

BEST PRACTICE 25 - Work Package Contents – Only Contain What’s needed by the Mechanic in the Field

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BRIEF DESCRIPTION OF BEST PRACTICE:

The work control procedure allows that only things specifically needed by the work group to perform fieldwork are included in the work package.

WHY THE BEST PRACTICE WAS USED:

Prior to this best practice, Work Order packages often contained information not needed during the performance of the work.

WHAT ARE THE BENEFITS OF THE BEST PRACTICE:

Eliminated superfluous information from the Work Order packages, while continuing to make available reference material electronically in the Work Management System.

WHAT PROBLEMS/ISSUES WERE ASSOCIATED WITH THE BEST PRACTICE:

Personnel often are conservative regarding the contents of a Work Order package. Specific guidance is required to ensure superfluous information is not added to the packages.

HOW THE SUCCESS OF THE BEST PRACTICE WAS MEASURED:

Worker feedback regarding the issue diminished.

DESCRIPTION OF PROCESS EXPERIENCE USING THE BEST PRACTICE:

With Work Packages containing only that information which is needed in the field allows the workers to focus on only information which specifically pertains to the work they are performing.

ISM CORE FUNCTION AND GUIDING PRINCIPLE TO WHICH THE BEST PRACTICE RELATES

Core Function 3: Develop and Implement Hazard Controls; Principle 5: Identification of Safety Standards and Requirements; Principle 6: Hazard Controls Tailored to Work Being Performed
Core Function 4: Perform Work Within Controls; Principle 7: Operations Authorization