EFCOG WP&C TASK GROUP BEST PRACTICE #245

Facility: (Facility/Site Name) Savannah River Site

Best Practice Title: WP&C Pre-work Checklists

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Brief Description of Best Practice: (Provide a short, "abstract-like" description of the best practice)

The WPC Pre-work checklists provides options for a standardized approach to evaluating work activity readiness.

Why the best practice was used: (Briefly describe the issue/improvement opportunity the best practice was developed to address)

The WPC Pre-work checklists are used to provide guidance and support to implement standard processes, approaches, and documentation to the Work Planning and Control (WPC) process. These checklists can be used for any new, restart, or revised work activity. The use of the checklists validates that the work activities have been evaluated, controls are in place, and workers are prepared to begin work. The checklist aims to make the work package/activity work with minimal or no delays the first time it's attempted.

What are the benefits of the best practice: (Briefly describe the benefits derived from implementing the best practice.)

The WPC Pre-work checklists results in engaged employees, improved PIs, and quality documentation. Work is planned from multiple perspectives.

What problems/issues were associated with the best practice: (Briefly describe the problems/issues experienced with the initial deployment of the best practice that, if avoided, would make the deployment of this best practice easier the" next time".)

Work coordinators felt that this was an additional step in the process, which would slow the start of a work activity. Initially, there was a higher number of work control documents that required rework, but this was reduced as more field walkdowns were conducted, which improved the quality of the work control documents.

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How the success of the Best Practice was measured: (What data/operating experience is available to document how successful the best practice has been?)

Success was measured in the timely completion of the review and the successful completion of the work activity with no or minimal re-work of the work control document.

Description of process experience using the Best Practice: (Describe the operating experience with the best practice with particular focus on the evolution of its development, end user experience, and the role the practice plays in the Integrated Safety Management System or Integrated Safeguards and Security Management System of the Site.)

The checklists were initially viewed as an additional layer of effort that slowed the start of work; however, over time, functions began seeing the value it brought to their work planning and preparation for work execution. Work groups started integrating the use of this form into their process even when it was not required

SRR Work Order Approval Checklist

Planner Check appropriate box						
Yes NA Work Order Number						
		Address all SME comments and incorporate into TWD as applicable				
		Proof TWD/AHA for spelling/formatting/technical errors.				
		If an Impact Review Sheet (IRS) was required, ensure engineering and operations has completed and electronically signed the IRS.				
		Ensure work order was routed to all SMEs on the AHA and all approvals have been obtained in Asset Suite, THEN, complete AHA approval by coordinators for any SMEs that did not approve in the AHA data base and THEN finalized the AHA				
		Ensure any other SME approvals on the work order/task have been obtained for required roles per 1Y-8.20, & S4-OPS-14.				
		Verify LSR hold code removed, if not contact LSR function.				
		Check work order task for hold codes and release satisfied or validate hold codes				
		Ensure Record Retention and Davis Bacon code has been entered in work order attributes.				
		Ensure all applicable forms/attachments that will become records have been check/marked for record retention.				
		Check for admin holds on applicable procedures and ensure Procedures/ dwgs are the latest revision.				
		All required work groups have been identified in the resources.				
		All B31.3 tasks have been flagged in TIMM117 panel.				
		If removing insulation, Insulation inspection letter is embedded.				
		If the material was ordered check MSR status, print and Remove hold code for kitted MSRs.				
		Perform final approval of the work order/task in Asset Suite.				
		If task required a Hydro-test complete applicable section of Hydro procedure.				
		If a welding task, ensure weld I.R has been provided.				
		Complete Logbook entry				
		Print and stage in applicable WMC				
		Others:				
		Others:				

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SRR Work Window Coordinator Task Ready Checklist Check appropriate box and provide justification for any item checked No.							
No	NA	Work Order Number					
		Work package and Maintenance Instructions are approved without hold codes					
		Lockout approved / Lockout Number:					
		Material kitted / MSR Number:					
		Approved lift plan if applicable to work being performed.					
		Special equipment needed and qualified resources available: cranes, manlifts, light plants, breathing air compressors, welding equipment, etc. (Identify in additional comments)					
		Safety equipment identified is available and adequate: confined space equipment, safety showers, etc. (Identify in additional comments) Radiation monitoring impacts identified and coordinated with RCO					
		Facility impacts discussed and reviewed with Operations					
		Identify any additional support groups that aren't identified in the work order: (Consider notifying WC to add them)					
		Fire Watch					
		Camera Support (IM)					
		RCO					
		IH					
		QA					
		SUD					
		Rigging					
		Others:					
nis.							
	No	No NA					

SRR Senior Mechanic/FLM Task Ready Checklist (Focused on Modifications and Functional Class SS/SC Corrective Maintenance with System Impacts, Parts and Significant manpower involved) Yes No NA Material and work area walked down to ensure adequacy for the job After work order review and work area walk down. Are all hazards identified and controlled, including co-located hazards and any potential for stored energy? Equipment you need is available and adequate, including tools, PPE, M&TE, etc. Mechanics assigned to the work are qualified as necessary on the task(s) Verified by (Name & Date) Comments/Suggestions:

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Task Readiness Determination Checklist

