

Safety Basis Subgroup Charter

Updated 06/04/2010

PURPOSE

The Safety Basis (SB) Subgroup (formerly known as the Authorization Basis Subgroup) is a working committee under the Energy Facility Contractors Group (EFCOG) Safety Analysis Working Group (SAWG). The purpose of the SB Subgroup is to promote excellence in the U.S. Department of Energy (DOE) contractors' SB initiatives and programs. This is accomplished through 1) development of SB guidance based on lessons learned, 2) active interface with EFCOG groups and subgroups to identify and resolve SB-related issues, 3) collecting and sharing of relevant SB information, and 4) formalized presentations and training.

HISTORY

The first Authorization Basis Subgroup meeting was held in June 1996 at the Safety Analysis Workshop in Knoxville, Tennessee. In conjunction with this meeting, a chairperson was elected, issues identified, actions assigned, and a proposed charter developed. The Subgroup Charter was finalized in October 1996 and subsequently approved by the SAWG Steering Committee.

The inaugural Authorization Basis Workshop was held in January 1998 in Albuquerque, New Mexico. The SB Workshop provides a forum for extended discussion of lessons learned relative to issues of interest shared by the DOE community. The 85 participants represented 14 DOE Sites and Laboratories, DOE HQ, DOE Field Offices, and the Defense Nuclear Facility Safety Board staff, as well as DOE contractors.

SCOPE

The scope of the SB Subgroup includes:

- establishing and maintaining active interface with the SAWG subgroups and other EFCOG and DOE working groups regarding SB issues and activities, including real-time consideration of applicable issues;
- sharing effective processes to successfully plan, develop, review, implement, and manage SBs at DOE facilities;
- developing and recommending SB guidance for nuclear and non-nuclear activities and facilities throughout their life cycle;
- promoting cost-effective integration of the essential elements of SB initiatives and programs;
- developing strategies for tailoring the SB to fit the needs of individual facilities/activities;
- developing and recommending criteria and guidance to implement CFR requirements, DOE Orders, standards, and best industry practices for independent review of safety basis documentation for reactor, nuclear, and non-nuclear hazardous facilities.

OBJECTIVES

Safety Basis Subgroup Charter

Updated 06/04/2010

The objectives of the SB Subgroup are to:

- develop, promote, coordinate, and facilitate the active exchange of successful SB initiatives, programs, practices, lessons learned, and other pertinent information;
- actively interface with other working groups of EFCOG and DOE to capture and address SB-related issues;
- achieve regulatory compliance and enhance cost-effectiveness of SB planning, development, review, implementation, and management by taking advantage of lessons learned throughout the DOE community;
- promote SB training by sharing of management and technical information through workshops and seminars;
- plan and implement those actions necessary to ensure that the overall objectives of EFCOG and SAWG come to fruition in the area of SB within the EFCOG Charter and the Guidelines for the Working Groups of EFCOG; maximize participation and representation of the DOE Sites and Laboratories.

BENEFITS

The benefits of the SB Subgroup activities include:

- a central source of SB-related information;
- collection of SB-related issues, lessons learned, and interpretive guidance;
- greater consistency among DOE Sites for definition, application, tailoring, planning, development, review, implementation, and management of SB documentation;
- cost-effective compliance with requirements of Orders/Directives/Rules, Technical Standards, and Integrated Safety Management initiatives.

ORGANIZATION

- The chairperson (Chair) and assistant chairperson (Assistant Chair) of the SB Subgroup are elected by a majority vote of the members. The term of office is one year. If for any reason the Chair is unable to fulfill his or her duties, the Assistant Chair assumes the SB Subgroup responsibilities for the remainder of the term and a new Assistant Chair (elected by majority vote) serves out the term.
- SB Subgroup members are expected to actively participate in the group activities and initiatives. In lieu of a permanent Secretary, a member is appointed to record the minutes at the beginning of each meeting, and an updated membership list is provided with the meeting minutes. The SB Subgroup Chair is the point of contact for formal communication.

PROCESS

- SB Subgroup meetings are held when necessary, as determined by its members. The majority of work among members is performed using e-mail, video/teleconference, and other communication and information-

Safety Basis Subgroup Charter

Updated 06/04/2010

- sharing technology that promotes cost-effectiveness.
- The goals, objectives, and the cost/benefits of the SB Subgroup shall be reviewed annually by the Chair and documented in the SB Subgroup Annual Report.
- A change in the SB Subgroup Charter requires approval from two-thirds of the membership.

DELIVERABLES

- The products of the SB Workshop and related topical papers, including White Papers that identify and recommend strategies to effectively plan, develop, review, implement, and maintain SB documentation based on lessons learned. These products will be posted and maintained on the SAWG Website for use by all EFCOG members and the DOE community.
- Investigate successes and failures of past and current independent review systems. Review existing independent review requirements and guidance contained in CFRs, Orders, standards, and best industry practices to provide recommendations for applying these requirements and guidance in the DOE complex.