




Department of Energy
Washington, DC 20585

January 17, 2007

MEMORANDUM FOR DISTRIBUTION

FROM: 
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CHIEF HEALTH, SAFETY AND SECURITY OFFICER
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Formation of a Working Group on Operational Readiness Reviews

The purpose of this memorandum is to request your support by providing a point of contact (POC) from your organization to work with a Department of Energy (DOE) team of technical experts to perform a comprehensive review of DOE Order 425.1c, *Startup and Restart of Nuclear Facilities*; DOE Standard 3006-2000, *Planning and Conduct of Operational Readiness Reviews*; DOE Handbook 3012-2003, *Guide to Good Practices for Operational Readiness Reviews*, and the Operational Readiness Review (ORR) training program.

The Office of Nuclear Safety and Environment, within the Office of Health, Safety and Security, is leading this effort and a tentative schedule for the working group is attached.

The goal of this working group is to address long standing issues related to implementation of ORR guides by improving DOE guidance on: (1) determining when an ORR is required, (2) the process for developing Criteria and Review documents, and (3) the format, content, and submission of Startup Notification Reports.

In addition, the ORR Working Group will: (1) review the current DOE ORR web site and identify improvements to facilitate more effective sharing of ORR knowledge and practices within the ORR community, (2) update the current ORR training curriculum to make it more performance assessment oriented, and (3) develop qualification criteria for ORR training instructors.

The Office of Nuclear Safety and Environment is planning to hold the first working group meeting January 30 and 31, 2007, in Richland, Washington in conjunction with a previously scheduled DOE Contractors' ORR working group meeting.

Please send the name of your POC to Michael Hillman at michael.hillman@hq.doe.gov . If you have any questions, please contact me at (301) 903-3777 or you may contact Mike Hillman at (301) 903-3568.

Attachment: Tentative Schedule for Working Group Effort



Attachment

Tentative Schedule for Working Group Effort

1 st Working Group meeting to discuss plan for addressing issues, identify path forward, and develop internal communication strategy.	January 30 & 31, 2007
First draft of DOE Order DOE Order 425.1d, <i>Startup and Restart of Nuclear Facilities</i> .	March 1, 2007
First draft of revised DOE Standard 3006-2000, <i>Planning and Conduct of Operational Readiness Reviews</i> .	April 1, 2007
Submission of DOE Order DOE Order 425.1d, <i>Startup and Restart of Nuclear Facilities</i> to RevCom for formal concurrence.	April 1, 2007
First draft of DOE Handbook 3012-2003, <i>Guide to Good Practices for Operational Readiness Reviews</i> .	June 1, 2007
Submission of DOE Standard 3006-2000 <i>Planning and Conduct of Operational Readiness Reviews</i> to RevCom.	June 1, 2007
Revised ORR training curriculum.	June 1, 2007
Submission of DOE Handbook 3012-2003, <i>Guide to Good Practices for Operational Readiness Reviews</i> to RevCom.	August 1 st , 2007

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