

Best Practice 18 - Quick Fix Work

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Brief Description of Best Practice:

Quick Fix is a type of Facility pre-approved simple work which can be performed by anyone. The "Quick Fix" process is as follows:

1. Determine if the activity is on the Project/Facility Quick List.
2. Determine if you are qualified and/or if documentation is required.
3. Perform Quick Fix Work

The Project/Facility Maintenance Manager is responsible for development, maintenance and change control of the Project/Facility Quick Fix List. The concept is that core items be applicable to all Project/Facility Quick Fix Lists. If an item needing corrective action is not on the Quick Fix List, it can be evaluated for addition by submitting a Change Request to the appropriate Project/Facility Maintenance Manager.

If the person identifying the problem does not meet the training requirements per the Project/Facility Quick Fix List, another qualified individual may perform the job.

Why the Best Practice was used:

Identifies simple work that anyone can perform & removes those items from that work normally performed by only Maintenance personnel.

What are the benefits of the Best Practice:

Allows immediate completion of work, while freeing up Maintenance resources to focus on Maintenance related work.

What problems/issues were associated with the Best Practice:

None.

How the success of the Best Practice was measured:

There is no tracking or measuring of this activity. However, the simple tasks associated with Quick Fix no longer have to be performed solely by Facility Maintenance personnel.

Description of process experience using the Best Practice:

Quick Fix work activities can now be performed by anyone who is qualified to perform the task. This eliminates Maintenance having to work these simple work activities, freeing their time and focus for regular Maintenance work.

ISM Core Function and Guiding Principle to which the Best Practice relates

Core Function 1: Define Scope of Work ; Principle 4: Balanced Priorities