Readiness Review Charter

**1.0 Introduction**

The Readiness Review process for the startup and restart of nuclear facilities as described in DOE Order 425.1C and DOE-STD-3006-2000 has been the subject of significant discussion since its inception in the early 1990s. Clearly the importance of safely and reliably performing hazardous work in nuclear facilities can't be overstated. A significant amount of evolution has occurred since these documents were last updated and implementation at the DOE and Contractor level has been the subject of both external and internal scrutiny.

This working group is established to collaboratively suggest updates to these documents to provide the appropriate set of requirements relative to performing hazardous work in nuclear facilities and to establish an environment of continuous improvement in the DOE readiness review community

This document describes the purpose, organization, and responsibilities of the Readiness Review Working Group and defines its functions.

**2.0 Purpose**

The purpose of the Readiness Review Working Group is to share and evaluate effective practices and lessons learned as a means to improve readiness review programs and if necessary suggest changes to:

* DOE O 425.1C: Startup and Restart of Nuclear Facilities
* DOE-STD-3006-2000: Planning & Conduct of Operational Readiness Reviews
* DOE Handbook 3012-2003: Guide to Good Practices for Operational Readiness Reviews
* ORR Training Curriculum
* The DOE ORR Web Site

**3.0 Organization**

The Readiness Review Working Group consists of DOE and DOE Site Contractor representatives from DOE facilities participating in recognized Readiness Review programs and who are authorized to represent those programs in the complex.

3.1 Leadership

The working group shall be co-chaired by a DOE and Contractor representative. Co-chairs will be elected during the working group's annual meeting and for terms of two years. Individuals elected to chair the working group shall serve no more then two consecutive terms. The DOE Co-Chair shall be elected by majority vote of DOE representatives present at the annual meeting. The contractor Co-Chair will be elected by majority vote of DOE site contractors present at the annual meeting.

3.2 Membership

The Readiness Review Working Group will maintain a balance in membership, to the degree possible, with individuals representing the full spectrum of DOE activities requiring readiness reviews. Annually, membership on the Working Group will be reviewed to ensure appropriate representation is being maintained

DOE membership shall include representatives for DOE Program Offices, Central Technical Authorities, and Site/Field Offices. Contractor representation is open to all DOE Operating Contractors whose operations fall under the purview of DOE Order 425.1C. Membership is voluntary.

Sub groups to the Working Group may be formed to effectively implement the objectives of the Working Group. In addition, Task Groups may be established and used to support short term activities of the Working Group. Members of Sub Groups and Task Groups may include Working Group members as well as DOE and contractor individuals from DOE HQ, DOE Program and Site personnel, and Contractor personnel assigned by the appropriate working group co-chair. Each sub group or task group will be chaired by a voting member of the Working Group.

Approval of membership is subject to oversight of the Co-Chairs to ensure broad and balanced representation from across the DOE complex.

3.3. Consensus Recommendations

The objective of the working group is to develop consensus on readiness review related issues across a broad representation of DOE organizations and sites without one site or organization dominating.

3.4 Organization Funding

Since participation in the Readiness Review Working Group is voluntary, each organization will provide funding for the participation of its members.

**4.0 Responsibilities**

4.1 Readiness Review Working Group Co-Chairs

The elected DOE and contractor representative shall serve as Co-Chairs of the Readiness Review Working Group. Duties include:

* Provide leadership for and direct the overall activities of the Readiness Review Working Group
* Institute and establish a schedule for Working Group conference calls and meetings, as appropriate.
* Work with DOE-HQ (HS, EM, NNSA, NE, Science) management to garner support and promote effective use of readiness reviews complex wide
* Establish methods for communication concerning readiness reviews in the DOE complex and establish DOE and Contractor points of contact (e.g., DOE workshops, biweekly conference calls, web page).
* Establish format and content needs for required reports.
* Produce and distribute periodic working group reports.
* Schedule and coordinate the agenda of annual Readiness Review Working Group Conferences

4.2 Readiness Review Working Group

Members are appointed from sites with established readiness review programs. Member duties include:

* Participating in and contribute to the lesson learned process and the exchange of information, tools, and implementation strategies.
* Networking with sites in the initial stages of readiness review implementation
* Networking with sites and program offices interested in learning more about readiness reviews
* Supporting sub groups and task groups formed to address specific readiness review improvement initiatives
* Evaluating best practices as a means to identify effective private-sector processes against which the DOE readiness review program can be benchmarked in order to improve readiness review programs.
* Recommending necessary changes to DOE O 425.1C
* Recommending necessary changes to DOE-STD-3006-2000
* Evaluating ORR Team Leader Training for improvements
* Participating in periodic conference calls.
* Providing support to the Working Group Co-Chairs, as required and agreed to, in order to promote the readiness review program complex wide.
* Bi-annually electing Working Group Chairs