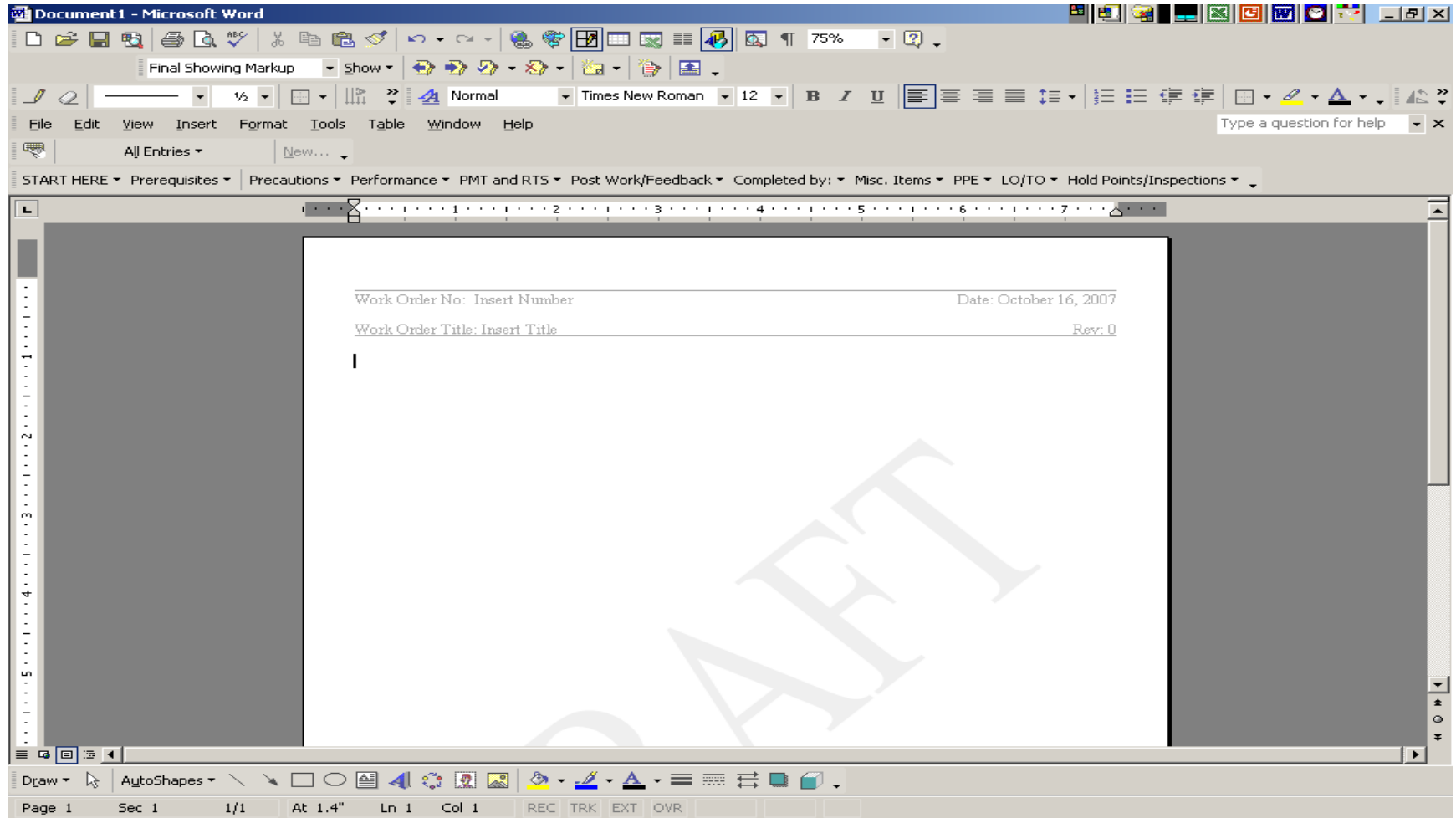
- **Each functional area developed a planner qualification card to include:**
  - **Integrated Safety Management (ISM) Core Functions and Guiding Principles, and Quality Assurance Criteria;**
  - **The roles, responsibilities, authorities, and accountabilities of interfacing organizations;**
  - **Applicable work management system(s) - i.e., types of work performed, processes used, tools, software, work package content, how to apply lessons learned, etc.;**
  - **Hazard Identification and Analysis, and how to incorporate controls into work instructions;**
  - **How to apply applicable requirements, standards, permits, regulations, etc. to work planning (includes use of subject matter experts and system engineers);**
  - **How and When to Conduct Walk-downs; and**
  - **Effective Communications and Technical Writing**
- **Maintenance Planner Qualification includes:**
  - **TRWGHA01 - Hazard Analysis for Planners**
  - **TMAC0100 - PassPort Power Users**
  - **TMME0500 - 1Y 8.20 Work Control**
  - **TPSC1400 - Technical Writing for Work Planners**

# Technical Writing for Work Planners

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- **Developed Maintenance Planner's Writing Guide**
- **Developed an electronic work instruction template (based on an Oak Ridge model)**
- **Developed Technical Writing Course for Maintenance Planners to include training on the guide and template**

# Planner Work Instruction Template



# Questions

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## Contact information:

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**(803)557-4485**