	Proc Ref 2S,	2S, 2.1
Person in Charge (PIC) / Work Window Manager (WWM) / Lead Work Group Supervisor (LWGS) Name	Date	
Technical Work Document(s)		
Task(s)		
Documents	Yes	N/A
Procedures are approved and ready to work.		
Work Packages are approved and ready to work.		
Lockout/Tagouts (L/T) are approved and ready to work (if greater than 30 days since approval, the L/T has been reviewed within the last 30 days).		
Work Permits are approved and ready to work (e.g., Radiological Work Permit [RWP], Hot Work Permit, Confined Space Permit, etc.).		
Fire Impairment has been approved and compensatory measures in place or are scheduled to be in place prior to the start of the task.		
Facility and Site Security Plan revisions are approved to support the performance of the task (e.g., Modified Security Plans, Nuclear Material Control and Accountability [NMC&A] Implementing Plans, etc.).		
Other (Specify)		
Personnel	Yes	N/A
Adequate number of personnel are assigned to the job (including relief personnel, if necessary).		
Personnel have completed training required to support the task (e.g., Confined Space, Qualified Electrical Worker, etc.).		
 Support personnel have been assigned and are ready to support the task as needed: Fire Watch Waste Verifier/Generator Certification Official (GCO) Industrial Hygiene (IH) and/or Safety Engineer (SE) Quality Assurance (QA) Rigging and Heavy Equipment (R&HE) Construction Subcontractor/Vendor. 		
Other (Specify)		

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Task Readiness Determination Checklist (Continued)

	Proc. Ref. 2S,	ef. 2S, 2.1
Person in Charge (PIC) / Work Window Manager (WWM) / Lead Work Group Supervisor (LWGS) Name	Date	
Equipment	Yes	N/A
 All material has been inspected, confirmed to be the correct functional classification, accepted, and is staged. Examples include: Parts Waste bags, sleeving, waste boxes Lubricants or fixatives Specified chemicals. 		
No Site Condition Tags or Caution Tags identify issues that could prevent operation of equipment required to support the task.		
Temporary ventilation systems are installed and ready for use.		
Temporary Radiological monitoring equipment is ready for use (e.g., portable CAMs, Kannes, etc.).		
Special Radiological or Personal Protective Equipment (PPE) is available for use (e.g., finger rings, fall protection, remote monitored dosimetry, etc.).		
Special Equipment (e.g., cranes, man-lifts, light plants, portable compressors, lift trucks, etc.) are in place, have been inspected/ checked out, and are ready for use.		
Tools required to perform the task have been inspected and are available for use.		
Inspections for below the hook lifting devices are current and will not expire prior to completion of the task.		
Required Measuring and Test Equipment (M&TE) is available and within the calibration date.		
Temporary Shielding is installed and appropriately tracked by Radiological Protection personnel.		
Equipment required to be in operation to support the task is not locked out or otherwise out of service.		
Calibrations and inspections are current and will not expire prior to or during the planned task.		
Communications devices (e.g., radios, headsets, etc.) are available for use.		
Other (Specify)		
Facility	Yes	N/A
Containment devices (e.g., huts, glovebags, etc.) have been installed, inspected, and are approved for use.		
Barricades have been established, if necessary (e.g., Radiological, Warning, etc.).		
Installed support systems (e.g., domestic water, breathing air, instrument air, steam, electrical, etc.) are available for use.		
Co-located work will not impact this task (e.g., adjacent Radiological or high noise work, etc.).		
Impact to Nuclear Incident Monitor (NIM) audibility has been evaluated and compensatory measures, if any, have been implemented.		
Facility postings do not impact planned performance of the task.		
Any permanent or temporary modifications required to support the task have been installed, tested, and turned over for use.		
Scaffolding has been installed, inspected, and is ready for use to support the task.		
Other (Specify)		

Task Preview Checklist

Proc. R							
	Task Preview Preparation		Initials				
Record Task Description							
Identify Participants / Work Groups Needed for Task Pr	eview						
	Technical Work Document (TWD) Review						
 Review and discuss procedures, work packages, and associated technical work documents. Discuss purpose, scope of work, and task sequences, as needed. Discuss precautions and limitations, applicable hazards (e.g., radiological, electrical, chemical, and other hazards to others in the area) as needed. Discuss controls to protect workers such as human performance error reduction tools and personal protective equipment, as needed. Discuss risk important steps and critical steps and error-likely conditions, as needed. Discuss any Technical Safety Requirements or Nuclear Criticality Safety requirements, as needed. Discuss roles and responsibilities, as needed. Discuss roles and responsibilities, as needed. 							
 Verify TWD can be performed as written. 							
	Task Preview Walkdown						
Determine if a Task Preview walk down is needed base	d on the complexity, frequency, and risk of the activity.						
	group, read the TWD out loud and verify that the work do ents that will be read, operated, manipulated, or verified e of each step.						
Locate all affected equipment and verify TWD matches Identification [CLI] numbers).	field conditions by positive component identification (e.g	., Component Labeling					
tagout, administrative locks/seals, barricades, obstruction	fety of the work or plant operations (e.g., site condition ta ons, ventilation, security interfaces, and other plant cond						
Identify similar, co-located equipment, not to be operate							
· · · · · · · · · · · · · · · · · · ·	d in the TWDs. Determine if proper controls are in place	to address all job hazards.					
Notify appropriate personnel if TWD changes or physica							
Discuss task readiness by the use of OSR 3-244, Task forms.	Readiness Determination Checklist, or other task readin	ess determination tools or					
	Attendees						
Print Name	Signature	Work Group / Functio	n				