

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: _____

SRR Work Window Coordinator Task Ready Checklist

Check appropriate box and provide justification for any item checked No.

Yes	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: _____

Comments:

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, 2.1

Person in Charge (PIC) / Work Window Manager (WWM) / Lead Work Group Supervisor (LWGS) Name		Date
Technical Work Document(s)		
Task(s)		
Documents		
Procedures are approved and ready to work.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Work Packages are approved and ready to work.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Work Permits are approved and ready to work (e.g., Radiological Work Permit [RWP], Hot Work Permit, Confined Space Permit, etc.).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire Impairment has been approved and compensatory measures in place or are scheduled to be in place prior to the start of the task.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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.).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Other (Specify)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Personnel		
Adequate number of personnel are assigned to the job (including relief personnel, if necessary).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Personnel have completed training required to support the task (e.g., Confined Space, Qualified Electrical Worker, etc.).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Support personnel have been assigned and are ready to support the task as needed:		
<ul style="list-style-type: none"> • 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. 	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Other (Specify)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

